


How to Upload Documents in HMIS

1. Click on the "Client Profile Tab"

Client - (1) Case, Justin A 

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Release of Information: Ends 04/26/2031 (denied) -Switch to Another Household Member- ▾ Submit

Client Information Processing... Service Transactions

Summary	Client Profile	Households	ROI	Entry / Exit	Case Managers	Case Plans	Assessments
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Added to the system 11/05/2004 01:17 PM

Name	Case, Justin A	Social Security	
Date of Birth	01/30/1962 (Age 62)	U.S. Military Veteran?	Yes (HUD)
Race and Ethnicity	Client prefers not to answer		
Gender	Client prefers not to answer		



2. Scroll to the bottom of the screen

3. Click "Add New File Attachment"

The screenshot shows a software interface with three main sections: Client Notes, File Attachments, and Incidents. The 'File Attachments' section is highlighted with a yellow background. A green button labeled 'Add New File Attachment' is visible in the 'File Attachments' section. An arrow points from the instruction 'Click "Add New File Attachment"' to this button. Another arrow points from the instruction 'Scroll to the bottom of the screen' to the 'Exit' button at the bottom right of the interface.

Client Notes

Provider	Note Date	Note Preview	Full Note
No matches.			

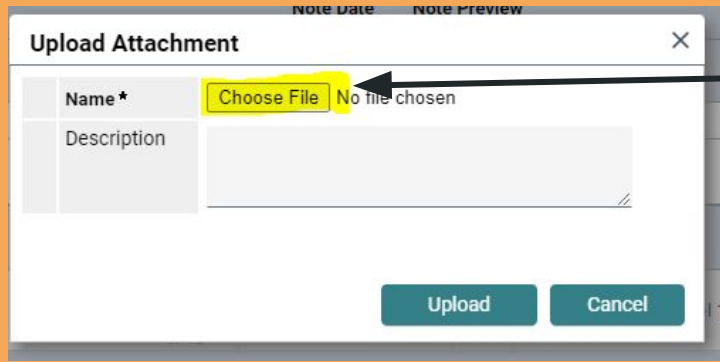
File Attachments

Date Added	Name	Description	Type	Provider	Added From
03/30/2020	98D33476-60BE-45C1-91D2-B13B2B651ED7.jpeg		jpeg	PDX Metro Area - Level 1	Client Profile

Incidents

Start Date	End Date	Incident	Incident Code	Provider	Ban	Site	Staff
04/26/2023	Indefinite	Violent Behavior	TPIExclusion - Agency (requires reinstatement)	Transition Projects (TPI) - Agency	No		

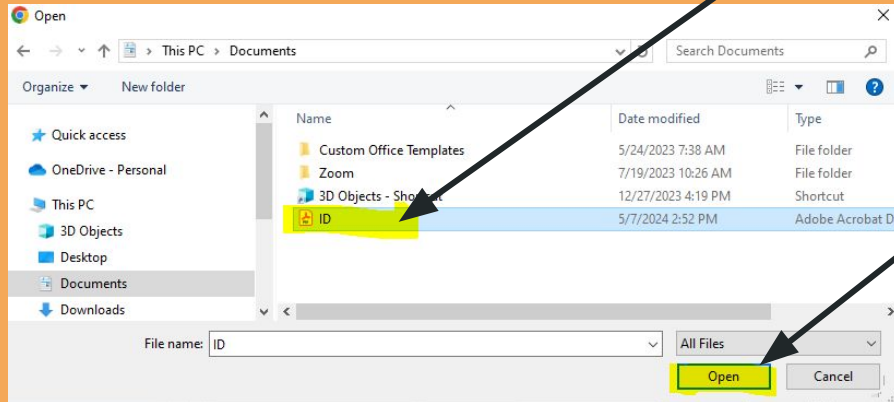
Exit



4. Click "Choose File"

5. Select the file you would like to upload.

Please upload PDFs rather than JPEGs or other file formats



6. Click "Open"

Upload Attachment [X]









Name *	<input type="button" value="Choose File"/> ID.pdf
Description	ID

7. Write a description of the file

8. Click "Upload"

CONGRATS! You've successfully
uploaded a document in HMIS!

File Attachments

	Date Added ▾	Name	Description	Type	Provider	Added From	
  	05/08/2024	ID.pdf	ID	pdf	Portland/Gresham/Multnomah County (OR-501)	Client Profile	
  	03/30/2020	98D33476-60BE-45C1-91D2-B13B2B651ED7.jpeg		jpeg	PDX Metro Area - Level 1	Client Profile	

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