# Night by Night (NbN) or Overnight Shelter Handbook

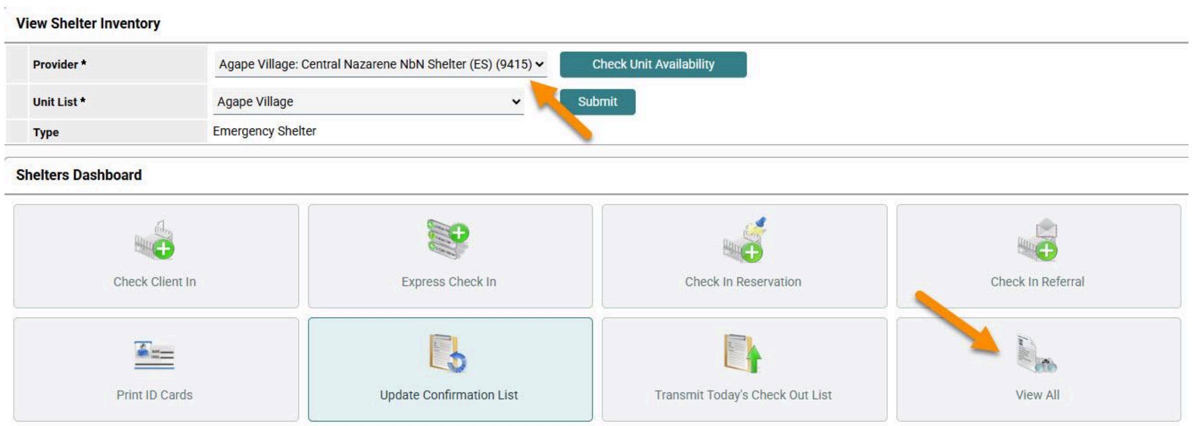
This handbook provides instructions to check participants in and out of NbN shelters in HMIS. If you are new to HMIS and need training on these steps, please contact hmishelp@multco.us for further support.

## Table of Contents

# 1. Check-In All Clients for a Night

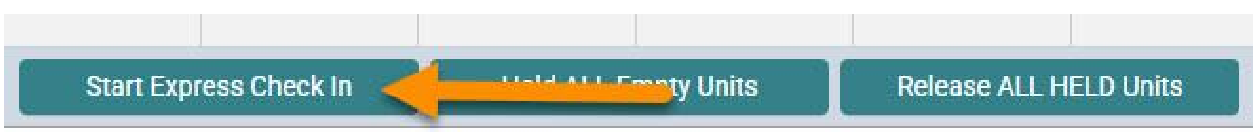
**Step 1.** Click Shelters on the left navigation menu in the HMIS homepage.


**Step 2.** Select a NbN Shelter from the provider list. Then hit View All to view the unit list.




Make sure all the beds are empty before checking new participants in. If any bed is still occupied, check all participants out before enrolling new participants for the night.

**Step 3.** Scroll to the bottom of the page and click Start Express Check In.




*Note: If you cannot see the Express Check In button, contact [hmishelp@multco.us](mailto:hmishelp@multco.us) for assistance.*

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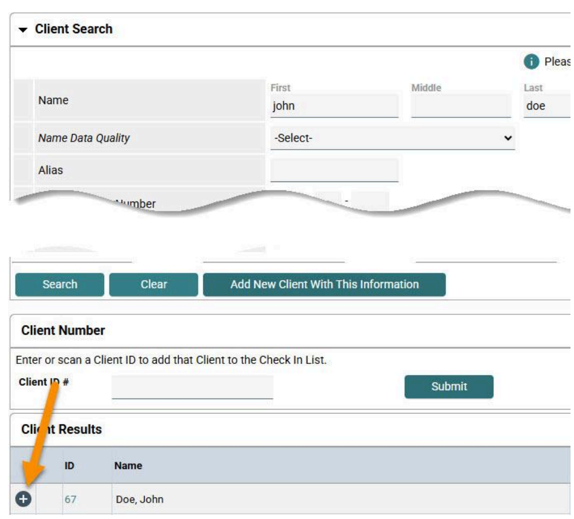
**Step 4.** Click Midnight Check In. *Then*, change the Date In, as needed.

The Date In should always be the day before the check-out date. Do not create entries that have the same check-in and check-out date.

