

# HMIS Street Outreach

## Recording Latitude and Longitude

This document outlines the workflow for recording the latitude and longitude for clients met during street outreach.  
Please note, this can only be recorded thru the “Add Service” button – not via multiple services.

All example client names depicted herein are completely fictitious. No association with any real organization or persons is intended or should be inferred.

## Purpose of Document

This document outlines the workflow for recording the latitude and longitude for clients met during street outreach. Please note, this can now be recorded thru the **“Entry/Exit”** button – not via multiple services.

**Note:** The latitude and longitude should be completed for **EVERY** unique interaction. A client may have multiple records of longitude and latitude.

## Documenting Latitude and Longitude – Steps

The following steps walk users through how to initiate a service transaction in HMIS to record a client’s latitude and longitude. For the full guide to recording service transactions, please refer to the Case Management Training packet and videos.

- 1) Enter Client ID then select “entry/text” tab. Click to add “entry/exit”

Program	Type
AHOA - Andre House Services Street Outreach - SO (43327)	HUD
HYC - EYFTF General - SSO (43193)	HUD
AZC - Rapid Rehousing - ESG-CHAND - RRH (42795)	HUD
HSC - Store to Explore - SSO (42649)	HUD
LEAF - Rapid Rehousing - ADOH - RRH (42853)	HUD
HMIS - Training Program: Night by Night - ESG - ES (43372)	HUD
SACE - Single Adults Coordinated Entry (42398)	HUD
DEMO MH - RRH Program - VSUW - RRH (46133)	HUD

- 2) Project Start Date will populate “select provider” and “save and continue”

**Project Start Data - (47404) Testerson, Test**

**Provider \*** \*Solari - Solari Network Servicepoint Operations (1935) [Search] [My Provider] [Clear]

**Type \*** -Select-

**Project Start Date \*** 10 / 04 / 2021 7 : 51 : 46 AM

- 3) Outreach Universal Contact Assessment

**Entry/Exit Data**

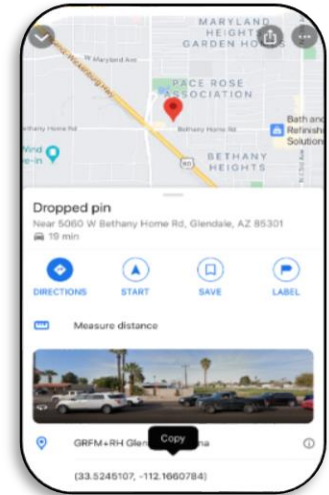
Note: If you change the provider selected it may cause the Assessments to adjust for the new Provider's Entry/Exit Assessment defaults. Any information saved to the previous Assessment will still be attached to that Assessment record for the Client.

**Entry Assessment**

Select an Assessment

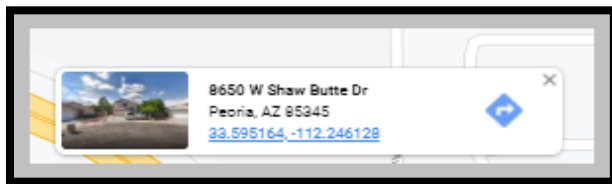
(1) UDE Assessment (ES, SH, SO)  Outreach Universal Contact Assessment  Outreach Universal Engagement Assessment

- i) Access your Google Maps app
- ii) Double-tap on the location where you are looking for coordinates. This will drop a red pin on the map to mark the location. (If you have selected “share location” in your phone settings, Google Maps may drop a pin automatically on your location)
- iii) Scroll or expand the information window. The coordinates will be listed at the bottom.
- iv) Tap and hold down your finger on the coordinates until you see “copy,” and select “copy.”
- v) Pull up a blank note on your phone and hold down your finger until you see “paste,” and select “paste.” Save the note so that you can access it again when you need to record the coordinates in HMIS.

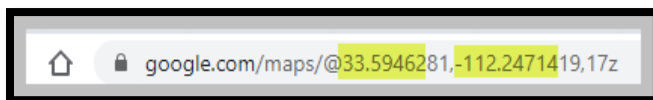


**b) If using a computer:**

- i) Go to [google.com/maps](https://google.com/maps)
- ii) Find the cross-streets or area where you met the client
- iii) Double-click on that point
- iv) A small pop-up with the address and coordinates will appear



(1) The coordinates will also be listed in the search bar URL



- 4) Copy latitude and longitude to the specifications below
- 5) Paste latitude and longitude into “Latitude and Longitude” fields.
  - a) For latitude, you **MUST** use the exact format of “33.xxxxx” with at **LEAST** 5 decimal places and no more than 5.
  - b) For longitude, you **MUST** use the exact format of “-11x.xxxxx” with at **LEAST** 5 decimal places and no more than 5.

**Use Exact Format For Latitude and Longitude**

Latitude: 33.xxxxx (Use Exact Format to 5 Decimals)	*	<input type="text"/>
Longitude: -11x.xxxxx (Use Exact Format to 5 Decimals)	*	<input type="text"/>
Cross Streets (No commas in this field)		<input type="text"/>

## Helpdesk Contact Information:

Submit a ticket:

<https://community.solari-inc.org/submit-a-ticket/>

Phone: 602-908-3605