



COVID-19 Data Entry - Quick Guide

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Overview

This document outlines functionality to track data related to the COVID-19 pandemic within Connecticut's HMIS system.

These changes will help manage your clients' COVID-related needs, and will also provide valuable insight on an aggregate level to understand the impact COVID has on our homeless community.

How to locate the COVID-19 Forms

Nav Path: Case Management Tab > Left Menu > COVID-19

The **COVID-19 menu** is located on all client roles, under the “**Case Management**” tab in the “**Left-Side Menu**”. You will need to click on it to access the sub-menu forms pictured below.

 COVID-19	COVID-19 Data Extract
 Homeless Episodes	COVID-19 Housing List
 Appointment Schedule	COVID-19 Vaccinations Report
 CA Program Client Listing	Medical Info (CURRENT CLIENT)
 CAN Data Views	Housing Location (CURRENT CLIENT)
	COVID-19 Vaccinations (CURRENT CLIENT)

COVID-19 sub-menu options

Nav Path: Case Management Tab > Left Menu > COVID-19

1. **[COVID-19 Data Extract](#)** - This is a master list of all clients under your current organization with an OPEN enrollment. Any client listed here can quickly have COVID-19 information associated with them. This list can be exported and filtered easily to provide quick reporting and client status assessment.
2. **COVID-19 Housing List** - This is a master list of all clients under your current organization with an OPEN enrollment. This list can be exported and filtered easily to provide quick reporting and client status assessment.
3. **COVID-19 Vaccinations Report** - This is a master list of all clients with data on the COVID-19 Vaccinations (CURRENT CLIENT) form. This list can be exported and filtered easily to provide quick reporting and client vaccination status.
4. **Medical Info (Current Client)** - This is a shortcut to the current client's COVID-19 medical info including testing and symptoms. Data can be entered here.
5. **Housing Location (Current Client - View Only)** - This is a shortcut to the current client's COVID-19 Housing information, containing current client Hotel/Motel/Other information.
6. **COVID-19 Vaccinations (CURRENT CLIENT)** - This form allows users to report a client's current vaccination status.

COVID-19 Data Extract

Nav Path: Case Management Tab > Left Menu > COVID-19 > COVID-19 Data Extract

The full Knowledge Base article for more information on the COVID-19 Data Extract functionality can be located on calthmis.com > [Knowledge Base](#) and the direct link is here: [COVID-19 Data Extract Documentation](#).

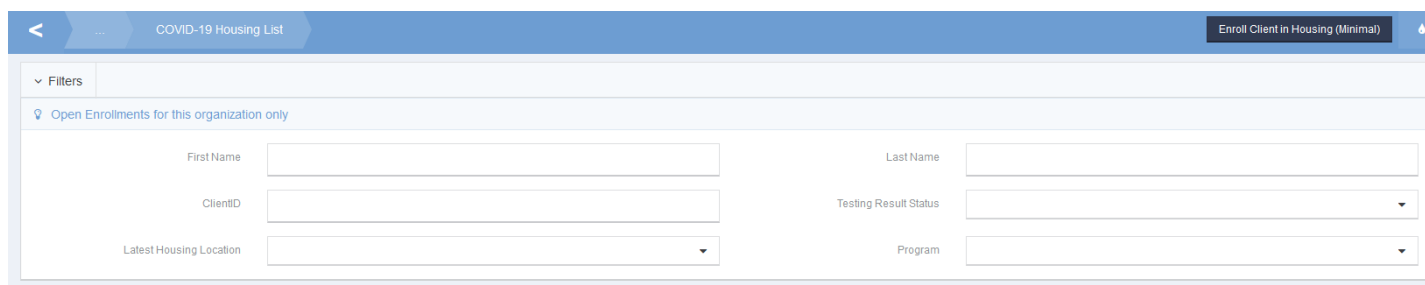
COVID-19 Housing List

Nav Path: Case Management Tab > Left Menu > COVID-19 > COVID-19 Housing List

The COVID-19 Housing List functions as a whole-organization view of data. Only OPEN enrollments will be displayed on this list, which can be filtered by ClientID, Name, Location, and COVID-19 Information such as test results.

