

USING THE ATTENDANCE MODULE IN HMIS TO ENTER SHELTER STAYS

RESCUE MISSION STAFF TRAINING MATERIALS

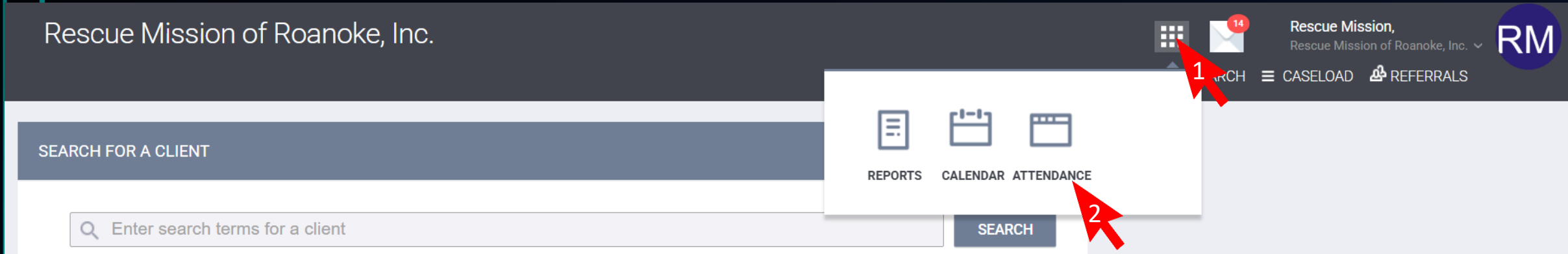
UPDATED AUGUST 2026



GETTING STARTED

- All individuals must be in HMIS to be added to a shelter bed.
- Add the client's profile to HMIS (if they don't have one already). If applicable, also add profiles for the other members of the household and create their household.
- Add an ROI to their profile (and their household member profiles).
- Enroll the client into your own Shelter/Street Outreach/Services program (*Rescue Mission - Emergency Shelter (Entry Program)*).

OPEN THE ATTENDANCE MODULE



1. CLICK the “LAUNCHPAD/WAFFLE” at the top of the page
2. SELECT “ATTENDANCE” to open the Attendance Module.

CHOOSE THE SHELTER

ATTENDANCE

Any category ▾ All Results ▾ Reservation ☐ [SEARCH](#)

Service Name	Category
Meals: Breakfast	Food
Meals: Dinner	Food
Meals: Lunch	Food
☒ Shelter Stay - Current: Men's Shelter - No Bed Slots	Housing
Shelter Stay - Current: Other Housing	Housing RESERVATION
Shelter Stay - Current: WCC (Family Shelter) - No Bed Slots	Housing

- When the ATTENDANCE menu loads, choose the Shelter where you need to check in clients. CLICK the “pencil” or “edit” icon to open the “Check-In Screen.”

CHECKING CLIENTS IN (ADDING A SHELTER STAY)

The screenshot displays a software interface for managing shelter stays. At the top, a header bar reads "SHELTER STAY - CURRENT: MEN'S SHELTER - NO BED SLOTS". Below this, the date "Monday, August 24, 2026" is shown, along with a date picker set to "08/24/2026" and a calendar icon. There are two tabs: "Manual" (selected) and "Scanned". The interface is divided into two main columns. The left column, titled "In Attendance", contains a table with headers "Clients Name" and "Last 4 SSN". The right column, titled "Clients from last 4 Months", also contains a table with the same headers. Below the table in the right column, there are four "Add" buttons, with a red arrow and the number "1" pointing to the second one. In the top right corner, there is a "Client Search" box with a "SEARCH" button, which is highlighted with a red arrow and the number "2".

1. If the client has stayed in Shelter in the last 4 months, their name will be listed in the right-hand column. Scroll down the list until you find their name and CLICK "Add" to move them to the "In Attendance" column on the left.
2. If the client has not stayed in Shelter in the last 4 months, enter their name in the "Client Search" box in the upper right corner and CLICK "SEARCH." Scroll down the list under the "Client Search" box until you find the correct client and click "+ Add" to move them to the "In Attendance" column on the left.
3. This process can be performed repeatedly to check in multiple clients at a time.

