

If a client/household does not consent to sharing their data with other agencies:

You need to take two steps to make sure their information is secure.

1. Lock down the Entry/Exit for each Household Member

This locks down the detail that your client/household entered a program at your agency.

When you create a new Entry, the Household Members Associated with this Entry/Exit are listed at the top of the page.

- Click the green lock next to each client's name (see figure A.)
- Click the red circle with a minus sign next to the word "Global" (see Figure B.)
- Proceed with to Step 2 below

Figure A.

The screenshot shows the SERVICEpoint interface. On the left is a navigation menu with 'Home', 'ClientPoint', 'ResourcePoint', 'Reports', 'Admin', and 'Logout'. The main content area is titled 'Entry/Exit Data' and includes a note about provider changes, a 'Provider*' dropdown set to 'Centerstone: HP: SSVF (365)', and a 'Type*' dropdown set to 'VA'. Below this is a table of household members. A red circle highlights a green lock icon next to the name 'Test, Rachel'. The table has columns for Name, Head of Household, Project Start Date, Exit Date, Interims, Follow Ups, Reason for Leaving, Destination, and Notes. Below the table is an 'Entry Assessment' section with three checkboxes: 'VA SSVF Exit (2020)', 'VA SSVF Update (2020)', and '(2020) VA SSVF: Entry (HP)'. At the bottom, there is a 'Household Members' list and a 'Complete for All Household Members' section with a 'Relationship to Head of Household' dropdown set to 'Self (head of household)' and a 'Client's Date of Birth' field set to '05/21/1990'.

Name	Head of Household	Project Start Date	Exit Date	Interims	Follow Ups	Reason for Leaving	Destination	Notes
(3) Test, Rachel	Yes	08/12/2020						
(3) Test, Justin	No	08/12/2020						

Figure B.

The screenshot shows the ServicePoint interface with a sidebar on the left containing navigation options like Home, ClientPoint, ResourcePoint, Reports, Admin, and Logout. The main content area is titled 'ClientProfile > Client Profile'. A modal dialog box titled 'Entry/Exit Visibility' is open, displaying the following information:

Entry Exit

- Entry Exit: (1) VA
- Date Updated: 08/13/2020 08:26:49 AM
- Visibility Updated: 08/12/2020 11:44:55 AM

Visibility Groups

Group ID	Group Name	Group Type	Last Updated
356	Centerstone(174) - Children Included	Public	08/12/2020
0	Global	Public	08/12/2020

Buttons: Add, Copy, Group. Showing 1-2 of 2

Entry Ass

- VA SSVF Exit (2020)
- VA SSVF Update (2020)
- (2020) VA SSVF: Entry (HP)

Household Members

- (1) Test, Rachel
Age: 30
Veteran: Yes (HUD)
- (3) Test, Justin
Age: 20
Veteran: Yes (HUD)

(2020) VA SSVF: Entry (HP) Entry Date: 08/12/2020 12:01:00 AM

Complete for All Household Members:

- Relationship to Head of Household: Self (head of household)
- Client's Date of Birth: 05/21/1990

2. Lock down the Assessment answers.

This locks down the details of the answers to the assessment questions, so that the answers don't share over to other agencies' assessment questions.

Figure C.

The screenshot displays a web application interface for managing household members. The main window is titled '(2020) VA SSVF: Entry (HP)' and shows the entry date as 08/12/2020 12:01:00 AM. A green lock icon is circled in red at the top right of the main window. The 'Assessment Visibility' modal window is open, showing the following details:

Client Assessment

Client	(3)
Assessment	(2020) VA SSVF: Entry (HP)

Future Answers only
 Future and Historical Answers

Visibility Groups

Group ID	Group Name	Group Type	Last Updated
356	Centerstone(174) - Children Included	Public	10/14/2019
	Global	Public	08/12/2020

A red minus sign icon is circled in red next to the 'Global' group. The modal window also includes buttons for 'Reset to Provider Defaults', 'Save', and 'Exit'.

After closing the locks at the top of the page for each Household Member as outlined in Step 1:

- Click the green lock icon at the top right-hand corner of the Entry/Exit Assessment. (Figure C).
- Click the red icon with the minus sign to remove "Global Visibility" for this client's Entry/Exit for future answers.
- Proceed with your data entry.