



# COMMUNITY SERVICES v5.14.0

## GENDER FIELD CHANGES

### TRAINING AND INFORMATION

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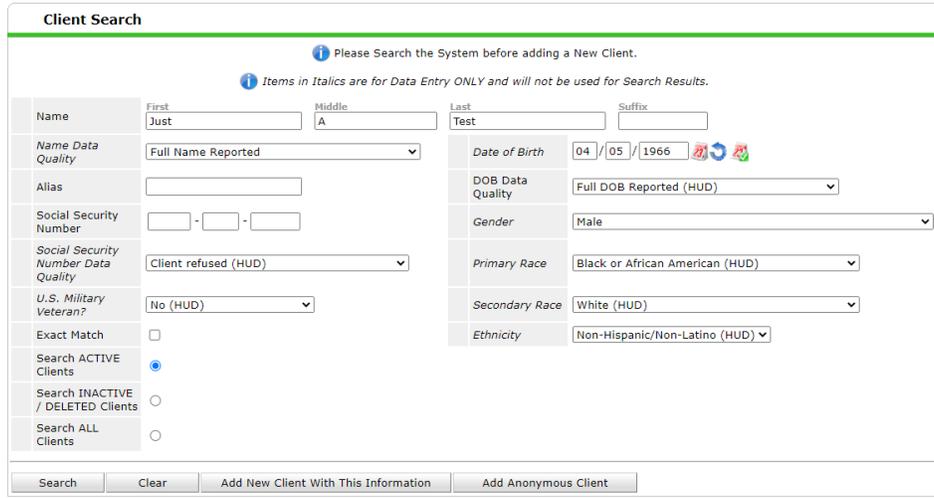
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WellSky  
Housing and Community Services  
11300 Switzer Road  
Overland Park, KS. 66210  
Corporate: (855) WELLSKY  
Toll Free: (844) 213-8780  
Direct: (318) 213-8780  
Fax: (318) 213-8784  
<http://www.wellsky.com>

## VIEW CHANGES

The overall view of the gender field is now a multi-select picklist field instead of a dropdown. In any area where users could select a value, this dropdown is now a picklist window.

Example – Client Search Screen in 5.13x



**Client Search**

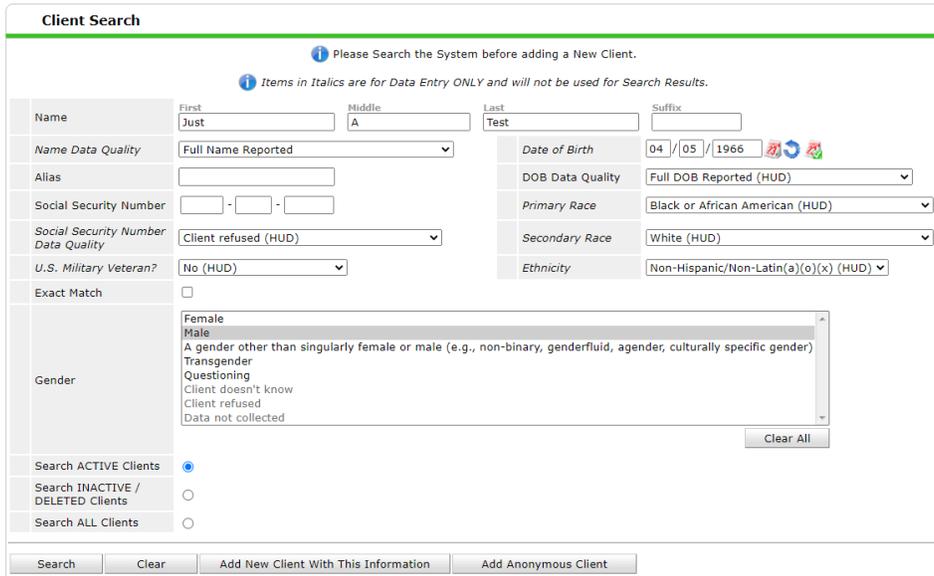
Please Search the System before adding a New Client.

Items in Italics are for Data Entry ONLY and will not be used for Search Results.

Name	First Just	Middle A	Last Test	Suffix
Name Data Quality	Full Name Reported			
Alias				
Social Security Number	- - -			
Social Security Number Data Quality	Client refused (HUD)			
U.S. Military Veteran?	No (HUD)			
Exact Match	<input type="checkbox"/>			
Search ACTIVE Clients	<input checked="" type="radio"/>			
Search INACTIVE / DELETED Clients	<input type="radio"/>			
Search ALL Clients	<input type="radio"/>			
Date of Birth	04	/	05	/
DOB Data Quality	Full DOB Reported (HUD)			
Gender	Male			
Primary Race	Black or African American (HUD)			
Secondary Race	White (HUD)			
Ethnicity	Non-Hispanic/Non-Latino (HUD)			

Search Clear Add New Client With This Information Add Anonymous Client

Client Search Screen in 5.14x



**Client Search**

Please Search the System before adding a New Client.

