

## Coordinated Entry – File Cabinet Desk Guide

This guide is intended to walk through the uploading of documentation to an individual/family's Face Sheet being served through Coordinated Entry in the AWARDS Database. (<https://cares.footholdtechnology.com/>)

**Uploading to File Cabinet:** From the homepage of AWARDS, select your Coordinated Entry Project.

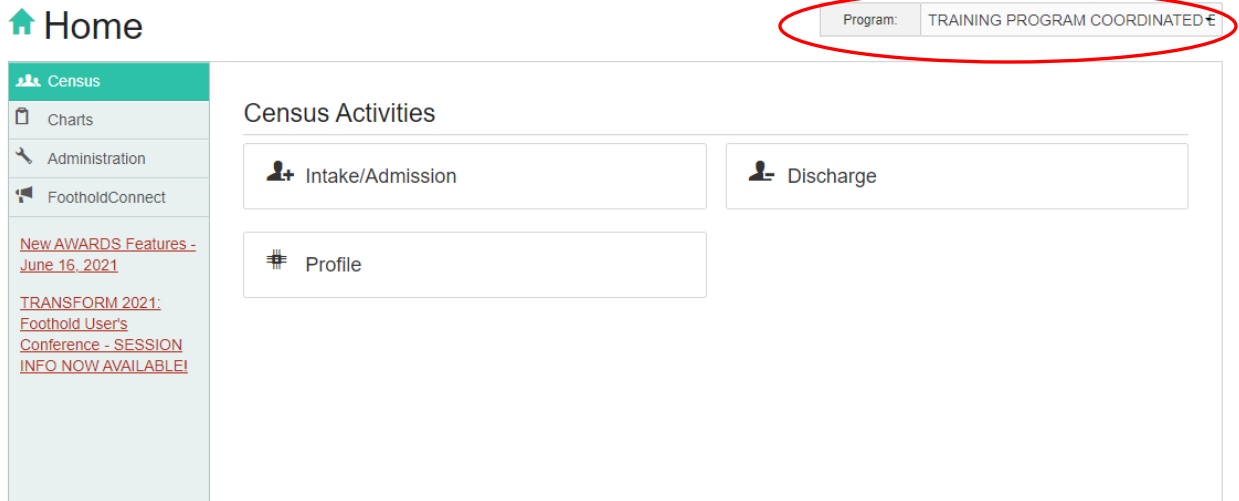


Figure 1

On the far left you will select Census, then Profile, and then Face Sheet as indicated below.

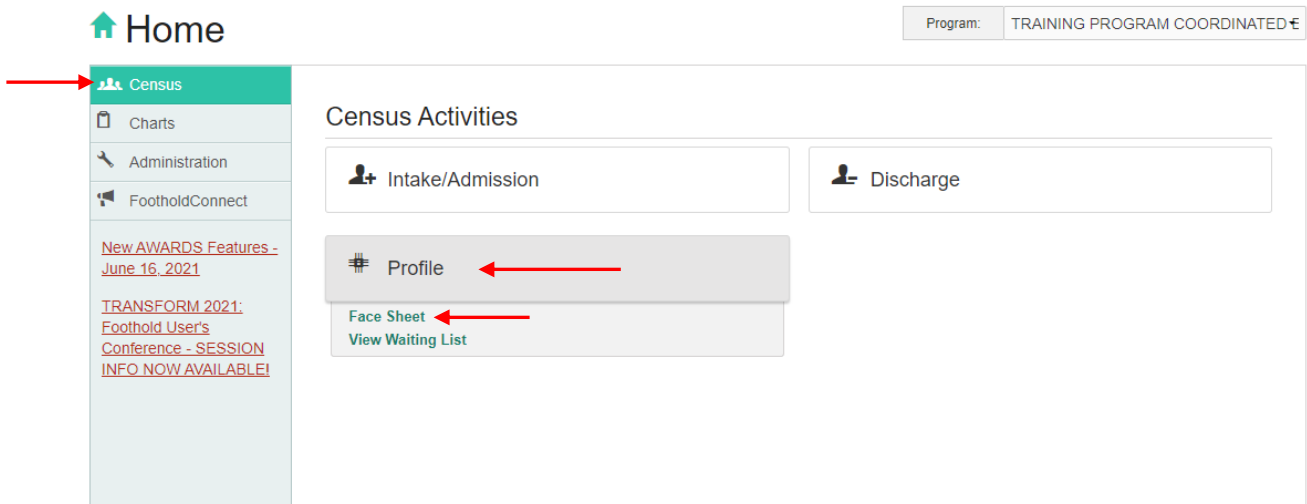


Figure 2

On this screen you can select the consumer you are adding the file to, then continue.

