



Securing State ID & Vital Records Training Generating an HMIS ID Card

The HMIS ID Card is an acceptable form of documentation to assist an individual in securing a state identification card.

HMIS participating agencies will use the workflow noted below.

Note: If you are a non-HMIS agency we ask that you partner with a local HARA or shelter in your community. They will be able to create this ID for you. If you are unable to obtain the ID card in person, there is a process for printing the ID as a PDF. Instructions are on Page 6.

Generating an HMIS ID Card

Obtain Client Photo

1. Take a client photo
2. Save the Client’s Photo to your computer using the following naming convention:

File Naming Convention: **Client Photo Year_Month_Day_First Initial of First Name Full Last Name**, spaces should be designated by underscores. Example: If photo was taken on January 1, 2019, the file would be named “Client_Photo_2019_03_27_hbag”

3. Upload the JPEG as a File Attachment

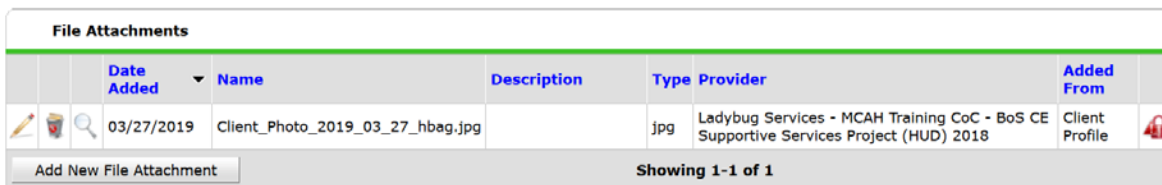
Access the client’s record. From the Client Profile tab, scroll down to the bottom of the screen to locate the File Attachments section. Click on **Add New File Attachment**.



- a. Click on **Choose File**.
- b. Enter a **Description** if desired: For Example: Client Photo
- c. Click on **Upload**.



You will see that the file has been uploaded.



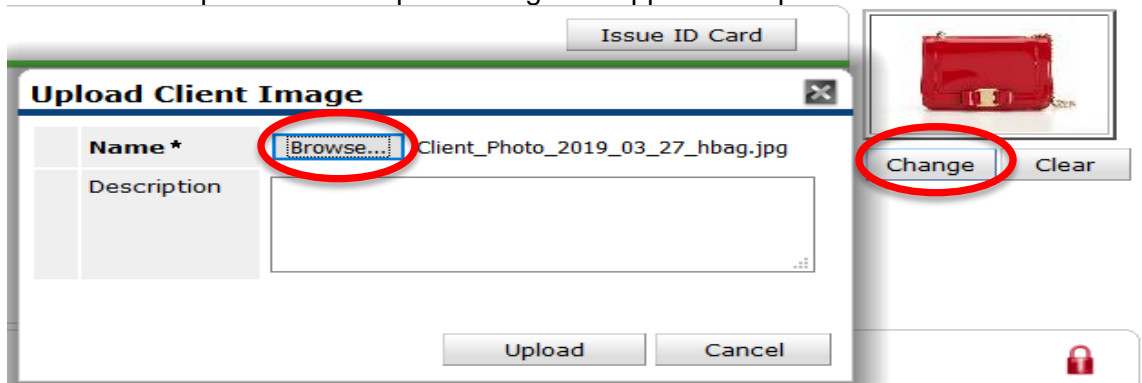


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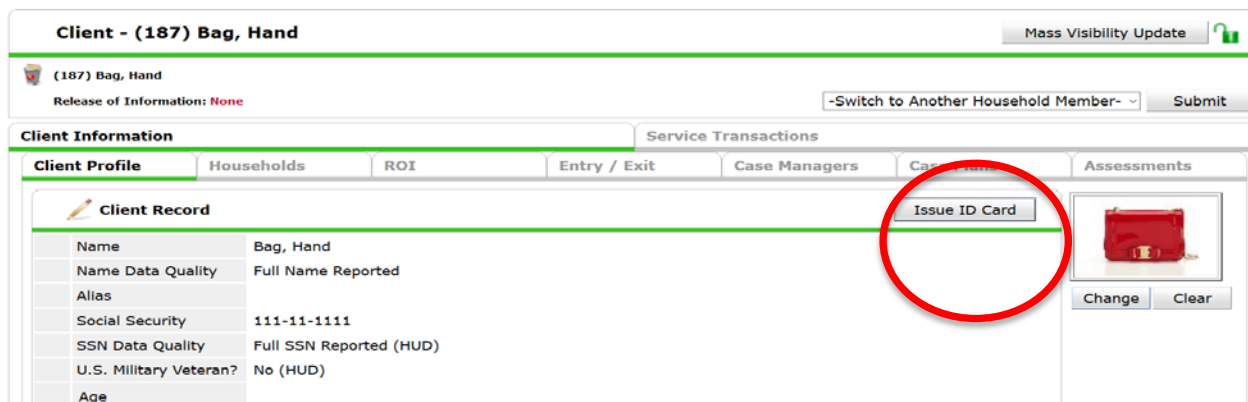
Printing the HMIS ID Card