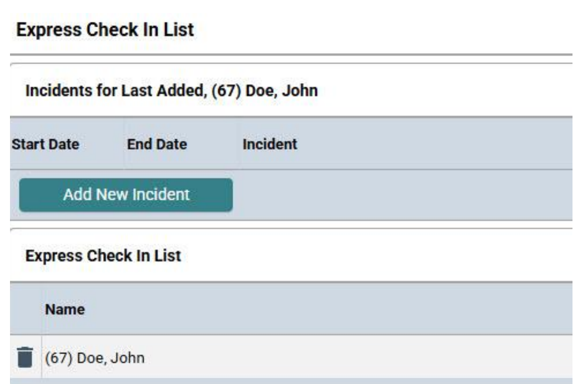

Clicking Midnight Check In changes the check-in time to 11:59:59 PM. All participants should be checked in at this time, regardless of the actual time they arrive at the shelter. For example, whether a participant checks in at 9:30 PM on 11/12/25 or at 2:00 AM on 11/13/25, their check-in time in HMIS should be recorded as 11:59:59 PM on 11/12/25.

**Step 5.** Scroll down to the Client Search section. Search for an existing client record either by their name or client ID.

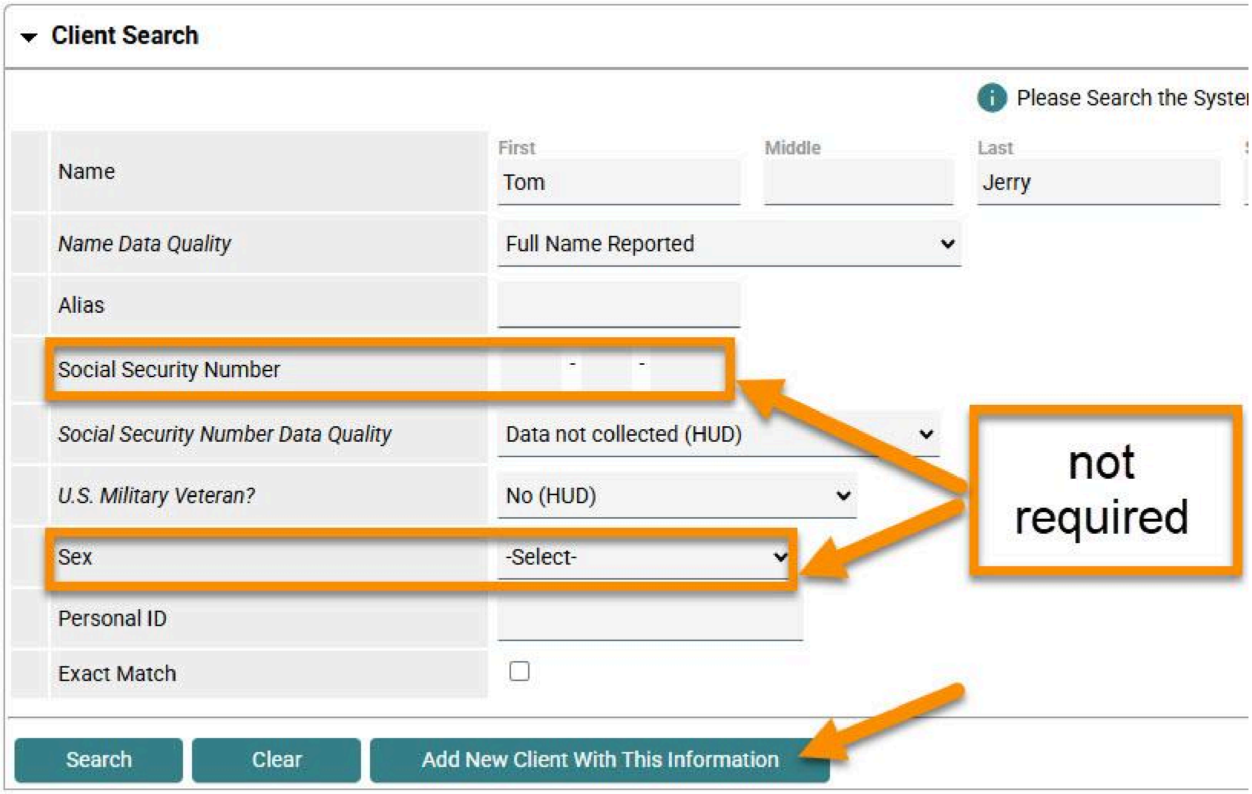
- When searching by name: Once you've located the participant record by looking up their name, click the plus icon on the left side of the Client Results section to check them in. In this example, we have a participant, John Doe with client ID #67.




