

CHOICE Contact Logs

- From **HOME** Screen & Charts tab, Select Services

The screenshot shows the CHOICE Home interface. At the top, there is a navigation bar with 'AWARDS', a search box, and links for 'HOME', 'CALENDAR', 'MESSAGES 1', and 'FOOTHOLDCONNECT'. Below this, the 'Home' section features three filters: 'All Program Types', 'All Divisions', and 'All HMIS Project Type'. On the left, a sidebar menu includes 'Census', 'Charts' (highlighted), and 'Administration'. A red banner in the sidebar reads '**Expo 2016: Early Bird Tickets on Sale Now!**'. The main area is titled 'Chart Activities' and contains several menu items: 'Employment', 'Hospital', 'Medical', 'Reception Desk', 'Entitlements', 'Incidents', 'Outcomes', and 'Services'. The 'Services' item is highlighted in grey, and a red arrow points to it from the right.

- Select CMHC under Program (do **not** select Central Intake)
- From Services Menu, select Contact Logs

The screenshot displays the 'Consumer Services Menu' interface. At the top, there is a navigation bar with 'AWARDS', a search box, and links for 'HOME', 'CALENDAR', 'MESSAGES', and 'FOOTHOLDCONNECT'. Below the navigation bar, the title 'Consumer Services Menu' is centered. Underneath, there is a link for 'Agency File Cabinet'. The main content area is divided into three sections: 'Program', 'Database', and 'A-Z'. The 'Program' section has a dropdown menu set to 'Training CABHI Program (single step)'. The 'Database' section has a dropdown menu set to 'Data Entry'. The 'A-Z' section has a dropdown menu set to 'Roster Archives'. Below these sections, there are two main columns: 'Individual' and 'Group'. The 'Individual' column contains several menu items: 'Contacts Log' (highlighted with a red arrow), 'Progress Notes', 'Service Plans', 'Charting Timetable', 'Service Coordinators', 'Service Referrals', 'Calendar', 'Utilization Reports', 'Assessment Data', 'CHOICE Payment Voucher', 'GPRA - Follow-up', 'Payment Voucher Checklist', 'Rent Reasonableness', and 'Rent Reasonableness 2'. The 'Group' column contains: 'Activities', 'Group Notes', 'Staff Training', and 'Group Schedule Setup'. At the bottom, there is a link for 'Service Contacts ReportBuilder'.

- Select Consumer


Training Housing Program (multi-step) Supportive Services Checklist

Consumer

Cruise, Tom ▾

Worker

Latham, Bethany ▾



CONTINUE

- Individual Supportive Service Checklist is displayed, select **CONTINUE** to create a new Contact

Individual Supportive Services Checklist Editing Index

Consumer	Program	Worker	Date Range	Admission
Tom Cruise	Training Housing Program (multi-step)	Bethany Latham	Last 45 Days	01/16/2016

Select the Supportive Service Record to Add / Edit / Remove

Selected	Weekday	Date	Time	Contact Duration	Worker	SVC	Note Attached
•	Add New Session	99/99/99	?		Bethany Latham	?	?

CONTINUE Consumer Services Menu Consumer View



- Supportive Services Checklist (Contact Logs) is displayed below

Training CABHI Program (single step) Supportive Services Checklist Settings

Consumer	Worker	Date
sherry Bird	Bethany Latham	06/01/2016

*Contact Duration	*Time of Contact	Face to Face	Location	Primary Problem Area
Hours: 00, Minutes: 00	Hour: 00, Minute: 00, AM/PM: []	<input checked="" type="radio"/> Yes <input type="radio"/> No	[]	Benefits Application Assistance
Supportive Services Checklist:				
Service	Units	Cost	Service Details	Funding Source
<input type="checkbox"/> Benefits Application Assistance	[]	[]	[]	Unknown
<input type="checkbox"/> Case/Care Management	[]	[]	[]	Unknown
<input type="checkbox"/> CHOICE CSS Background Check	[]	[]	[]	Unknown
<input type="checkbox"/> CHOICE CSS Background Fee	[]	[]	[]	Unknown
<input type="checkbox"/> CHOICE CSS Contact Landlords	[]	[]	[]	Unknown
<input type="checkbox"/> CHOICE CSS HAP Contract	[]	[]	[]	Unknown
<input type="checkbox"/> CHOICE CSS Housing Search	[]	[]	[]	Unknown
<input type="checkbox"/> CHOICE CSS Income Check	[]	[]	[]	Unknown
<input type="checkbox"/> CHOICE CSS Lease Agreement	[]	[]	[]	Unknown
<input type="checkbox"/> CHOICE CSS mshousingsearch.org	[]	[]	[]	Unknown
<input type="checkbox"/> CHOICE CSS Participant Agreement	[]	[]	[]	Unknown
<input type="checkbox"/> CHOICE CSS Rent Payment	[]	[]	[]	Unknown
<input type="checkbox"/> CHOICE CSS Upload Documents	[]	[]	[]	Unknown
<input type="checkbox"/> CHOICE CSS Utilities Assistance	[]	[]	[]	Unknown
<input type="checkbox"/> CHOICE PEER Background Check	[]	[]	[]	Unknown
<input type="checkbox"/> CHOICE PEER Background Fee	[]	[]	[]	Unknown
<input type="checkbox"/> Outreach	[]	[]	[]	Unknown
<input type="checkbox"/> Personal Enrichment	[]	[]	[]	Unknown
<input type="checkbox"/> Phone Call	[]	[]	[]	Unknown
<input type="checkbox"/> Referrals Out	[]	[]	[]	Unknown
<input type="checkbox"/> Rent Assistance	[]	[]	[]	Unknown
<input type="checkbox"/> Security Deposit Assistance	[]	[]	[]	Unknown
<input type="checkbox"/> Shower	[]	[]	[]	Unknown
<input type="checkbox"/> Substance Abuse Services	[]	[]	[]	Unknown
<input type="checkbox"/> Temporary Housing / Other Financial Aid	[]	[]	[]	Unknown
<input type="checkbox"/> Transportation	[]	[]	[]	Unknown
<input type="checkbox"/> Utility Assistance	[]	[]	[]	Unknown

Progress Note:

Refer back to MHC's CHOICE Fee Schedule to calculate unit cost. <https://archivemhc.com/choice/>