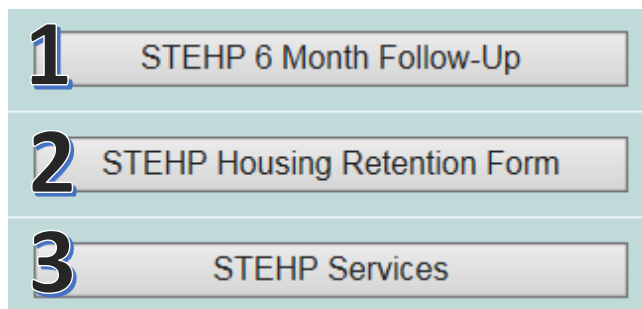


# RECORDING STEHP SERVICES IN THE HMIS:

## FORMBUILD OPTIONS



**In the Services Menu there are THREE possible recording options for STEHP in addition to Contact Logs and Progress Notes.**

1. No changes have been made to the STEHP 6 Month Follow-Up. This will still allow you to record a 6mo follow-up in the same manner you have been. This can be used for line 61 of the OTDA STEHP Quarterly Report Program Info tab.
2. The STEHP Housing Retention Form is an updated version of the Housing Retention Form, incorporating the additional fields requested in the CRHMIS STEHP webinar on 2/25/15. This can be used for line 61 of the OTDA STEHP Quarterly Report Program Info tab and for keeping track of client level spending.
3. The STEHP Services form has been created in response to the need to have as simple a data collection model as possible for lines 11-21 of the OTDA STEHP Quarterly Report Program Info tab. This is not meant to replace recording of services in the Contact Logs, but rather to give another option for recording the receipt of services as a whole rather than individual instances of those services. If used for reporting, this will be filled out ONCE per consumer with the single form updated as needed.

**We will review these options on our call next month (TBA) and any questions before then may be directed to Allyson Thiessen at (518) 489-4130 x103 / athiessen@caresny.org.**