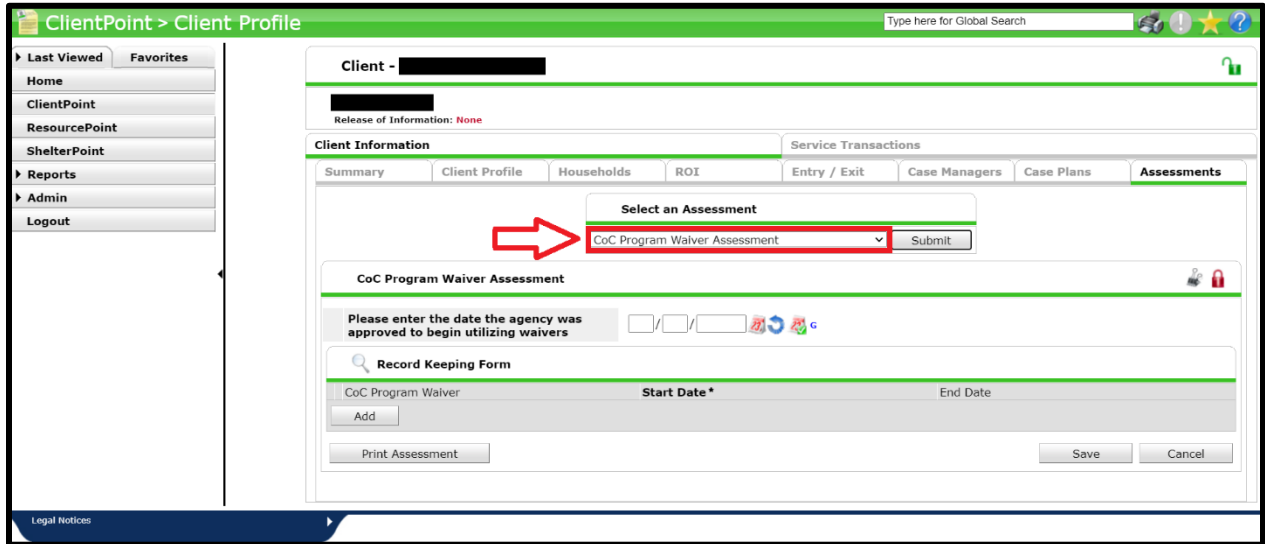




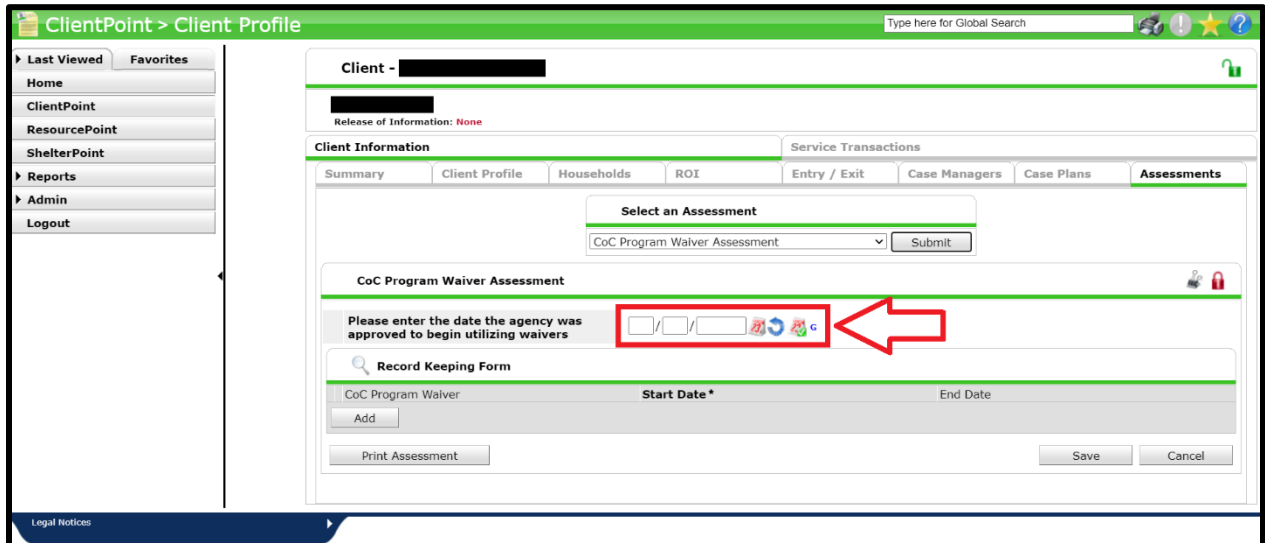
COVID-19 CoC Waivers

Guide to Data Entry in HMIS

Step #1) After double-checking that the client has a valid, signed HMIS ROI uploaded to their profile, navigate to the assessments from the client's HMIS profile and select **"CoC Program Waiver Assessment."**



Step #2) Enter the date your program was approved to begin utilizing CoC program waivers due to COVID-19.



Step #3) To add a waiver, click the **"Add"** button in the record keeping section.

The screenshot shows the ClientPoint Client Profile interface. On the left is a navigation menu with options like Home, ClientPoint, ResourcePoint, ShelterPoint, Reports, Admin, and Logout. The main content area is titled 'Client - [REDACTED]' and includes a 'Release of Information: None' notice. Below this is a 'Client Information' section with tabs for Summary, Client Profile, Households, ROI, Entry / Exit, Case Managers, Case Plans, and Assessments. The 'Assessments' tab is active, showing a 'Select an Assessment' dropdown menu with 'CoC Program Waiver Assessment' selected and a 'Submit' button. Below this is a 'CoC Program Waiver Assessment' section with a date input field and a 'Record Keeping Form' section. The 'Record Keeping Form' section has a table with columns for 'CoC Program Waiver', 'Start Date *', and 'End Date'. An 'Add' button is highlighted with a red box and a red arrow pointing to it. At the bottom of the form are 'Print Assessment', 'Save', and 'Cancel' buttons.

Step #4) Select which waiver you are documenting.