**TRAINING PROGRAM COORDINATED ENTRY**  
**Consumer Profile / Face Sheet Update Selection**

Consumer: Person, Fake ▼

Roster Archives

CONTINUE

Figure 3

The consumer’s Face Sheet will populate, as shown in *Figure 4* below.

**TRAINING PROGRAM COORDINATED ENTRY**  
**Consumer Face Sheet: Fake Person**  
Demographic Info: Fake Person

Consent Form | Household Composition | Legal Data | Medical Information

<b>First Name:</b> Fake	<b>Middle Name:</b>	<b>Last Name:</b> Person	<b>Suffix:</b>
<b>Name Data Quality:</b> Data not collected	<b>Alias:</b>	<b>Social Security #:</b> 999-99-9999	<b>SSN Data Quality:</b> Data not collected
<b>Gender (HMIS):</b> Data not collected	<b>Birthdate:</b> 01/01/1901	<b>Birthdate Data Quality:</b> Data not collected	<b>Ethnicity (HMIS):</b> Data not collected
<b>Race (HMIS) [Select all that apply]:</b> Data not collected			
<b>Street Address:</b>		<b>City, State Zip:</b>	
<b>Phone:</b>		<b>Move In Date (Required for address update):</b>	
<b>Email:</b>		<b>Other Phone:</b>	
<b>Primary Language:</b>		<b>Religion:</b>	<b>Veteran Status:</b> Data not collected

Figure 4

Scroll down to the *File Cabinet* section of the Face Sheet and select **“Update Consumer File Cabinet.”**

Consumer File Cabinet: **Fake Person**

Name	Worker	Date	Size
No Records Found			
<span style="border: 2px solid red; border-radius: 50%; padding: 5px;">Update Consumer File Cabinet</span>			

Figure 5

The Consumer File Cabinet will populate, as shown in *Figure 6*. Select the **Paper with the Plus** icon.

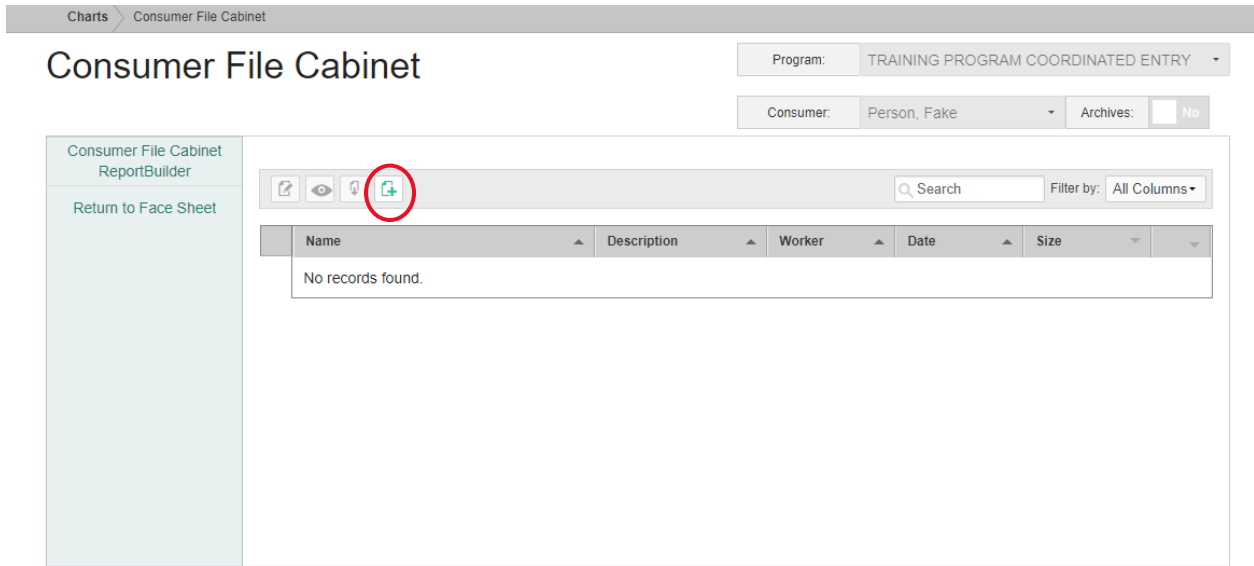


Figure 6

New Consumer File will display, as seen in *Figure 7* below.