- When searching by Client ID: Typing in the Client ID and clicking Submit will automatically check the participant in. The participant's name should appear under the Express Check In List.



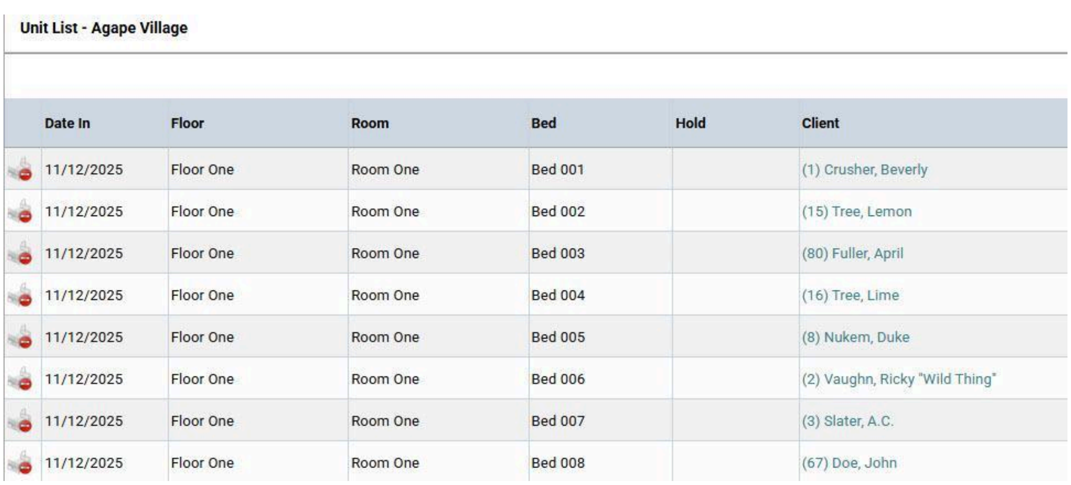
If the participant doesn't have a record in HMIS, create a new one.




For more information related to creating client records, follow the instructions from the Data Entry course.

Repeat this process until all participants who need to be checked in appear in the Express Check In List.

**Step 6.** Once all participants appear in the Express Check In List, click Exit. All clients are now checked in for the night. You will return to the Unit List screen.

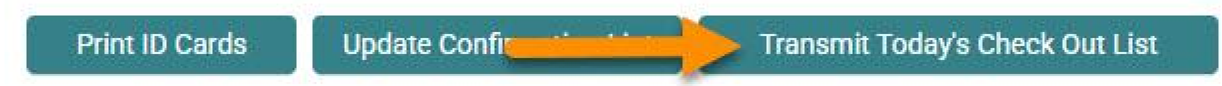


Unit List - Agape Village

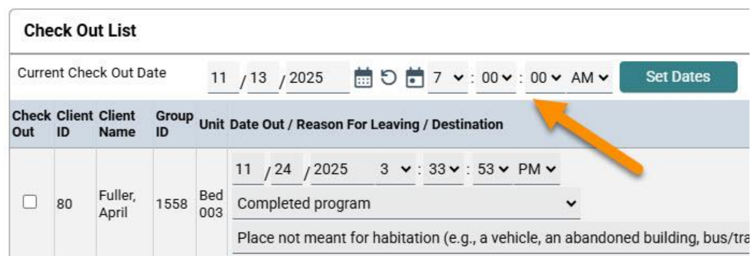
| Date In | Floor | Room | Bed | Hold | Client |
|---|---|---|---|---|---|
| 11/12/2025 | Floor One | Room One | Bed 001 | | (1) Crusher, Beverly |
| 11/12/2025 | Floor One | Room One | Bed 002 | | (15) Tree, Lemon |
| 11/12/2025 | Floor One | Room One | Bed 003 | | (80) Fuller, April |
| 11/12/2025 | Floor One | Room One | Bed 004 | | (16) Tree, Lime |
| 11/12/2025 | Floor One | Room One | Bed 005 | | (8) Nukem, Duke |
| 11/12/2025 | Floor One | Room One | Bed 006 | | (2) Vaughn, Ricky "Wild Thing" |
| 11/12/2025 | Floor One | Room One | Bed 007 | | (3) Slater, A.C. |
| 11/12/2025 | Floor One | Room One | Bed 008 | | (67) Doe, John |

## 2. Check-Out All Clients for a Night

**Step 7.** From the Unit List screen, scroll to the bottom of the page and click Transmit Today's Check Out List.




**Step 8.** Ensure the Check Out Date is correct. Set the check-out time as 7:00 AM. Then, click Set Dates. This will apply the check out date and time to all participants.