Items in Italics are for Data Entry ONLY and will not be used for Search Results.

Name	First Just	Middle A	Last Test	Suffix
Name Data Quality	Full Name Reported			
Alias				
Social Security Number	- - -			
Social Security Number Data Quality	Client refused (HUD)			
U.S. Military Veteran?	No (HUD)			
Exact Match	<input type="checkbox"/>			
Gender	<div style="border: 1px solid gray; padding: 5px;">           Female            Male            A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender)            Transgender            Questioning            Client doesn't know            Client refused            Data not collected         </div>			
Search ACTIVE Clients	<input checked="" type="radio"/>			
Search INACTIVE / DELETED Clients	<input type="radio"/>			
Search ALL Clients	<input type="radio"/>			
Date of Birth	04	/	05	/
DOB Data Quality	Full DOB Reported (HUD)			
Primary Race	Black or African American (HUD)			
Secondary Race	White (HUD)			
Ethnicity	Non-Hispanic/Non-Latin(a)(o)(x) (HUD)			

Search Clear Add New Client With This Information Add Anonymous Client

## Assessment View

When in an assessment, the field will appear as below:

## Answer Only View

Gender will display within the existing columns and rows. It may display with commas, in multiple rows, or in notepad form. Multiple responses will be shown with a comma between each response. Below is an example screen from the Client Profile tab:

Client Demographics	
Date of Birth	04/05/1966
Date of Birth Type	Full DOB Reported (HUD)
Gender	Male, Transgender
Primary Race	Black or African American (HUD)
Secondary Race	White (HUD)
Ethnicity	Non-Hispanic/Non-Latin(a)(o)(x) (HUD)

In several areas the responses will be shown as multiple rows, such as on the Summary tab:

Client Information		Service Transactions	
Summary	Client Profile	Households	ROI
Added to the system 05/18/2005 02:52 PM			
Name	test, Just A	Social Security	888-88-8888
Date of Birth	04/05/1966 (Age 55)	U.S. Military Veteran?	
Gender	Male Transgender		
Primary Race	Black or African American (HUD)		
Secondary Race	White (HUD)		

In several areas, WellSky has converted the Gender responses from a quick preview display to a notepad hover icon. For example, the Client Results within Client Search:

5.13x Display

5.14x Display

In another example, ShelterPoint displays the full Gender response with commas in the column in the Unit List, while the Reservation and Outstanding Referrals utilize the notepad hover icon:

**Shelter Inventory Information**

Unit List - Bowman ES

Date In	Floor	Room	Bed	Hold	Client	Date of Birth	Gender	Group ID	Conf.	Codes/Notes
	Floor 1	Room 1	Bed 001	Hold	EMPTY					
09/25/2021	Floor 1	Room 1	Bed 002		(12) multi-gender, f, m, ns, t, q		Female, Male, A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender), Transgender, Questioning		No	

Reservations for Unit List - Bowman ES

Arrival Date	Name	Date of Birth	Gender	Group ID
09/25/2021	(2) test, Just A	04/05/1966		

Add Reservation Showing 1-1 of 1

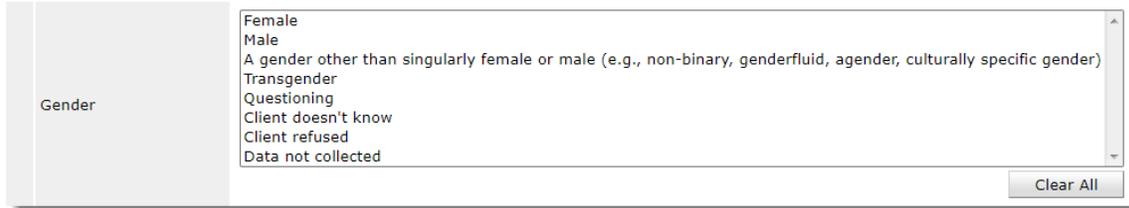
Outstanding Referrals - Bowman Systems, LLC (0) - 1 total Check Unit Availability

Referral Date	Name	Ranking	Need Type	Referred By	Date of Birth	Gender	Group ID
09/25/2021	(2) test, Just A		Emergency Shelter	Bowman Systems, LLC (0)	04/05/1966		

Showing 1-1 of 1

## ENTERING DATA

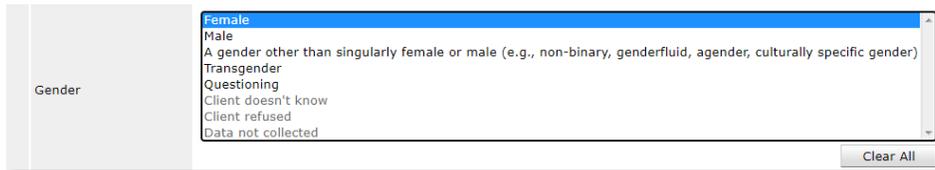
When first encountering the field, all values are selectable.



