



Guidance for COVID Vaccine Data in HMIS



You can access the COVID Vaccination Intake Form on the HCA Help Desk:

<https://kyhmis.zendesk.com/hc/en-us/articles/1260803712030-2021-HMIS-COVID-Vaccine-Intake-Form>

Accessing Questions:

Search and locate client in Client Point (add new record if client has not been in HMIS)

Once you have pulled the client up in ClientPoint, access the Entry/Exit tab to locate their entry into your project – click the pencil to edit

Client Information				
Summary	Client Profile	Households	ROI	Entry / Exit
Entry/Exits				
Program	Type		Project Start Date	Exit Date
Kentucky Housing Corporation - Dummy Project Eligibility	HUD		04/09/2021	

Once in the client's Entry assessment, under the 'Select an Assessment' area, select the BOS-HUD COVID-19 Vaccine Screening and Status Assessment – complete the COVID-19 assessment.

The screenshot shows a 'Select an Assessment' window with a grid of checkboxes. The options are:

Assessment DO NOT USE	Assessment DO NOT USE	Assessment DO NOT USE	Assessment DO NOT USE
<input checked="" type="checkbox"/> BOS - 2. Emergency Shelter Entry	<input checked="" type="checkbox"/> BOS - 2. Emergency Shelter Exit	<input checked="" type="checkbox"/> BOS - 2. Emergency Shelter Update	<input checked="" type="checkbox"/> BOS - CE Exit
<input checked="" type="checkbox"/> BOS-HUD COVID-19 Vaccine Screening and Status Assessment			

Question Related Guidance:

Please complete all Screening Questions and Responses, and Vaccine Status Questions and Responses (as applicable). The client's Vaccine Screening and Status Assessment can be updated as new information is known, vaccines are obtained, etc. You are expected to collect the screening questions as soon as possible for each client and then complete the vaccination details once those occur.

Below are some additional details about some specific questions that are asked:

Dose 1 Location Administered* – Select the location that best fits the scenario where the client received their vaccination. Other should only be used if no other options are a close fit for the vaccination location. **This is the same for Dose 2 and Dose 3.*

The screenshot shows a dropdown menu for 'Dose 1 Location Administered'. The options are:

- Select-
- Select-
- Pharmacy
- Health Department
- Regional Vaccination Center
- Emergency Shelter
- Jail/Detention Center
- Residence
- Unsheltered Sleeping Location
- Dr. office
- Other

Vaccination Provider* – Please list who is giving the vaccination, (i.e. Walgreen's, Franklin Co Health Department, KY Horse park, etc.) **This is the same for Dose 2 and Dose 3.*

Dose 1 Vaccination Provider	<input type="text"/>
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IIS Recipient ID* – This field is optional. This is a number that is provided by the CDC, it may or may not be given directly to the client at time of vaccination. **This is the same for Dose 2 and Dose 3.*

Dose 1 COVID19 Immunization Information System (IIS) recipient ID (optional)	<input type="text"/>
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****Please scan and save a copy of the client's vaccination card to the client profile tab. We ask that the card be scanned after each vaccination.****

The client's vaccination card should be attached to the 'Client Profile' tab in ServicePoint in the 'File Attachments' section.

The card should be uploaded after each vaccination, if possible. This is to help the agency with data entry, and if the client's card is lost.

Client Information

Summary	Client Profile	Households	ROI	Entry / Exit
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File Attachments

Date Added	Name	Description
<input type="button" value="Add New File Attachment"/>		

Upload Attachment ✕

Name *	<input type="button" value="Choose File"/> HMIS COVID V...e Guidance.docx
Description	<input type="text" value="COVID 19 Vaccination Card"/>



Questions about a 3rd Dose:

At this time, it is not fully known if a 3rd dose of any of the vaccines will require a third dose. You will see that there are questions built into this assessment about if a 3rd dose is needed, if one has been scheduled/obtained, etc. At this time, we expect to see “no” entered for the question about whether a 3rd dose is needed unless you have been instructed otherwise by the vaccine provider. The questions about a 3rd dose are pre-built in HMIS in the event circumstances change at a later date, at which time updates to the client’s assessment can be made.