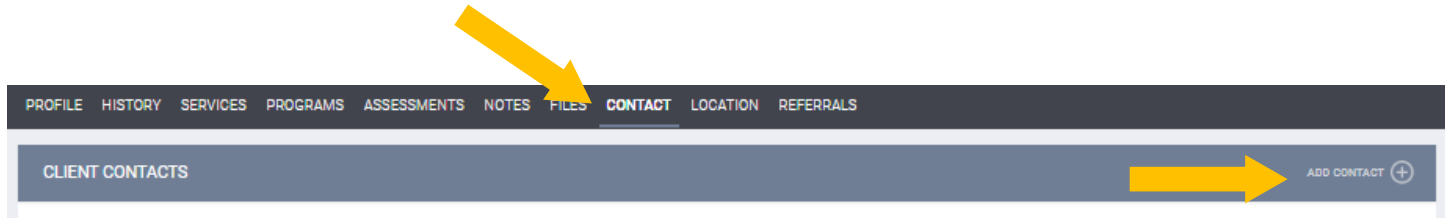# HMIS Client Contact Information – Form & Instructions

Date: M/DD/YYYY _____ Client Name: _____

Instructions: To update client contact information at assessment or follow-up, search for client and select the "Contact" tab at the top. You will then click on the "+" sign labeled "Add Contact" or you can update an existing address by clicking on the edit button to the left.

Fields:

• Address Type: Home = client info. Other selections include: Work, Mailing, Emergency, Mother, Father, Spouse, Other, Message, Emergency Shelter and more.

• Name = Client (if Home) or other person if this is another person's contact info to get ahold of client

• Fill out info that you have, but not critical to capture every field.

• KEY FOCUS: Phone numbers and Email address

• Note field SHOULD include description of this contact address, i.e. "Client Cousin", "Other Case Manager from [Agency]", "Father Woody's", etc • Each contact is a separate address

HMIS CLIENT LOCATION/CONTACT FORM -- COLLECT MULTIPLE KEY CONTACTS

Client Name: _____

1.

Address Type (see instructions): _____

Name (of contact): _____

Address (if applicable-## street, city, state, zip): _____

Email: _____

Phone #s: _____

Note (contact info – who, what, when, etc): _____

2.

Address Type (see instructions): _____

Name (of contact): _____

Address (if applicable-## street, city, state, zip): _____

Email: _____

Phone #s: _____

Note (contact info – who, what, when, etc): _____

3.

Address Type (see instructions): _____

Name (of contact): _____

Address (if applicable-## street, city, state, zip): _____

Email: _____

Phone #s: _____

Note (contact info – who, what, when, etc): _____

4.

Address Type (see instructions): _____

Name (of contact): _____

Address (if applicable-## street, city, state, zip): _____

Email: _____

Phone #s: _____

Note (contact info – who, what, when, etc): _____