A screenshot of a web form with a label 'Gender' on the left. The picklist box is open, showing a list of options: Female, Male, A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender), Transgender, Questioning, Client doesn't know, Client refused, and Data not collected. A 'Clear All' button is located at the bottom right of the picklist box.

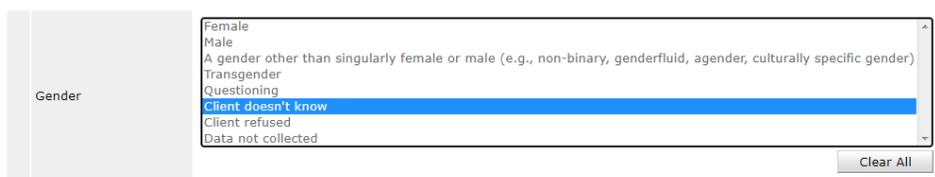
Conditional logic is applied once selections are made:

- To make multiple selections, hold the Control (Ctrl) key and left-click each value as necessary. It will display as a blue highlight.
- Once saved, it will display with a grey highlight.
- To clear selections, use the “Clear All” button under the Gender picklist box. Left-clicking the picklist value again with the Ctrl key can also deselect the value.
- Client Doesn’t Know, Client Refused and Data Not Collected are explanations for missing client data and not Gender responses. If one of these three picklist values are chosen, then the other possible picklist values are disabled (they appear grey and cannot be selected).
  - Below – A known Gender response was selected, nullifying the Client Doesn’t Know, Client Refused and Data Not Collected choices.



A screenshot of the 'Gender' picklist field. The 'Female' option is highlighted in blue, indicating it is the selected value. The other options are visible but not highlighted. The 'Clear All' button is at the bottom right.

- Below –If Client Doesn’t Know, Client Refused or Data Not Collected are chosen, all other values are disabled.



A screenshot of the 'Gender' picklist field. The 'Client doesn't know' option is highlighted in blue. The other options (Female, Male, A gender other than singularly female or male, Transgender, Questioning, Client refused, Data not collected) are displayed in a grey font, indicating they are disabled and cannot be selected. The 'Clear All' button is at the bottom right.

## HISTORY VIEW

The history view of the Gender responses also reflects recent changes, showing commas for multiple responses.

Date Effective	User Adding	Provider Adding	Value
09/25/2021 5:04:57 PM	Example01	Bowman Systems, LLC	Female, Questioning
09/25/2021 4:57:45 PM	Example01	Bowman Systems, LLC	Female, Male
09/25/2021 4:44:43 PM	Example01	Bowman Systems, LLC	Male, Transgender, Questioning
09/24/2021 7:09:11 PM	Example01	Bowman Systems, LLC	Male, Transgender

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The column also scales based on the number of values selected and if the pop-up is expanded.

Date Effective	User Adding	Provider Adding	Value
09/25/2021 5:38:22 PM	Example01	Bowman Systems, LLC	Male, A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender), Transgender, Questioning

Showing 1-1 of 1

## REPORTS

WellSky is in the process of updating Provider and ART reports to utilize the new Gender value schema. Please check future emails for updates.

Existing reports will need to be modified due to the comma return for multiple values. WellSky will provide ART report query and formula examples in future documentation.

For reports within ReportWriter, be aware that it now displays multiple values:

**Create a Report**

Filter Group: Clients.Active Equals Yes

**Add new filter**

Table/Assessment/Worksheet: HUD CoC & ESG Entry All Oth

Field/Question: Gender\*

Filter\*: Equals

Value List:

- Female, A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender), Transgender
- Female, A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender), Questioning
- Female, Transgender, Questioning
- Male, A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender), Transgender
- Male, A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender), Questioning
- Male, Transgender, Questioning
- A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender), Transgender, Questioning
- Female, Male, A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender), Transgender
- Female, Male, A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender), Questioning
- Female, Male, Transgender, Questioning
- Female, A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender), Transgender, Questioning
- Male, A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender), Transgender, Questioning
- Female, Male, A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender), Transgender, Questioning
- Client doesn't know
- Client refused
- Data not collected
- Trans Female (FTF or Male to Female)
- Trans Male (FTM or Female to Male)
- Gender Non-Conforming (i.e. not exclusively male or female)
- Unknown

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## DOCUMENT VERSION HISTORY

Date of Revision	Document Version #	Revision Notes
2021/10/01	V01	First Release of Document