**www.americalearns.net/homesforall**

**HOW TO:** Adding Household Information (Output)

*Each time you have a new client that you are providing a housing service to, you will enter them into America Learns. This section corresponds to Step 1 of the Performance Measure Report you will fill out and keep on file at your site. This reporting relates to our first performance measure – as a entire Corps, we will provide housing services to 2500 individuals. Housing services is a very broad term – refer to the Homes for All Performance Measures and Activities page in your Member Manual for clarification on what counts as a housing service.* ***Both construction and non-construction members will complete the Performance Measure Report and add the data to America Learns.***

*You should be adding clients regularly to the America Learns system on a monthly basis.* ***Do not wait*** *until a client maintains, acquires, or transitions into housing to add them into the system.*

1. Log on to America Learns.
2. On the left hand menu, click “Add New Clients and Volunteers”.
3. Click the **third (3rd)** option, “Add new or connect to existing clients and volunteers”.
4. A drop down menu will appear – “Select a Group”
5. Click “Add New Client”
6. Read the text in the red box that instructs how to create a client identifier.
	1. **NOTE:** You may use these instructions **OR** use a service site identifier [examples include: HMIS, Salesforce number, database number, other]
7. Enter the identifier.
8. **Click** “Continue”.
9. A pop up box will open – “Identifier Settings”.
10. Fill out the identifiers you are able to at this time –
	1. Date Housing Services Started
		1. *This date cannot be earlier than August 1st, 2019, or your first day of service – our program year runs from August 1st, 2019 until July 31st, 2020. This means our reporting period is for those dates.* ***Your client may have been in services before the year began, but we can only count services provided in THIS program year.***
	2. Type of Services Provided
	3. Documentation Supporting Client Eligibility
	4. Birthdate of Client
	5. Number of Adults
	6. Number of Children
	7. Number of Veterans
	8. Number of Active Military
	9. Number of Family Members of Veterans
	10. Number of Family Members of Active Military
	11. Is this client receiving services because of a disaster?
11. At this time – because you are adding clients as you are serving them – you will skip the rest of the identifiers and click “submit”.
12. The pop up box will disappear and the screen will go show the red text box again.
13. **IMPORTANT –** a new section will appear titled “Clients Pending Enrollment” towards the bottom. Make sure to click “Enroll” for your clients to be completely added to the system! **If you do not click “enroll”, all the data you just entered will be gone!**

**REMINDER –** Complete Step 1 of the Performance Measure Report

**HOW TO:** Review Clients You Have Added

1. Log on to America Learns.
2. On the left hand menu, click “Add New Clients and Volunteers”.
3. Select the first option – “See the clients and volunteers you are connected to”.
4. A drop down menu will appear with all the clients you’ve enrolled.
5. **Note:** you can select a client to edit from this menu, if you need.

**HOW TO:** Report Your Client Acquiring, Transitioning Into, or Maintaining Housing (Outcomes)

*This section corresponds to Step 2 of the Performance Measure Report you will fill out and keep on file at your site. After your client has acquired, transitioned into, or maintained their housing, you need to report that information. It is part two of our performance measures – 1000 of the 2500 clients we serve will be “successfully” housed, meaning they fall into one of those three categories. Again, refer to the Homes for All Performance Measures and Activities page in your Member Manual for clarification on what activities mean a client can be identified as successfully housed.*

1. Log on to America Learns.
2. On the left hand menu, click “Add New Clients and Volunteers”.
3. Click the **first (1st)** option, “See the clients and volunteers you are connected to”.
4. A drop down menu will appear – with all the clients and volunteers you have added.
5. Select the client you are reporting on.
6. A new tab will open up with that client’s dashboard.
7. In the upper right hand corner, click “Edit Attributes”.
8. Complete the boxes that are applicable to you –
	1. Type of Services Provided [only need to update if there changes/additions]
	2. Housing Unit: Total Budget [**ONLY** if you are a construction member]
	3. Type of Construction [**ONLY** if you are a construction member]
	4. Date Transitions Into, Acquires, or Maintains Housing [**ALL** **MEMBERS**]
	5. Documentation Client Transition into or Maintained Housing [**ALL** **MEMBERS**]
9. Click “Update”.

**REMINDER –** Complete Step 2 of the Performance Measure Report