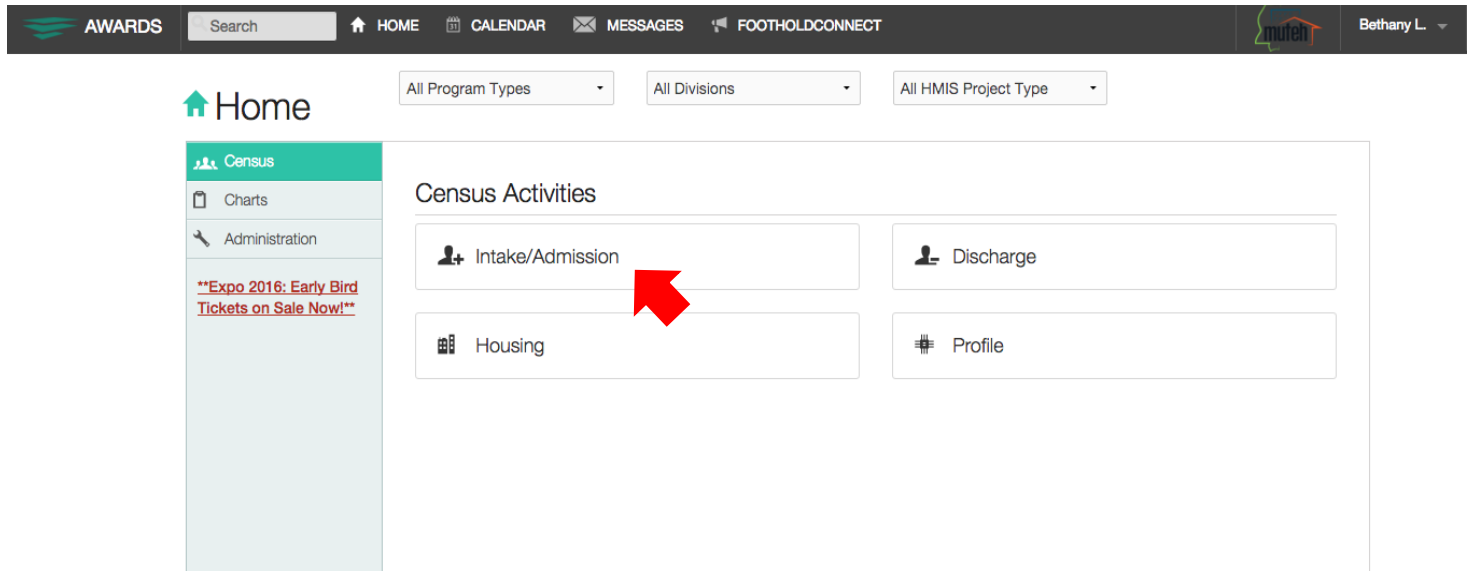


# CHOICE MDMH Referral Form

- From the **HOME** Screen & the Census Tab, select **Intake/Admission**



- From Intake/Admission, select **Program Name** (Central Intake)  
*If the client is new, clicking Continue will allow you to add a new client*

## Intake / Admission Search

Agency File Cabinet

Program	Database
Training Housing Program (multi-step)	Data Entry

**1. Search for existing referrals using identifying information:**

First Name	Last Name	Alias	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**OR enter a screening date range:**

Date Range	
08/01/2015	to 01/28/2016

**2. Limit the search by selecting the number of referral matches to be displayed on the results page:**

Limit Search Results to	25	Matches
-------------------------	----	---------

CONTINUE

Merge Duplicate Sources

- Once you click **Continue**, the Intake/Admission Search Results will appear
- For a new client, select **Create New Application**

### Training Housing Program (multi-step) Intake / Admission Search Results

Referral Source Type: All Sources  
 Referrals Screened From 08/01/2015 to 01/28/2016  
 Name = \* \*  
 Application Status: all undecided dispositions - all resolved outcomes

Screened	Applicant	Status	Updated	Program	Eligibility	Source	Forms Received	Days Open	Intake Date
?	<a href="#">Create New Application</a>	<b>Screening</b>	?	<b>Training Housing Program (multi-step)</b>					
08/20/2015	<a href="#">Billy Bob</a>	Accepted-Admission	08/27/2015	Training Housing Program (multi-step)	Undetermined Eligibility	William Jefferson Clinton-F.A.S.F.C. (Fake Agency Serving Fake Clients)	08/27/2015	0	10/01/2015
10/21/2015	<a href="#">Brandy Bob</a>	Accepted-Admission	10/21/2015	Training Housing Program (multi-step)	Undetermined Eligibility	William Jefferson Clinton-F.A.S.F.C. (Fake Agency Serving Fake Clients)	No Date for Forms Received		10/21/2015

