

Entering Permanent Housing in OPUS/HMIS

Agencies offering permanent housing services must record each month a program participant is in a unit as a housing transaction in OPUS/HMIS.

- Enter a New Transaction by selecting an option from the drop down list under **APC Housing Label** and clicking the New Transaction button

Household Transactions Summary

Program Name: SVDP-VET LIFT III-LAN-VET LIFT III

HH Enrollment Date: 05-11-2009 Program Enrollment Summary

Client (click client to view enrollment summary)	Entry Assessment	Enrolled	Exit Assessment	Ended	Relation
POLLY PUREBRED Delete HH Enrollment		05-11-2009			Applicant

Housing Transactions (click APC housing label to view/edit)

APC Housing Label - Housing Name	Start Date	End Date	Transaction Type
<input type="text" value="1070 W 6TH"/>			New Transaction

Service Transactions (click service type to edit)

Service Type	Intake Worker	Start Date	End Date	Service Name	# of Units
<input type="text"/>					

- Fill out the Shelter Transaction New screen as in the example below.

Shelter Transaction New

Program Name: SVDP-VET LIFT III-LAN-VET LIFT III

APC Housing: 1070 W 6TH

Facility Name:

HH Member (Choose the Applicant(App) and all the clients(C) r

App	C	Client	Unit #
<input checked="" type="checkbox"/>	<input type="checkbox"/>	POLLY PUREBRED	<input type="text" value="12"/>

Shelter Details:

Start Date: End Date:

of Days:

Dollar Value

Grant	Amount

Be sure to click on the box next to all the household members who reside in the unit.

If there are people on the list who are no longer in the household, please remove them from the household (from the household view screen) before enrolling in the program.

Enter the Unit # for each resident if applicable
Example: Unit # 12

Enter the full month period.
Example: Start Date 11/1/2008 End Date 11/30/2008

Enter # of days in the month
Example: 30

Enter the Dollar Value for the housing rent subsidy for the 30 day period
Example: \$200 (don't enter the portion that the participant pays per month)

If this unit is facility-based (your agency's unit) and you don't know the value of the monthly rent for the unit- enter 0 or ask your supervisor what you should enter.

If you have questions on how to enter permanent housing as a housing transaction or if you need a service added to OPUS please contact Lisë Stuart at (541) 682-3379 or Lise.STUART@CO.Lane.OR.US.