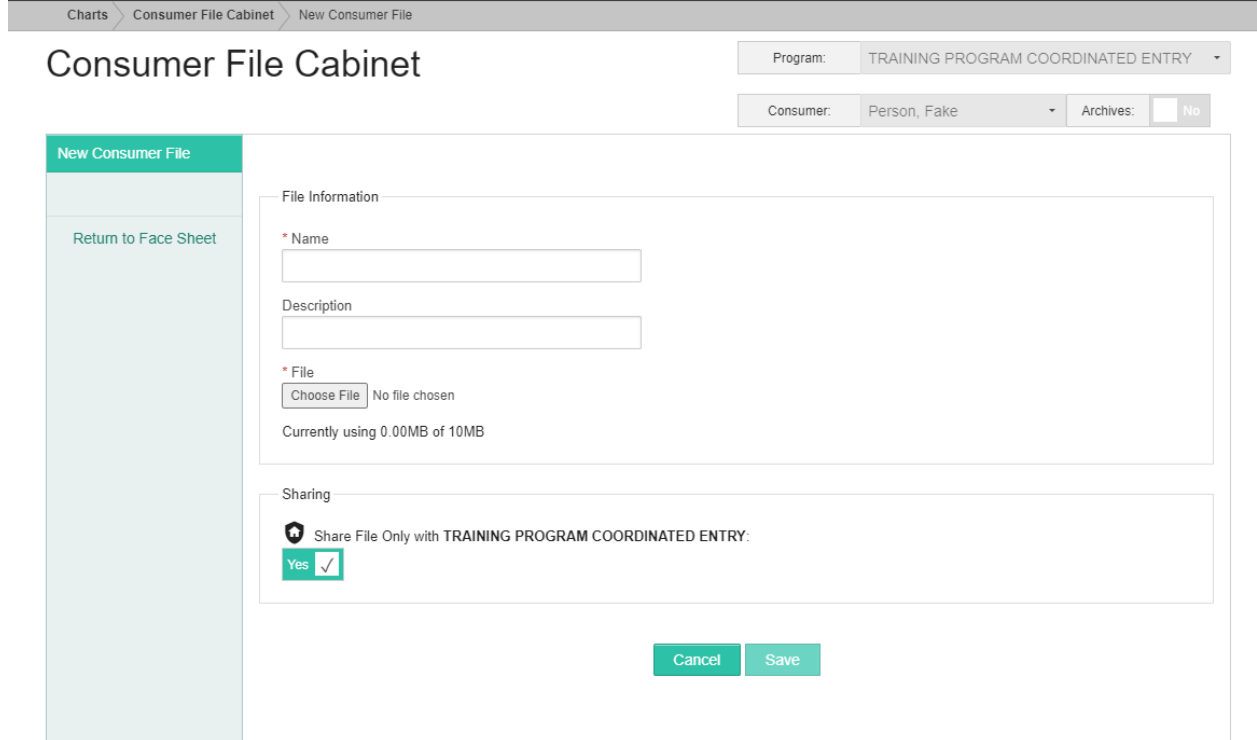


Figure 7

Enter the name of the file and, if desired, a description.

It may be helpful to name the file exactly what it is and the dates it references, such as “Documentation of Homelessness 5.1.21-6.22.21” or “Documentation of Disability 6.12.21.”

Next, select **Choose File**.

Charts > Consumer File Cabinet > New Consumer File

### Consumer File Cabinet

Program: TRAINING PROGRAM COORDINATED ENTRY

Consumer: Person, Fake Archives:  No

**New Consumer File**

[Return to Face Sheet](#)

**File Information**

\* Name: Documentation of Disability 6.12.21

Description: [Empty]

\* File: Choose File No file chosen

Currently using 0.00MB of 10MB

**Sharing**

Share File Only with TRAINING PROGRAM COORDINATED ENTRY: Yes

Cancel Save

Figure 8

Choose your file from the file source and select open.

