

# How to Guide: HMIS/DV CLIENTTRACK COVID – 19 Screening Assessment

Effective 4/2/2020

## FOR EXISTING HMIS/DV CLIENTTRACK CLIENTS ONLY

ACCESS TO THE “COVID-19 SCREENING” TOOL IS LOCATED ON THE “CLIENT WORKSPACE”, “OTHER ASSESSMENTS” – “COVID-19 SCREENING” AND IS FOR EXISTING HMIS/DV CLIENTTRACK CLIENTS ONLY! FOR NEW HMIS/DV CLIENTTRACK CLIENTS, PLEASE USE THE “HOW TO GUIDE” FOR THE “COVID-19 INTAKE”.

1. From the “Clients” workspace: Complete a “Find Client” search to determine if the client has an existing HMIS/DV CLIENTTRACK/DV ClientTrack record. **Search by Name, SSN, Birth Date or HMIS/DV CLIENTTRACK Client ID#**, then click “Search”. **PLEASE NOTE: If no existing HMIS/DV CLIENTTRACK client record is found, STOP! Please use the “How to Guide” for the “COVID-19 Intake” for NEW HMIS/DV CLIENTTRACK CLIENTS.**

ClientTrack

Dashboard

Find Client

Intake

COVID-19 Intake

Profile

Common Assessments

Other Assessments

COVID-19 Screening

Health

HOPWA Assessments

Housing Assessment Disposition at Exit

HUD-VASH Voucher Tracking

HUD-VASH Exit Information

RHSAP Collection

SOAR Connection

SSVF Homeless Prevention

Name, Newt

CLIENTID 3379

Find Client

Use the section criteria below to find your client. To narrow the search, fill in more than one criteria. Social Security Number and Birth Date are the best fields to narrow your search.

First Name: Test

Last Name: Test

Middle Name:

Full Name (Last, First):

Social Security Number:

Birth Date:

Scan Client ID:

Search

2. Select the client by clicking on the appropriate client name from the list displayed on the screen.

Name, Newt

CLIENTID 3379

Find Client

Use the section criteria below to find your client. To narrow the search, fill in more than one criteria. Social Security Number and Birth Date are the best fields to narrow your search.

First Name: Test

Last Name: Test

Middle Name:

Full Name (Last, First):

Social Security Number:

Birth Date:

Scan Client ID:

Search

46 results found.

First Name	Last Name	Middle Name	SSN	Birth Date
Tester	Tester		546-54-6454	01/01/1980
Test	Test			01/01/1980
test	testerson		230-28-0294	01/01/1980
test	test			01/01/1980
Test	Test			01/01/1980

Cancel

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3. The **"Client Dashboard"** is displayed. Select **"Other Assessments"** located in the menu on the left-hand side of the screen. The **"Other Assessments"** menu will expand downward.
4. Next, select **"COVID-19 Screening"**.

The screenshot shows the ClientTrack interface for a client named 'Test, Test' (CLIENTID 3373). The left-hand menu is expanded, showing 'Other Assessments' selected. Below it, 'COVID-19 Screening' is highlighted with a red arrow. The main content area displays 'Test Test's Information' with fields for Name, Birth Date, Age, Gender, Ethnicity, and Race. Below this, there is a section for 'Test's Enrollments' showing one result found, and a table with columns for Enrollment Description, Active Household Members, Household Type, Project Start Date, Project Exit Date, Days Enrolled, Exit Destination, and Last Assessed. The table shows one entry: 'My Fake IHODA Coordinated Entry (R1)' with 1 active household member, 'Household without Children', starting on 03/12/2020 and ending on 3/12/2020. To the right, there is a section for 'Test's Services' showing 'No records found'.

5. Select **"Add New Screening"**

The screenshot shows the ClientTrack interface for 'COVID-19 Screenings'. The left-hand menu is expanded, showing 'COVID-19 Screening' selected. The main content area displays 'No records found.' and a table with columns for Screening Date, Current Test Status, and Test Result. A red box highlights the '+ Add New Screening' button in the top right corner of the main content area.

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## 6. Next, Please read the “Before You Start” Warning

**COVID-19 Screening Tool**

Before you start... Stop and call 911 if client presents with any of these symptoms:

- Constant chest pain or pressure
- Extreme difficulty breathing
- Severe, constant dizziness or lightheadedness
- Slurred speech
- Difficulty waking up
- Blueish Lips or Face

First, become familiar with symptoms of COVID-19 and how they differ from the Flu and allergies.

COVID-19	FLU	ALLERGIES
Fever Cough Shortness of Breath	Fever Cough Sore Throat Headaches Body, Muscle Aches Runny, Stuffy Nose Fatigue	Sneezing, Coughing Runny Nose, Scratchy Throat Itchy, Red Watery Eyes

## 7. Select the “Magnifying Glass” located below “Assessment – No Assessment Selected”

**Assessment: No Assessment Selected**

Name: Test, Test  
Age: 40  
Social Security Number:  
Gender: Client doesn't know  
Home Phone:  
Email:

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8. A pop-up box will appear. Select **"Add New"**

Search

Find Assessment

Use the criteria below to find the Assessment containing accurate data for the client. Only assessments created by your organization will be displayed below.