The screenshot shows the 'Record Keeping Form' for a 'CoC Program Waiver Applied'. The form has several fields: 'CoC Program Waiver' (a dropdown menu with 'CoC Program Waiver' selected and highlighted with a red box), 'Start Date *', 'End Date', 'Applies to Waiver #1, #7', 'Copy of Lease', 'Applies to Waiver #1', 'Rent Reasonableness Analysis', 'Applies to Waiver #2', and 'Disability Documentation - Program Participant Self-Certification'. The 'CoC Program Waiver' dropdown menu is open, showing a list of waiver options: '-Select-', 'Disability Documentation for Permanent Supportive Housing (PSH)', 'Fair Market Rent for Individual Units and Leasing Costs', 'Housing Quality Standards (HQS) - Initial Physical Inspection of Unit', 'HQS - Re-Inspection of Units', 'Limit on Eligible Housing Search and Counseling Services', 'One-Year Lease Requirement', and 'Permanent Housing - Rapid Re-Housing Monthly Case Management'. The dropdown menu is highlighted with a red box. There are also 'G' icons next to the dropdown menus.

Step #5) Enter the date you utilized this waiver as **BOTH** the “**Start Date**” and “**End Date.**”

Record Keeping Form	
CoC Program Waiver Applied	
CoC Program Waiver	-Select- G
Start Date *	<input type="text"/> / <input type="text"/> / <input type="text"/> 23 23 G
End Date	<input type="text"/> / <input type="text"/> / <input type="text"/> 23 23 G
Applies to Waiver #1, #7	
Copy of Lease	-Select- G
Applies to Waiver #1	
Rent Reasonableness Analysis	-Select- G

Step #6) For the supporting documentation that applies to the waiver you are utilizing, indicate the manner of documentation in the dropdown.




