PH MOVE IN SEARCH GUIDE

Institute for Community Alliances

PURPOSE

The purpose of this guide is to show users how to utilize the PH Move in Search Form in ClientTrack. Permanent Housing projects should utilize this form to verify household move-in data for their residential projects. This report is also the report required by the Atlanta CoC for the Housing Inventory and Point in Time upload to the PIT HIC application.

ACCESSING THE PH MOVE IN SEARCH

The PH Move In Search is located in the home workspace. Under GA HMIS Tools, select PH Move In Search.
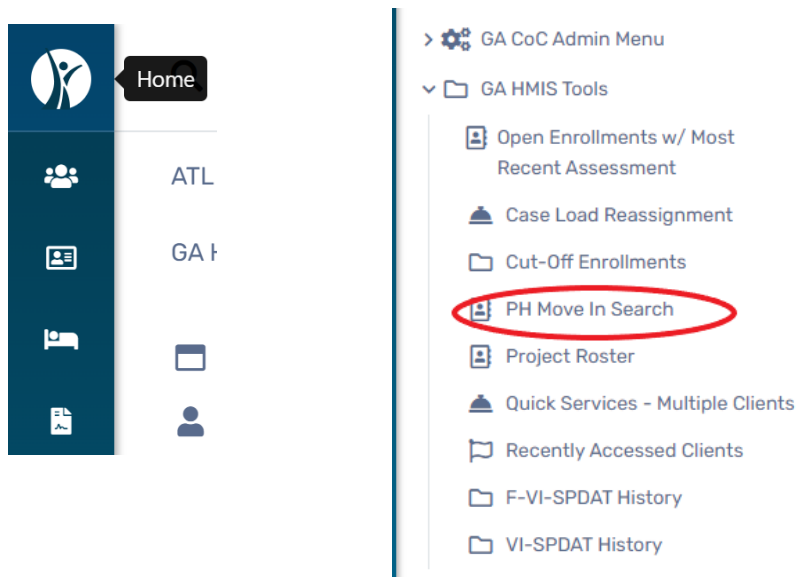
1. Input project selection
2. Enter a Point In Time Date (this report can be run regularly to confirm households have move in dates input correctly into their enrollments).
3. Users can also check "hide client name" for exporting client data.
4. Click search to view the information.

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LU 3.01.2024

REVIEWING INFORMATION ON THE FORM

5. The form will display the HoH Client ID, Name, Enroll Date, Date of Move In (Housing Move In Date), Household Type for the enrollment, total case members enrolled and the CoC in the Client Location field as of the Point in Time date input in the prompt.

6. Users can further filter the report by household type to view data categorized for Adults Only, Adults with Children, Children Only and unknown households through an export.

|	HoH ClientID ↓⊼	Name	Enroll Date	Date Of Move In	Household Type	Case Members	CoC as of PIT Date
➔	409023	10/11/2021	10/12/2021	Adults Only	1	Atlanta CoC	
➔	409021	11/02/2021	11/02/2021	Adults Only	1	Atlanta CoC	
➔	408989	09/07/2021	09/07/2021	Adults Only	1	Atlanta CoC	
➔	408964	08/09/2022	08/09/2022	Adults Only	1	Atlanta CoC	
➔	408910	03/23/2021	03/24/2021	Adults Only	1	Atlanta CoC	
➔	408166	07/13/2020	07/13/2020	Adults Only	1	Atlanta CoC	
➔	407877	05/13/2020	05/13/2020	Adults Only	1	Atlanta CoC	

EXPORTING THE FORM

7. Users have multiple options to export this form. Excel, Excel Data (simply hover over the printer icon and you will see two excel options to export the data)

8. Choosing either excel option will export the report to an excel document.
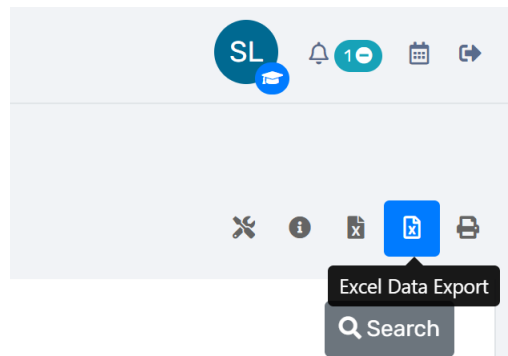

PRINTING/SAVING THE FORM

9. Users have an option to print this form to PDF. (simply click the printer icon in the upper right corner

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LU 3.01.2024
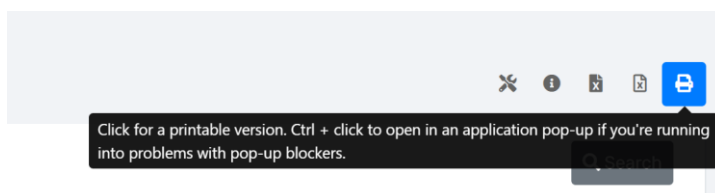
10. Users should choose "Hide Client Name" to protect PII when creating a PDF for uploading to the PIT HIC App.
11. A new window will appear, select "Display the data in a better format suited for printing".
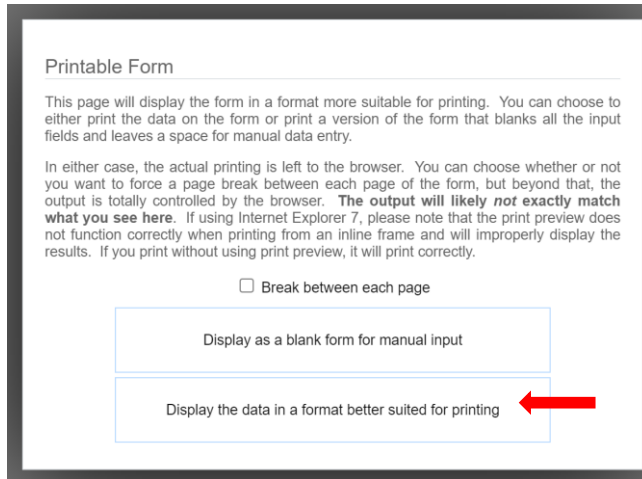
12. A preview of the data will appear. Select "Print".
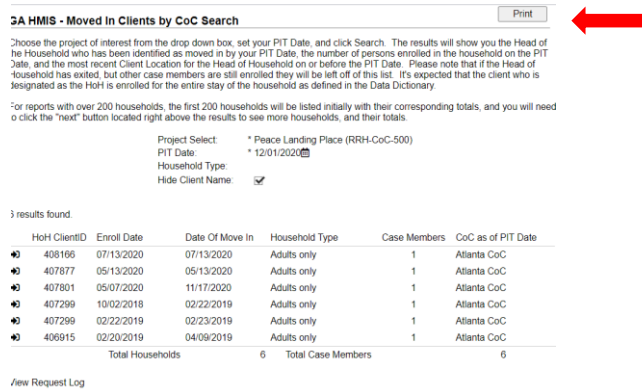
13. The user computer printer destinations will appear. The user should choose the "Save as PDF" option and save the file to their computers for use later in upload, etc.

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