- Referral form will appear

### Training Housing Program (multi-step) Referral Information Form

Application Evaluation: New Applicant

\* Indicates Required Fields

*First Name: Tom	Middle Name: 	*Last Name: Cruise	Suffix: 
*Name Data Quality: Full name reported	Alias: 	*Social Security #: 999999999	*SSN Data Quality: Data not collected
*Gender: Male	*Birthdate: 070362	*Birthdate Data Quality: Full DOB Reported	*Ethnicity: Non-Hispanic / Non-Latino
*Race [Select all that apply]: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black or African-American <input checked="" type="checkbox"/> White <input type="checkbox"/> Client refused <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Data not collected			
Referred By:		To be determined after referral is created	
*Screening Date:	Screeners:	Forms Received Date:	
*Status Date:	*Intake Status:		


Screening Date = date client was screened

Status Date = subject to change depending on Intake Status

- After processing the new application, **Update Referral Source**

### Training Housing Program (multi-step) Referral Information Form

Application Evaluation: Tom Cruise

<b>First Name:</b> Tom	<b>Middle Name:</b> 	<b>Last Name:</b> Cruise	<b>Suffix:</b> 
<b>Name Data Quality:</b> Full name reported	<b>Alias:</b> 	<b>Social Security #:</b> 999-99-9999	<b>SSN Data Quality:</b> Data not collected
<b>Gender:</b> Male	<b>Birthdate:</b> 07/03/1962	<b>Birthdate Data Quality:</b> Full DOB Reported	<b>Ethnicity:</b> Non-Hispanic / Non-Latino
<b>Race [Select all that apply]:</b> • White			
<b>Referred By:</b>		<b>Needs Updating</b>	<b>UPDATE REFERRAL SOURCE</b> 
<b>Screening Date:</b> 01/05/2016	<b>Screeners:</b> Bethany Latham	<b>Forms Received Date:</b>	
<b>Status Date:</b> 01/05/2016	<b>Intake Status:</b> 1st Intake Interview		
<b>Program / Eligibilities:</b>		Training Housing Program (multi-step)	

- **Referral Source Agency** Selection is displayed below

### Referral Source Agency Selection


▼

- 121 Haven House, 121 College Street, Hattiesburg 39401
- 211, ,
- 227 Place, ,
- 809 State Street Apartments, 809 N. State Street , Jackson 39202
- Aaron E. Henry Community Service, 800 Ohio Ave., Clarksdale 38614
- Aaron Henry, PO Box Drawer 1216, Clarksdale 38614
- Ability Works, , Hattiesburg 39301
- Ability Works, 3895 Beasley Road, Jackson 39213
- Adams & Associate, ,
- Adams Co Department of Human Services, 150 East Franklin Street, Natchez 39120
- Adams County Sheriff's Department, , Natchez 39120
- ADECA (AL Dept of Economic & Community Affairs), AL Dept of Economic & Community Affairs,
- Adrienne's house, ,
- Adult Special Care Clinic, UMMC, Jackson Medical Mall, 350 W. Woodrow Wilson Dr., Jackson 39213
- Adult Special Care Medplex, 877 Jefferson Avenue, Memphis
- Adult Special Cares Clinic, Jackson Medical Mall Woodrow Wilson Ave, Jackson
- Affordable Southern Homes, ,
- AFJC Community Action Agency, 1703 Bridewell Lane, Port Gibson 39150
- AHF Wellness Center, 766 Lakeland Dr #A., Jackson 39216
- AIDS Services Coalition Outreach, P.O. Box 169, Hattiesburg 39401
- AIDS Task Force, ,
- Alliance Health Center, 5000 Highway 39 North, Meridian 39301
- Alliance Hospital, , Meridian
- Amerian Red Cross, 145 N. Shelby St, Greenville 38701
- American Red Cross, 2020 Hardy St, Hattiesburg 39401
- American Red Cross, , Hattiesbur
- American Red Cross, , Columbus
- AmeriCorp, , Hattiesburg
- Angels on a Mission , 139 Gardner Blvd , Columbus 39702
- Angel Wings, , Mendenhall
- Any, 1234 Any Street, USA 39402
- ASC, 301 Humble Drive, Hattiesburg 39401
- ASC, 301 Humble Ave, Hattiesburg 39401
- ASC Central Intake, ,
- ASC Central Intake Program, ,