Assessment Date:

Type: -- SELECT --

Program:

User:

Comments:

+ Add New

Search

Cancel

9. Complete the **"Assessment Date"**. Select the **"Assessment Type"** and **"Program"** from the drop-down boxes. Next, click **"Save"**

Add New

+ Master Assessment

A Master Assessment record ties together a number of separate, detailed assessments/data elements to a single process. For example, if you are creating an **Entry** Type Master Assessment, the data elements you record while this assessment is active will be tied to the entry.

Assessment Date: \* 04/03/2020

Assessment Type: \* During Program Enrollment

Program: \* My Fake Organization (ES - R10)

Assessor: \* Lori Wood

Comments

If you have any other comments or notes regarding this assessment, please enter them below.

Comments:

Restriction: \* ☐ Restrict to Organization ☒ Restrict to MOU/InfoRelease

Save

Cancel

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10. The “Assessment” information now displays on the screen

ClientTrack

Test, Test 1/1/1980 CLIENTID 3373

+ COVID-19 Screening

Shortness of breath

body, muscle Aches  
Runny, Stuffy Nose  
Fatigue

Itchy, Red watery Eyes

Master Assessment ID: -1

Assessment:

Date	Program	Type	User
4/3/2020 12:00:00 AM	My Fake Organization (ES - R10)	During Program Enrollment	Lori Wood

Name: Test, Test

Age: 40

Social Security Number:

Gender: Client doesn't know

Home Phone:

Email:

11. Complete the “Screening Information”, “Prior Test” and “Current Test” fields.

12. Click “Save”

ClientTrack

Test, Test 1/1/1980 CLIENTID 3373

+ COVID-19 Screening

Screening Information

Screening Date: \* 04/03/2020

Current Temperature: \* 101.2

Temperature Scale: \* Fahrenheit



The current temperature recorded suggests the client has a fever.  
You should provide a mask and monitor the client.


Symptoms:





- ☒ Fever
- ☒ Cough
- ☐ Shortness of Breath
- ☒ Tiredness
- ☐ Aches and Pains
- ☐ Nasal Congestion

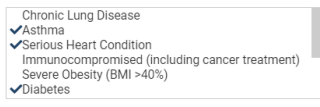
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ClientTrack  All Search  Lori Wood (Training) | Help | Sign Out

Test, Test 1/1/1980 CLIENTID 3373 


GENDER Client doesn't know Screening    


Existing Conditions: 

Known Exposure to COVID-19: ☒


Previously Tested: ☒



Prior Test

Prior Test Date: 03/18/2020 


Prior Test Result: Negative 


Current Test

Current Test Status: Sent 




 Save  Cancel



Current Test

Current Test Status: Sent 

 Should the client screen positive for these symptoms, it does not mean that they have the COVID-19 virus. They could have another type of flu, a common cold, or allergies. They should be provided with a mask and be isolated from other clients until a cause of symptoms is determined.

If client exhibits severe symptoms and they have other underlying conditions, call 911.

Restriction:  Restrict to Organization   Restrict to MOU/InfoRelease

 Save  Cancel

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13. The screen will display a list of all **COVID-19 screenings** attached to the client's HMIS/DV CLIENTTRACK record. **To access a specific screening, click on the little blue pencil to the left of the screening you wish to review.** The selected screening will display on the screen.

The screenshot shows the HMIS/DV CLIENTTRACK interface. On the left is a dark blue sidebar with a 'Clients' header and a list of navigation items: Dashboard, Find Client, Intake, COVID-19 Intake, Profile, Common Assessments, Other Assessments (with a dropdown arrow), COVID-19 Screening (highlighted with an orange bar), Health, HOPWA Assessments, Housing Assessment Disposition at Exit, HUD-VASH Voucher Tracking, HUD-VASH Exit Information, RHSAP Collection, SOAR Connection, and SSVF Homeless Prevention. The main content area has a header with a search bar, a user profile for 'Lori Wood (Training)', and a 'Sign Out' button. Below the header, there's a client profile for 'Test, Test' (1/1/1980, CLIENTID 3373) with a bell icon. The main section is titled 'COVID-19 Screenings' and shows '1 result found.' A table with three columns: 'Screening Date', 'Current Test Status', and 'Test Result' displays one entry: '04/03/2020' with status 'Sent'. A blue pencil icon is visible to the left of the date. At the bottom right of the table area is a 'Cancel' button.

Please contact the help desk for additional assistance or questions.

[HelpDesk@ihcda.in.gov](mailto:HelpDesk@ihcda.in.gov)

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