

Safe Harbors Homeless Management Information System (HMIS)

Tips to Improve your Data Quality

Tip #9: Editing Snapshots

What are Snapshots?

When a client is entered or exited from a program, HMIS automatically takes a 'snapshot' of that client's demographic and income data. The system automatically creates one snapshot at entry and one snapshot at exit. You can manually create additional snapshots at any time while the client is enrolled in your program. The data stored in snapshots is very important because it is used in the reports created by HMIS.

How do you Edit a Snapshot?

- If you update or "edit" data in 'Central Intake' (i.e. the 'HOH Intake' and 'Household Statistics' pages), you will also need to update the same info in all of the client's snapshots. If there is more than one snapshot, **edit** the incorrect snapshot.
- The left side of the Snapshot window should list ALL members of the household. If the snapshot does not list ALL household members you must **replace** the snapshot. Call Safe Harbors staff to replace a snapshot.

The screenshot shows the HMIS [STAAgencyAdmin] interface. The main window is titled 'STALow volume housing' and displays client information for 'Cherrie Moore 2149375'. The 'Edit Snapshot' window is open, showing the following data:

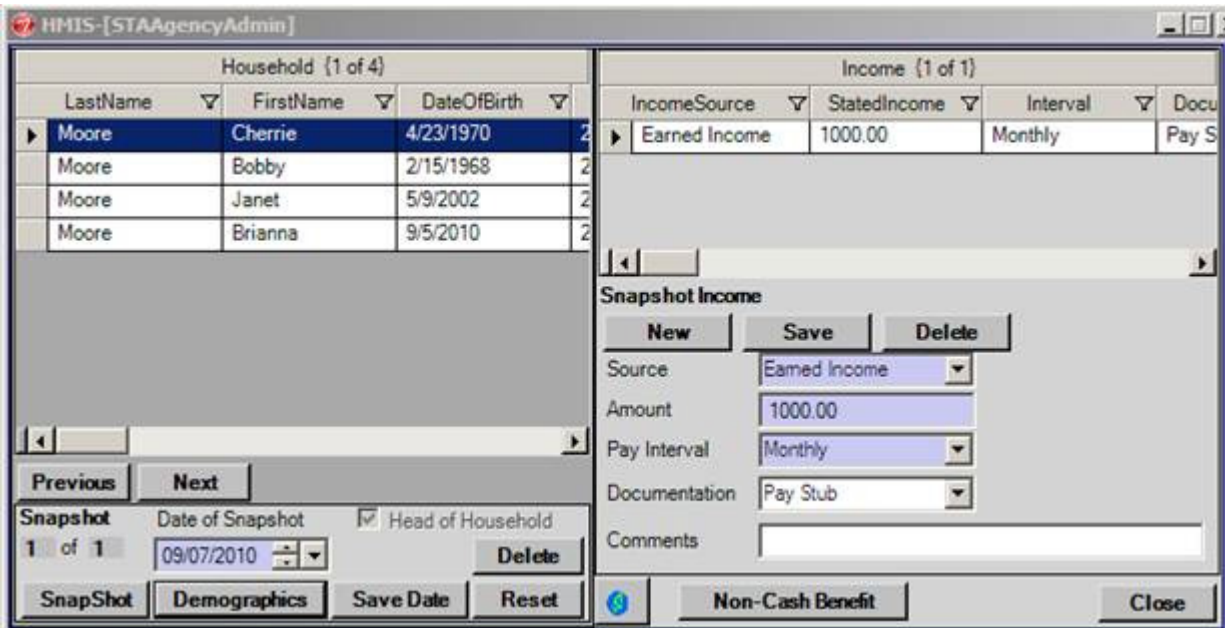
Monthly Family Income	Monthly Individual Income	Poverty Level(%)	AMI	AMI Range
1500.00	1000.00	81.63	VLow	>30-50%

The 'Entry Questions' section includes a table with the following data:

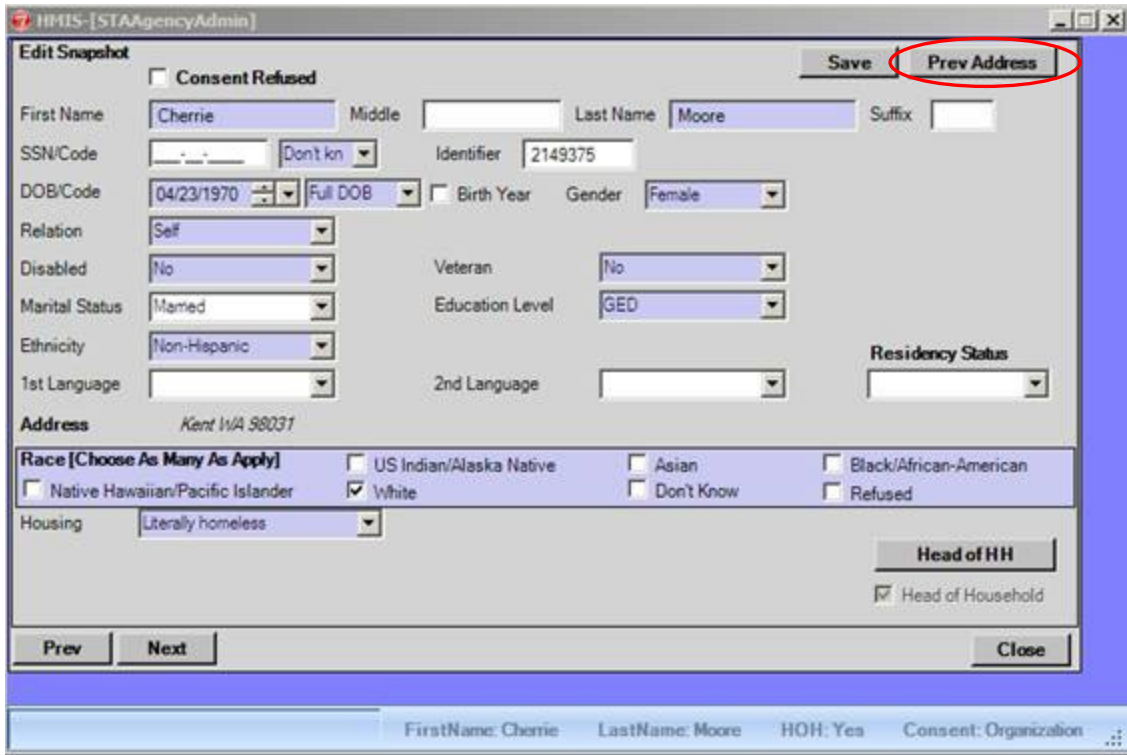
Question	Answer	Comment	Rec
What circumstances caused your homelessness?	Eviction		
Have you been co	No		
How many episod	Less than 4 episod		
Are you currently	Yes		
If the client is not			
If currently workin	40		
If employed, is th	No		
Is work permanen	Permanent		
Currently in school	No		
If a client has rec	None		
Received vocatio	No		
Are you pregnant	No		

To edit **income** information in a snapshot, 1) go to the 'Program Entry' or 'Program Exit' page, 2) click 'Edit Snapshot' to open the Snapshot window. 3) In this window edit income data for household members by first

4) selecting the client on the left in the 'Household' container, and then 5) adding, deleting, or changing income sources for that household member on the right (in the 'Income' container) 6) Remember to click the 'Save' button:



To edit **demographic** information that you have 1) first changed in Central Intake, 2) select the household member whose demographic information will be edited, then 3) click the 'Demographics' button to open the 'Edit Snapshot' window:



4) click into any field and make your edits 5) remember to click the 'Save' button. To update zip code, click on the 'Prev Address' button circled above and select the correct address/zip code from the list.

Safe Harbors sends Data Quality Tips to our users on a regular basis to improve data across the system. Data Quality Tips are archived at: <http://www.safeharbors.org/tips.html>.

For questions about this Data Quality Tip contact the Safe Harbors Help Desk at 206-386-0030 or SafeHarborsHMISHelp@Seattle.gov