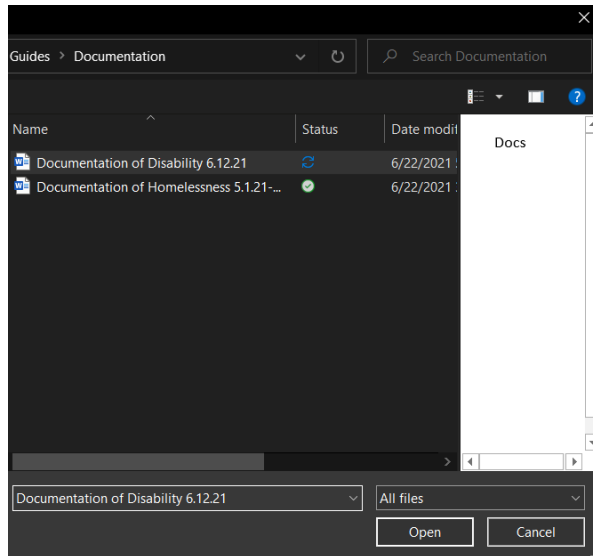


Figure 9

Once the file has been uploaded, the name of the document will appear next to **Choose File**, as seen in *Figure 10*.

Next, hit **Save**.

Charts > Consumer File Cabinet > New Consumer File

### Consumer File Cabinet

Program: TRAINING PROGRAM COORDINATED ENTRY

Consumer: Person, Fake Archives:  No

**New Consumer File**

[Return to Face Sheet](#)

File Information

\* Name  
Documentation of Disability 6.12.21

Description

\* File  
Choose File Documentation of Disability 6.12.21.docx ←

Currently using 0.00MB of 10MB

Sharing

Share File Only with TRAINING PROGRAM COORDINATED ENTRY:  
 Yes

Cancel Save

*Figure 10*

After saving, *Figure 11* will populate.

To verify the documents are in the File Cabinet, select **Return to the Face Sheet**.

Charts > Consumer File Cabinet > Documentation of Disability 6.12.21

### Consumer File Cabinet

Program: TRAINING PROGRAM COORDINATED ENTRY

Consumer: Person, Fake Archives:  No

**New Consumer File**

[Return to Face Sheet](#)

File Information

NAME  
Documentation of Disability 6.12.21

DESCRIPTION  
--

Sharing

Share File Only with TRAINING PROGRAM COORDINATED ENTRY:  
Yes

*Figure 11*

Once back in the Face Sheet, scroll down to the Consumer File Cabinet. The document will appear as it does in *Figure 12*.

**Consumer File Cabinet: Fake Person**

Name	Worker	Date	Size	
<a href="#">Documentation of Disability 6.12.21</a>	Megan Dolan	06/22/2021	0.01 MB	

Figure 12

To view the documents in the File Cabinet, select the document you wish to view and download it to your computer.

**PHI Download Alert**

The file you are about to download may contain privileged and confidential data, and/or Protected Health Information (PHI). It is intended solely for your use, and is subject to protection under the law as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its successor legislation, and/or by other relevant policies and regulations. By clicking OK you agree that you are aware of all relevant guidelines and restrictions on use of the information being downloaded, and that you have taken/will take all appropriate measures to protect and handle that information, including but not limited to ensuring that the device onto which the file is being downloaded has been encrypted, as appropriate. Any questions about the status of this data or the requirements related to its handling should be directed to your HIPAA Privacy/Security Officer, supervisor, or other appropriate staff at your agency. If you do not agree to these conditions, click Cancel.

**Consumer File Cabinet: Fake Person**

Name	Worker	Date	Size	
<a href="#">Documentation of Disability 6.12.21</a>	Megan Dolan	06/22/2021	0.01 MB	

Figure 13

To upload multiple files, repeat the process.

**Consumer File Cabinet: Fake Person**

Name	Worker	Date	Size	
<a href="#">Documentation of Disability 6.12.21</a>	Megan Dolan	06/22/2021	0.01 MB	
<a href="#">Documentation of Homelessness 5.1.21-6.22.21</a>	Megan Dolan	06/22/2021	0.01 MB	

Figure 14



For additional questions regarding this process please reach out to:

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