TROUBLESHOOTING CLIENTS

SHELTER STAY - CURRENT: MEN'S SHELTER - NO BED SLOTS

Monday, August 24, 2026

Date 08/24/2026 

Manual Scanned

In Attendance

Clients Name	Last 4 SSN
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Clients from last 4 Months

Clients Name	Last 4 SSN
	Add
	Add
	
	Add

Client Search

SEARCH

- If the client in the “Last 4 Months” column has a “⊘” next to their name, this means they are missing a program enrollment or an ROI.
- Go to the client’s profile and either enroll them in the “Rescue Mission - Emergency Shelter” program or add an ROI for your agency.

TROUBLESHOOTING CLIENTS

Client Search				SEARCH
Clients Name	Date of Birth	Last SSN		
Any Client (This is a test client!)	01/01/1976	7777	Add	
Boy Promise (This is a test client!)	05/15/2020	xxxx	Not Enrolled	
Boy Strum (This is a test client!)	08/25/2018	5632	Not Enrolled	
Centralintake Test (This is a test client!)	04/01/1984	5555	No ROI	
Daughter Strum (This is a test client!)	10/20/2007	4512	No ROI	

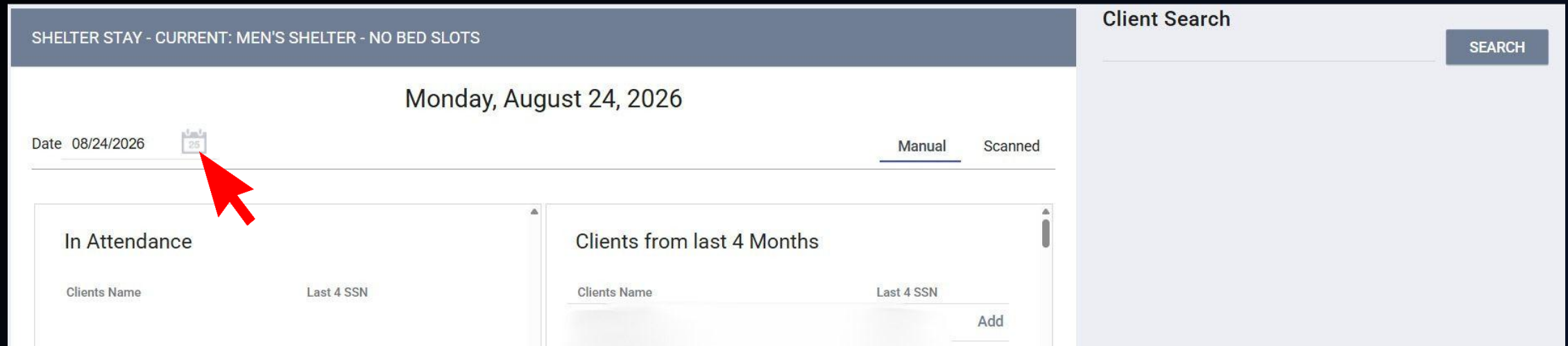
- If you search for a client, then it is even more clear if they are missing something that will prevent you from checking them in.

1. Next to their name, it will say “Not Enrolled” if they need a program enrollment.

2. Next to their name, it will say “No ROI” if they have no ROI.

- Go to the client’s profile and either enroll them in the “Rescue Mission - Emergency Shelter” program or add an ROI for your agency.

TROUBLESHOOTING CLIENTS



The screenshot displays a web application for managing shelter stays. At the top, a header bar indicates the current status: "SHELTER STAY - CURRENT: MEN'S SHELTER - NO BED SLOTS". Below this, the date "Monday, August 24, 2026" is shown. On the left, there is a date selection field with "Date 08/24/2026" and a calendar icon. A red arrow points to the calendar icon. To the right of the date field are two tabs: "Manual" (selected) and "Scanned". The main content area is divided into two columns. The left column is titled "In Attendance" and contains a table with headers "Clients Name" and "Last 4 SSN". The right column is titled "Clients from last 4 Months" and contains a table with headers "Clients Name" and "Last 4 SSN", followed by an "Add" button. On the far right, there is a "Client Search" section with a search bar and a "SEARCH" button.

- If you missed checking a client in, you can return to the check-in page to complete their Shelter Attendance entry.
- Look for the date in the top left corner. You can either manually enter the date in the field or CLICK on the calendar icon to select the date.
- Once you select the correct date, either find the client's name in the "Last 4 Months" list or use the "Client Search" box to add them to the "In Attendance" column.

QUESTIONS?

CONTACT THE HMIS SYSTEM ADMIN BY EMAIL:
HMIS@COUNCILOFCOMMUNITYSERVICES.ORG

OR

SUBMIT A HELP DESK TICKET
(LINK ON CLIENT SEARCH PAGE)