4. Printing a Client ID from the Client Profile tab

- a. Upload the Client Photo as an Image in the area to the right of the Issue ID Card
 - i. Click "Change"
 - ii. Browse your computer and upload the photo JPEG you have saved
 - iii. Click "upload" and the photo image will appear as a picture



- b. To set a card up for **printing**, select **Issue ID Card**. This will bring up the card in print format as a PDF file.

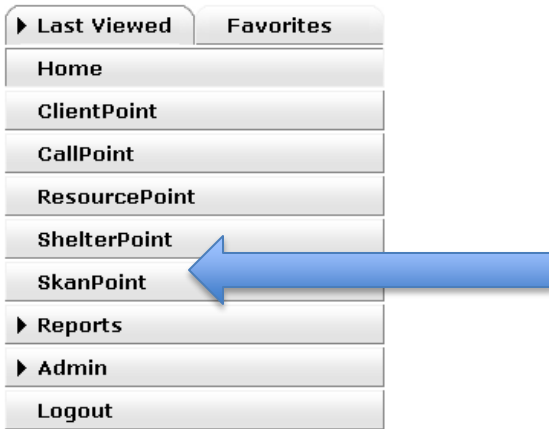




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Printing Client ID's from a Client List is SkanPoint

a. Click the *SkanPoint* tab in the left hand menu to move into *SkanPoint*.



c. The primary *SkanPoint* screen will display. From this screen, click the **Generate ID Cards** tab: (this allows you to print ID cards for clients or lists of clients). (*Refer to Skanpoint training to learn more about creating and managing lists*)

d. The current provider's client lists will display

Generate ID Cards						
List Name	Provider ID	Provider Name	Date Created	Date Updated	Total Clients	
Big Shelter List	0	Bowman Systems, LLC	10/06/2009	10/06/2009	2	
Bowman Systems LLC List	0	Bowman Systems, LLC	09/28/2009	09/28/2009	0	
Community Meal List	0	Bowman Systems, LLC	09/29/2009	10/06/2009	4	

Generate ALL ID Cards Showing 1-3 of 3

d. Click the **Green Plus** icon to print ID cards for clients in the selected list. NOTE: Clicking **Generate ALL ID Cards** to print ID cards for all clients in every list.

- When printing ID cards from a list, the **Client List** will display.
- Check the **Check Boxes** of the clients that need an ID card or Click **Check ALL Clients** to set all check boxes.
- Click **Clear ALL Clients** to clear all check boxes
- Click **Print ID Cards for Clients** to initiate the print.
- Click **Cancel** to return to the previous screen without printing cards.



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Printing Recommendations

Printers must be able to print at 600 DPI or greater.

Monochrome laser printers are recommended.

Inkjet printers must be high quality and capable of printing at 600 DPI.

Paper stock should be 50-75 lbs. Xerox quality paper may not produce readable cards.

Label spacing varies based on the printer used.

Run a test printout on the printer of choice.

If spacing requires adjustment, contact your customer support specialist for assistance.



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Generating an HMIS ID Card as a PDF File (instructions above)

Participating HMIS Service Provider (HARA or Shelter)

1. Obtain client photo from the non HMIS participating agency via email
2. Upload the picture onto the client profile in ServicePoint
3. Create the client ID card
4. Print the client ID card as a PDF
5. Send the PDF as a secure email

Non Participating HMIS Service Provider

1. Obtain client photo and send to HMIS provider agency via a secure email
2. Receive Client ID card via secure email (example: zixmail)
3. Print HMIS ID card for client