

HMIS Participating Hotel/Motel Program – PIT Count Process:

1. Make sure to set your Organization/Provider and Role Correctly

Organization
Friendship Service Center, Inc. (FSC)

Provider
FSC shelter covid Hotel/Motel (CV)(ES)

Role
Emergency Shelter (ES)

Role apBuilder

Logout

2. Using Find Client – search for the head of household

+ Enroll Emergency Shelter

Client

Find Client

Find Client

Filters

Last Name First Name/alias Client ID

SSN Birth Date Legacy ID

Search

3. Once you have found the head of household record, make sure their enrollment is still open. If the enrollment is closed you will not be able to create the Hotel/Motel service for PIT

Status	Project Assigned Case Mgr	Project Start- Exit Dates
Enrolled In Program	FSC shelter covid Hotel/Motel (CV)(ES)	10/1/2022 - Open

4. From the left side menu select Case Management and then select Services

+ CAN/211 Dashboard

Case Management

Client Information

COVID-19

Program Assessments

Org Specific

Program Enrollment

Case Managers / Mentor

Employment / Retention

Goals

Service Plans (All)

Current Living Situation

Services

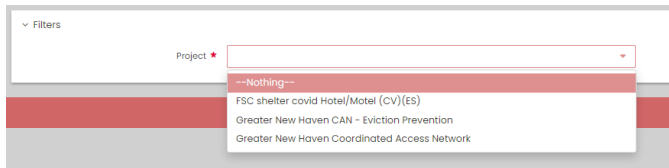
5. Click on Add New in the top Right

Services Summary - CT HMIS

Add New

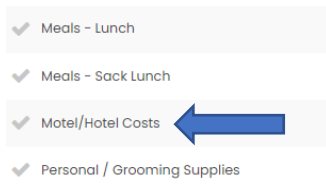
Total Rows: 1

6. Select the Hotel/Motel enrollment from the program drop down menu

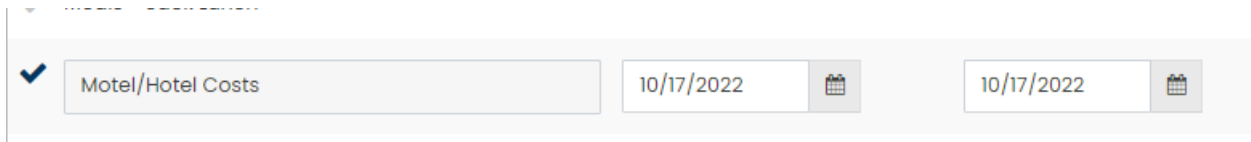


7. You will not need to click anything else, the services options will auto-populate once you select the program.

8. Scroll down until you find the Hotel/Motel Costs service and select it.



9. Enter the PIT date and click save



10. This only needs to be done for the head of household. All members enrolled with the head of household will be included in this service and their data will be pulled into the PIT database as well.