Features:

- **Filters** - You can filter client data on Name, ClientID, Testing Result Status, Latest Housing Location and currently enrolled program.



The screenshot shows the 'COVID-19 Housing List' interface. At the top, there is a blue header bar with a back arrow, a breadcrumb trail 'COVID-19 Housing List', and a button 'Enroll Client in Housing (Minimal)'. Below the header is a 'Filters' section with a dropdown arrow. Underneath, a blue bar indicates 'Open Enrollments for this organization only'. The main filter area contains six input fields arranged in two columns: 'First Name', 'Last Name', 'ClientID', 'Testing Result Status' (a dropdown menu), 'Latest Housing Location' (a dropdown menu), and 'Program' (a dropdown menu).

- **Results** - key columns for COVID-19 data are:
 - **Housing Location** - The *Latest* COVID-19 Housing Location
 - **Isolate / Quarantine Status** - Is the client *currently* in isolation or quarantine
 - **Testing Results Date** - *Latest* testing result date
 - **Latest Testing Status** - *Latest* testing Status
 - **COVID PROGRAM Exit Enrollment** - *Only available for Program Enrollments that are from COVID-19 specific programs*
 - **Client Info** - A shortened demographic screen containing basic contact information
 - **COVID-19 Info** - Information related to symptoms and testing for COVID-19
 - **Housing** - COVID Housing Address and status
 - **Casenotes** - Shortcut to create casenotes for that client

Total Rows: 81														
	First Name	Last Name	ClientID	Program Enrollments	Enrollment Start	Housing Location	Isolate/Quarantine	Testing Result Date	Latest Testing Status	COVID PROGRAM Exit Enrollment	Client Info	Covid-19 Info	Housing	Case Notes
	211newtest	211newtest	245043	Covid Temporary Housing	4/16/2020	Best Western, Hartford	No Action Needed	4/1/2020	Negative Result	COVID PROGRAM Exit Enrollment	Client Info	Covid-19 Info	Housing	Case Notes
	211TestWF	211TestWF	242126	6.2 - Emergency Shelter	4/21/2020	American Best Value Inn, Torrington	No Action Needed		Not Tested		Client Info	Covid-19 Info	Housing	Case Notes

COVID-19 Vaccinations Report

Nav Path: Case Management Tab > Left Menu > COVID-19 > COVID-19 Vaccinations Report

The COVID-19 Vaccinations Report functions as a System-Wide view of data. Only clients with data entered on the COVID-19 Vaccinations form will be displayed on this list, which can be filtered by ClientID, Name, Vaccination Status, Program name or Organization.

Vaccination data can be used to:

- Determine how many people experiencing homelessness are vaccinated or scheduled to be vaccinated.
- Remind people who may need their second dose of vaccine.
- Mitigate ongoing COVID-19 outbreaks in congregate shelters.

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COVID-19 Vaccination Report

Filters

ClientID

Last Name

test

First Name

Vaccination Status

Program Name

Organization

Total Rows: 1

Q Search

	ClientID	Last Name	First Name	Vaccination Status	COVID Vaccine	Immunization Recipient ID	Organization	Program Name	Dose1 Date Scheduled	Dose 1 Date Administered	Dose 1 Location Administered	Dose 1 Location Administered - Other	Second Dose Required	Dose 2 Date Scheduled	Dose 2 Date Administered	Dose 2 Location Administered	Dose 2 Location Administered - Other	Created Date	CreatedBy	SystemID
				Partial vaccination	Johnson & Johnson - JNU-78436735 - 1 shot		Coordinated Access Network	Homes with Hope, Inc. - Gillespie Center & Hoskins' Place (ES)(SMF) (IND)	3/10/2021	3/17/2021	On-Site Congregate Housing		No					3/18/2021	lcasey	2

Medical Info (Current Client)

Nav Path: Case Management Tab > Left Menu > COVID-19 > Medical Info (Current Client)

The COVID Symptoms form can be used to view/add/edit COVID Test Results and Symptoms. Use the “**Add TEST**” or “**Edit Test**” buttons in the top right corner to update that information.

