

HMIS New User Training - Activity 3.3

-- Adding a Service Unit --

Once you've completed the case note, you can record your Service Unit. In this example, let's say it took 15 minutes to drive to meet the client, but the client wasn't available for another 30 minutes due to an unforeseen circumstance. The intake appointment took 1 hour and 15 minutes. The drive back to the office took 20 minutes due to traffic, and you spent 30 minutes organizing and uploading the documents needed. During the document upload, a different client called and you spent 45 minutes taking care of the need of that client and recording a case note for that client. Finally, you are ready to record your Service Units.

- Based on the information above, how many service units will you record (1 service unit = 15 minutes)?

Once you have decided how many service units you need to record, go ahead and record the service unit using the steps found in the 3.2 Video you previously watched.

Once you have recorded the Service Unit, you have completed Activity 3.3.