Applies to Waiver #1, #7	-Select- G
Copy of Lease	-Select- G
Applies to Waiver #1	-Select- In HMIS as attachment In Client Hard Copy File Both HMIS and Client Hard Copy File G
Applies to Waiver #2	-Select- G
Disability Documentation - Program Participant Self-Certification	-Select- G
Applies to Waiver #2	-Select- G
Disability Documentation - Intake Worker's Observation	-Select- G
Applies to Waiver #3	-Select- G
Landlord/Management Company Policy regarding applicant arrears and/or;	-Select- G
Applies to Waiver #3	-Select- G
A letter from the landlord/management company stating client rental and/or utility arrears result in an inability to secure housing and/or;	-Select- G
Applies to Waiver #3	-Select- G
A letter from ECHO (CoC Lead Agency) Housing Team that describes why client rental and/or utility arrears result in an inability to secure housing	-Select- G
Applies to Waiver #5	-Select- G
Housing Quality Standards Documentation	-Select- G
Applies to Waiver #5	-Select- G
Lead Based Paint Inspection	-Select- G




Step #7) Click **"Save"** when you have added all necessary information.

Record Keeping Form

CoC Program Waiver Applied

CoC Program Waiver G

Start Date * / /    G

End Date / /    G

Applies to Waiver #1, #7

Copy of Lease G

Applies to Waiver #1

Rent Reasonableness Analysis G

Applies to Waiver #2

Disability Documentation - Program Participant Self-Certification G

Applies to Waiver #2

Disability Documentation - Intake Worker's Observation G

Applies to Waiver #3

Landlord/Management Company Policy regarding applicant arrears and/or; G

Applies to Waiver #3

A letter from the landlord/management company stating client rental and/or utility arrears result in an inability to secure housing and/or; G

Applies to Waiver #3


A letter from ECHO (CoC Lead Agency) Housing Team that describes why client rental and/or utility arrears result in an inability to secure housing G

Applies to Waiver #5

Housing Quality Standards Documentation G

Applies to Waiver #5

Lead Based Paint Inspection G



Step #8) To add another waiver, click the **"Add"** button in the record keeping section. (Otherwise click "Save" when finished.) ***You may return and repeat the process to add another waiver at a later date.***

The screenshot displays the ClientPoint interface for a Client Profile. The page title is "ClientPoint > Client Profile". A search bar is located at the top right. The left sidebar contains navigation options: Last Viewed, Favorites, Home, ClientPoint, ResourcePoint, ShelterPoint, Reports, Admin, and Logout. The main content area shows the client's information, including a "Release of Information: None" status. Below this, there are tabs for Client Information and Service Transactions. The "Assessments" tab is active, showing a "Select an Assessment" dropdown menu with "CoC Program Waiver Assessment" selected. A "Submit" button is next to it. Below the dropdown, there is a "CoC Program Waiver Assessment" section with a date input field and a "Please enter the date the agency was approved to begin utilizing waivers" prompt. The "Record Keeping Form" section contains a table with columns for "CoC Program Waiver", "Start Date*", and "End Date". In the "CoC Program Waiver" column, there is an "Add" button highlighted with a red box and a red arrow pointing to it. To the right of the "Add" button, the text "Add Another Waiver" is displayed in red. Below the table, there is a "Print Assessment" button. To the right of the "Print Assessment" button, the text "(OR)" is displayed in red, followed by a "Save" button highlighted with a red box and a red arrow pointing to it. A "Cancel" button is also present to the right of the "Save" button. The bottom of the page features a "Legal Notices" link.

Referenced Material:

“Austin/Travis County Continuum of Care Interim Recordkeeping Standards & Operating Guidance During the COVID-19 Emergency”

HMIS Helpdesk Link:

<https://www.austinecho.org/hmis/hmis-help-desk/>

For Further Technical Assistance:

[Please Email the ECHO Community Planning and Partnerships Department](#)