Covid Symptoms

Add TEST Edit Test(s)

Filters

Presenting Symptoms (Click to HIDE)

Any COVID-19 Symptoms? Yes

Chills

Cough

Fever

Headache

Lack of Smell or Taste

Muscle Pain

Repeated Shaking with Chills

Shortness of Breath

Sore Throat and New Lost Of Taste or Smell

Date Symptom Started

02/02/2021

Date Symptom Started

02/04/2021

Date Symptom Started

02/06/2021

Date Symptom Started

02/05/2021

Date Symptom Started

02/01/2021

Date Symptom Started

02/04/2021

Date Symptom Started

02/03/2021

Date Symptom Started

02/02/2021

Date Symptom Started

02/09/2021

If Client is Deceased

Client Died of COVID-19

Date Of Death

VIEW/UPDATE existing tests below.

Service Needs

Choose Options...

Opiate Use disorder - on Medication Assisted Treatment

Housing Location (Current Client - View Only)

Nav Path: Case Management Tab > Left Menu > COVID-19 > Housing Location (Current Client)

The **COVID Location - Summary - Read Only** form can be used to view the Hotel/Motel information for the client that is currently loaded in the top left corner. This form is view only and can not be edited. The information must be added/edited via *Case Management Tab > Left Menu > Program Tools > Bedlist/Resource Check-In > Gear for the “COVID Hotel/Motel (CV)(ES)” bedlist/resource > Step 1: Bedlist Enrollment (At Entry) > Edit Hotel/Motel or “Add Row” Add Hotel/Motel.*

COVID-19 Vaccinations (CURRENT CLIENT)

Nav Path: Case Management Tab > Left Menu > COVID-19 > COVID-19 Vaccinations (CURRENT CLIENT)

The COVID-19 Vaccinations form can be used to add/edit/view a client's Vaccination Status. This form can be updated at any time the client's Vaccination Status changes.

***NOTE:** The '**COVID-19 Immunization Information System (IIS) Recipient ID**' appears on the **COVID-19 Vaccination Record Card** given to each patient. It is currently an optional field as not every patient has this number recorded by the provider.

COVID-19 Vaccinations

Associated Enrollment ★ Coordinated Access 211 - 2020-10-01 to Pre ▼

🔍 Vaccination Status ★ Vaccination complete ▼

COVID-19 Vaccine Pfizer-BioNTech - BNT162b2 - 2 shots, 21 days apart ▼

COVID-19 Immunization Information System (IIS) recipient ID

Dose 1 - Date Scheduled

Dose 1 - Date Administered

Dose 1 - Location Administered ▼

Dose 2 - Date Scheduled

Dose 2 - Date Administered

Dose 2 - Location Administered ▼

Add/Enroll a Client into a Bedlist to enter their Hotel Information (Emergency Shelters with FEMA or COVID Provider/Programs in HMIS)

Nav Path: Case Management Tab > Left Menu > Program Tools > Bedlist/Resource Check-In>Gear >Step 1: Bedlist Enrollment (At Entry)

***Note: Client must be enrolled in the Program AND Bedlist BEFORE you can add the Hotel/Motel data.**

1. Click on the “gear” next to the Resource/Bedlist you want to enroll the client in.
2. Click on “Step 1: Bedlist Enrollment (At Entry)”.
3. Click “Add Row”. Your screen will add a row to allow you to search for your client.

- Click into the “Client field” (or on the **magnifying glass**) and you will be brought to a **Find Client w/Reservation Info - CTHMIS Lookup** screen.
- Enter the **Client ID (aka CAN/HMIS/CaseWorthy ID)** and click **Search**.
- Click on the **client’s name** when it appears in the search screen.
- Change the “**Start Date**” to the date you want the client enrolled (should be the first check-in date).
- Click “**Save**” to proceed to the next page (located in the bottom right corner).