The "Reason for Leaving" and "Destination" fields should be pre-filled and left as is. The default answer for Reason for Leaving is "Completed program". The default answer for Destination is "Place not meant for habitation…"

*If these fields are not pre-filled, please contact [hmishelp@multco.us](mailto:hmishelp@multco.us) for support.*

**Step 9.** Click Check Out. All participants are now checked out of the shelter.

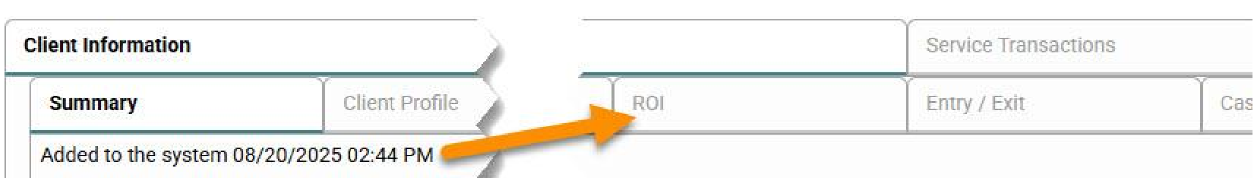
## 3. ROIs & Assessment Data Entry

*Only proceed to this step once you are completely caught up with entries. That said, make sure you devote sufficient time to entering ROIs and assessment data. These are important steps for data quality and system function.*

**Step 10.** Click Clients on the left-side menu.

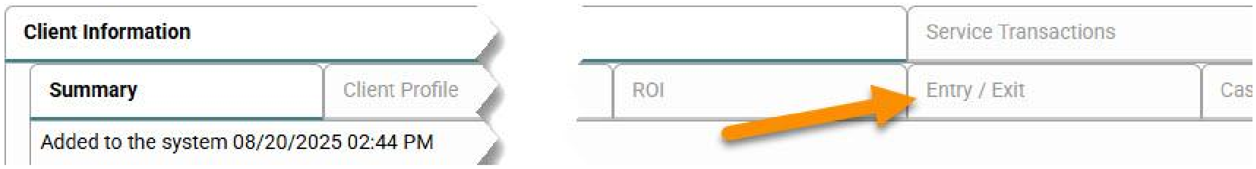
**Step 11**. Locate participants through their names or client IDs.

**Step 12.** Click the "ROI" tab.

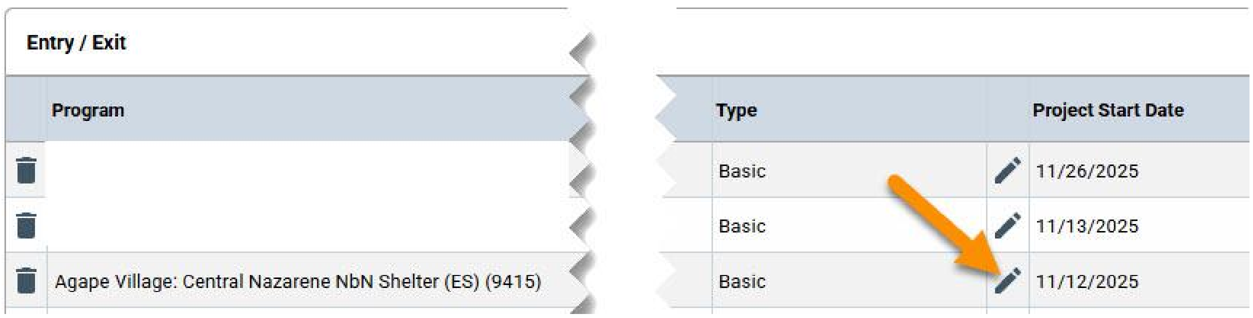


For people that do not yet have a current ROI for that particular shelter, transact two ROIs, one for the login provider (the agency) and one for the NbN shelter. Both ROIs should last for 7 years. The ROI start date should always equal the earliest, recent Entry Date (for the entry where you'll enter the assessment data). The ROI Start Date *cannot* be after the Entry Date where you did the intake data entry.

**Step 13.** Click the "Entry / Exit" tab.




**Step 14**. Locate the participant's first NbN shelter stay at your agency. Click the pencil to the left of the Project Start Date.




**Step 15.** Click "Save & Continue".

**Step 16.** On the next screen, enter all assessment data.

**Step 17.** Click Save & Exit.

Repeat all steps in this section until all assessments have been entered for remaining clients.

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