**Three facets to CAMINAR:**

**Enrollment**

3. When you log on to CAMINAR, it immediately opens to the client that you last worked on. Before you add a client, try to search for them first because they may have been a former FTS client, in which case their information is already entered into the database and they only need to be enrolled into a certain program. If the search gives you no result, then you can enroll the client into the CAMINAR database first.

4. We ask that the FTS client ID be the same as the HMIS ID, it helps to just keep things in order.

For the SSN, sometimes staff members may just add XXX if it is unknown, or they will only add the last four; whatever options are available. Then click on save. It will navigate you to the “More Info” pane.

5. For the disability, if the client has no disability then select that as the primary option and leave the second option blank. If they only have one disability, then they can leave the second disability option blank. Fill out the other required fields and click on save.

6. After go to referrals and registrations. You can add either the referral first or the registration, it makes no difference. We will go according to the book, which adds the registration first. In registrations, the primary case manager will be the program manager. The secondary case manager will be the case manager of the client. [Coronado/Yeny Aguilar/Robert Amaya]

Admission date of 1/1/2021, and click on save.

7. Go to payer information and admission

Please note that the prior living situation and the living situation do not need match. The prior situation is where they were before, it could have been a shelter, but it could have also been on the streets, at a friends house, etc. The living situation is the CURRENT situation, it is somewhat badly titled, but it should be the type of living situation that your program offers. In the case of DHS sites, it is Interim Housing. But the living situation is different depending on what FTS program the client is enrolled in because not all programs have the same living situation, some are designated as emergency shelters, not interim housing. For case management status, in most programs it will be ‘case manager assigned,’ the only exception would be something like the winter shelter program. If you are unsure about the program you can always look at the program name in the registration information tab, and it may be listed next to the site location.

8. Adding a referral: the referral date must be the same as the enrollment date.

There are two options available:

Target provider providing services: currently we are providing these services, I am enrolling them into the program and I am providing a service.

Services completed successfully: choose this option if you are doing post work and they have already exited the program (if you didn’t enter the referral earlier, or if the client was only in the program for 1 day and abruptly left the program before you could enter them in CAMINAR). The left side is where they are coming from, the right is where they are going.

For DHS programs, they need a referral. If you choose DHS as the referring (source) provider, then the referring provider type will auto populate. For any program that is not FTS, it will always be listed as “External Program.” If, for example, the client is being referred from another FTS site, then we can choose “first to serve” as the source provider, and specify the exact program in the referring program bar. Many people make the mistake of putting their own program in this section, so please be mindful of not making this mistake. This section is not for entering data related to what program they are in, only for data related to where they are coming from; what type of referral they have. If you ever have any questions about what option to choose, please do not hesitate to call or contact me, or you can simply send an email to caminar@firsttoserve.org

Refer the client to the FTS program (the correct program should auto populate).

**Discharge**

9. Last part of the process, and you in order to discharge a client, you have to go back to where you started when you first enrolled the client. Go to program registrations. Return to client records, go to the fourth tab titled referrals and registrations, double click on the desired program stay and add a discharge date (this will appear in new window). After you add date on the first screen, go to the second tab titled payer information and admission/discharge status. On the right hand side, fill out the required fields to show where they are going. Do not touch the admission status field, because none of that information has changed.

Data not collected: it is our fault, we did not collect the data.

Uknown: the client disappeared without saying anything and we were unable to get further information.

Include the deceased example (no interview completed, reason would be death, and other fields would be left blank).

The important thing is that the story makes sense, the information goes together. For employment status, we put what we do know (can be the same as it was at intake, but does not necessarily have to be this way, it is only this way if you don’t know where the client is but it is the last employment information that you had before they disappeared). However, for something like the client is in jail, then the employment situation would be something like “unemployed” by default.

After, show how the information should correspond in ‘client program registrations.’

**-Shelter Bed Service**

The next thing is something that cms hate the most. Go to activities, service logs. The begin and end date will both automatically show as today, so we change it according to the real begin and end date. Be sure to add the highlighted fields. For the location, you can search but it is easier to just start typing. Confirm that all of the information is correct, and for the service/procedure, it should be listed as ‘shelter bed.’ Click on save. To verify that the log was correctly saved, go back to service logs, and click on the third tab titled ‘find service logs.’ Then search for the client in the search bar. Please note that whatever is in the other fields will limit you options when you search, so make sure the beginning and end dates are blank, programs is set at all programs, staff is set at all staff, and service is set at all services. Double click on the stay that you want to see, the new window should pop up with only two tabs. If you see more than two tabs, it is a glitch. Try going back to the caminar homepage and repeating the process.

If you see multiple program stays for the same time period, if you click on the duplicate shelter bed service, you will have the option to delete the duplicate in the lower left hand corner. If there is a problem with the dates or location or anything in the service log, you can double click on the log and edit the shelter bed service in the new window that will pop up. Then click save.

**End**

When we do our Monthly QA reports, we are comparing information in HMIS with information in CAMINAR because all data should match (location, dates, names, etc.)