Add a Hotel/Motel stay to a Client’s Bedlist Enrollment (Emergency Shelters with FEMA or COVID Provider/Programs in HMIS)

Nav Path: Case Management Tab > Left Menu > Program Tools > Bedlist/Resource Check-In>Gear >Step 1: Bedlist Enrollment (At Entry)

***Note: Client must be enrolled in the Program AND Bedlist BEFORE you can add the Hotel/Motel data.**

Filters

Active Reservations From through

Total Rows: 0 Q Search

Slot	Client *	Client ID	Start Date *	End Date *	EnrollmentID	COVID Medical Info	Hotel / Motel Name	Room #	Individual or Family	Edit Hotel/Motel	ADD Hotel/Motel
☒ Slot Auto - 1	Testclient2, Covid Q		02/01/2021 📅	12/31/9999 📅		COVID Medical Info					ADD Hotel/Motel

- Click “**Search**” to load the client’s that have been enrolled in your bedlist for the date range listed.
- Click “**ADD Hotel/Motel**” for the row that contains the client you want to enter the Hotel/Motel stay for.
- Search for the Hotel/Motel in the “**Housing Provider**” drop down.
- Enter the data and click “**Save**” in the bottom right corner.

~ If the Hotel/Motel is not listed, please follow the steps below to Add a Hotel/Motel to HMIS. After adding the Provider, follow the steps above.

Add/Edit a Hotel/Motel to HMIS

***Note: Search for the Hotel/Motel BEFORE adding a new entry to help minimize any duplicates from being created.**

Nav Path: Case Management Tab > Left Menu > Program Tools > Bedlist/Resource Check-In > Gear > Step 1: Bedlist Enrollment (At Entry) > Add Row > ADD Hotel/Motel > Add/Edit Hotel/Motel Housing Providers > Add New Hotel/Motel Provider

To **ADD** a Hotel/Motel in HMIS, follow these steps:

- Search** for the Hotel/Motel you wish to add BEFORE creating a new Provider in HMIS.
- If the Hotel/Motel doesn’t exist, click “**Add New Hotel/Motel Provider**”.
- Enter the Provider Name and Address, click “**Save**” in the bottom right corner.

ADD Hotel/Motel

Providers + Add New Hotel/Motel Provider

Filters

Hotel / Motel Name

Total Rows: 65 Q Search

Hotel / Motel Name	Address, City, State & Zip	Provider ID	Org ID
America's Best Value Inn, Stonington	812 Stonington Road Stonington, CT, 06378	254818	246314
America's Best Value Inn, Putnam	5 Heritage Road Putnam, CT, 06260	255352	246314

Edit Hotel/Motel

Add/Edit Provider

Provider Name and Category

Provider Name

Provider Location

Google Address Lookup

Address

Address 2

Zip Code Q

Time Zone

City

State

County

Neighborhood

Longitude

Latitude

Geo Code Verify Address

Use Physical Address as Mailing Address ☒

To **Edit** a Hotel/Motel in HMIS, follow these steps:

Nav Path: Case Management Tab > Left Menu > Program Tools > Bedlist/Resource Check-In > Gear > Step 1: Bedlist Enrollment (At Entry) > Add Row > ADD Hotel/Motel > *Add/Edit Hotel/Motel Housing Providers*

1. Click on the **“Gear”** for the Hotel/Motel you wish to edit.
2. Click **“Edit”**.
3. Make necessary changes and click **“Save”** in the bottom right corner.

Client Dashboards

Nav Path: Case Management Tab > Left Menu > CAN/211 Dashboard

The default CAN/211 Dashboards now feature sections for both COVID-19 testing and Locations, featuring the last 2 results. If you do not see these dashboards, the client currently has no COVID-19 information.

- Each dashboard features highlights for Positive (RED) / Pending (YELLOW) test results and Isolation (YELLOW) / Quarantine (RED).
- Clicking these dashboards will bring you to the current clients specific data entry forms for COVID-19 data.

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Client Dashboard

COVID-19 Testing (Last 2)

Testing Date	Covid Testing Status	Testing Result Status	Testing Location
04/07/2020	Yes	Positive Result	Example Testing Location
03/30/2020	Yes	Negative Result	Example Testing Location lab 2

COVID-19 Locations (Last 2)

Housing Provider	Date Entered	Date Exited	Medical Housing Status	Room Type	Room Number
Best Western, Hartford	05/01/2020	05/02/2020	No Action Needed	Single Occupancy	123
Comfort Inn, Naugatuck	04/28/2020		Isolated	Double Occupancy	111