

AHMIS Data Entry Steps

- **Search** for Client Record
(Remember to search various ways before assuming there is no record for this client.)
- **Create** Client Record
- Enter Client in **Household** (if Applicable)
- Enter **ROI** (Release of Information)
- Complete **Profile Assessment** for each family member.
(This must be done individually.)

** * * Is Client Entering Shelter? * * **

- **Assign a bed** for client and other members of the household.

Complete ENTRY/EXIT.

Entry: Remember – This is where information for reports required by HUD comes from. (Entry/Exit can be done for an entire household at once.)

Provider = (Your Agency)

Type = HUD-40118

All Red Fields MUST be answered.

Exit: Be sure to answer destination! This will serve as “Outcome Measurement”.

