

USHS Transfer Requests in HMIS

1. Navigate to you're the programs tab of your client's profile and open their enrollment record.

Martha Stewart

PROFILE HISTORY **PROGRAMS** ASSESSMENTS NOTES FILES CONTACT LOCATION REFERRALS

▲ Release of Information is Missing or Permission Not Provided. Please review to ensure compliance.

PROGRAM HISTORY

Program Name	Start Date	End Date	Type
CHN - Briggsdale PH - Permanent Supportive Housing (disability required for entry) Community Housing Network ⓘ	04/01/2022	Active	Individual

2. On the program-level Assessments tab, start the USHS Transfer Request assessment.

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PROFILE HISTORY **PROGRAMS** ASSESSMENTS NOTES FILES CONTACT LOCATION REFERRALS

PROGRAM: CHN - BRIGGSDALE

Enrollment History Provide Services **Assessments** Goals Notes Files Chart × Exit

Assessments LINK FROM ASSESSMENTS

Current Living Situation	START
Status Update Assessment	START
Annual Assessment	START
DCA Referral	START
COVID-19 Vaccine & Screening Assessment	START
TAY Assessment	START
USHS Transfer Request	START

3. Complete all assessment fields making sure to set the following values for the Coordinated Entry fields. When complete, click Save.
 - a. Assessment Location = Housing Provider
 - b. Assessment Type = In-person
 - c. Assessment Level = Housing Needs Assessment

USHS TRANSFER REQUEST

Assessment Date	05/11/2022 
Assessment Location	Housing Provider 
Assessment Type	In person 
Assessment Level	Housing Needs Assessment 
Current Subsidy	Section 8 project-based voucher 
Reason for Transfer Request	Family Reunification/Change in Household Composition 
Current Unit Size	1 Bedroom 
New Unit Size	2 Bedroom 
Is Additional Documentation Included in this Submission?	Yes 
Brief Explanation of Emergent Service Need	<input type="text" value="Child joining household"/>
Private	<input type="checkbox"/>

 **SAVE** **CANCEL**

4. On the next screen, toggle on USHS Pool and click “Refer Directly to Community Queue(s).”

PROGRAM ELIGIBILITY DETERMINATION

Toggle on USHS Pool and click "Refer Directly to Community Queue." Please be sure to "Send Referral" on the next screen.

USHS Pool

 **REFER DIRECTLY TO COMMUNITY QUEUE(S)**

Community Queue(s)

5. On the final screen, make sure to click Send Referral. The Transfer Request has now been submitted and the client has been entered into the USHS Prioritization Pool.

REFERRAL: ADD TO CQ

Send to Queues	USHS Pool
Referred Program	Community Queue
Referred to Agency	Community Queue
Referring Agency	System
Private	<input type="checkbox"/>

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