- After the Intake Status is listed as Accepted Admission, select **Process Admission**

**Referral Disposition Tracking Notes: Tom Cruise**

Date	Disposition Status for Note	Writer
01/05/2016	1st Interview	Bethany Latham
note here to write down what happened on screening date		



- Complete additional required information & **Services Sought**

Black or African-American
  Native Hawaiian or Other Pacific Islander  
 White
  Client doesn't know  
 Client refused
  Data not collected

**\*Ethnicity:** Non-Hispanic / Non-Latino   
**\*Veteran Status:** No

**Previous Living Situation:** 
**Homeless:** 
**Housing Needy:**

**Services Sought:**
 Shelter/Housing
  Drug Treatment  
 Mental Health Care
  Medical Care  
 Legal Aid - CRJS/Civil
  Legal Aid - Immigration  
 Financial Assistance - Utilities
  Financial Assistance - Housing  
 Financial Assistance - Moving Expenses
  Financial Assistance - Other  
 Other

- Household Start Date = Admission Date

**Training Housing Program (multi-step)  
Household Composition  
Tom Cruise**

**Tom Cruise is currently not in a household.**

Create a new Household  
 Join an existing Household

**Admission Date:**

**\*Household Start Date**



- To access the MDMH Referral Form, return to the **HOME** Screen
- Select **Intake/Admission**

 Home

All Program Types ▾

All Divisions ▾

All HMIS Project Type ▾


**Census**


Charts


Administration


**\*\*Expo 2016: Early Bird Tickets on Sale Now!\*\***

### Census Activities

 Intake/Admission

 Discharge

 Housing

 Profile

- Search for Consumer

## Intake / Admission Search

Agency File Cabinet

Program	Database
Training Housing Program (multi-step) ▾	Data Entry ▾

### 1. Search for existing referrals using identifying information:

First Name	Last Name	Alias	SSN
tom	cruise		

### OR enter a screening date range:

#### Date Range

08/01/2015  to 01/28/2016 

- Scroll to access the **Forms/Assessment** drop down
- Select **MDMH Referral Form**

AWARDS Search HOME CALENDAR MESSAGES FOOHOLDCONNECT mufca Bethany L. HELP

**Program / Eligibilities:** Training Housing Program (multi-step)

Interviewers	Date	Time	Duration	Location	Status
None Recorded					

**Referral Disposition Tracking Notes: Tom Cruise**


Date	Disposition Status for Note	Writer
01/05/2016	1st Interview	Bethany Latham

note here to write down what happened on screening date

Update Application Evaluation Re-Process Intake Process Admission

**Tom Cruise - Forms/Assessments (Click to Show/Hide)**

[MDMH Referral Form](#)  
[VI-SPDAT](#)



- MDMH Referral Form is displayed below

AWARDS Search HOME CALENDAR MESSAGES FOOHOLDCONNECT mufca Bethany L. HELP

**Training Housing Program (multi-step)**  
**Tom Cruise**  
**MDMH Referral Form**

SPOTT (SPECIALIZED PLACEMENT OPTIONS TO TRANSITION TEAM) REFERRAL  
 PERMANENT SUPPORTIVE HOUSING

**Referring Person/ Agency:**  
 F.A.S.F.C. (Fake Agency Serving Fake Clients): Fake Street Fakeville, MS 39212


**Referral Contact Info:**  
 William Jefferson Clinton

**Date of Referral:**  
 01/05/2016

Update MDMH Referral Form Section

**IDENTIFYING INFORMATION**

<b>Name:</b> Tom Cruise	<b>County of Residence:</b>
<b>Date of Birth:</b> 07/03/1962	<b>Gender:</b> Male
<b>Race:</b>	



Click the Update button under each section to access the fields

<b>Date of contact from MHC or enrollment in program:</b>
<b>Date PV received:</b>
<b>Date of placement:</b>
<b>Placement Address:</b>
<b>Type of Housing:</b>
<b>Concerns/Issues/Notes:</b>
<input type="button" value="Update MDMH Referral Form Section"/>



*After client has been accepted, MAKING PLACEMENT on the FACESHEET is required to process payment*