

Quarterly HMIS Report Due May 3, 2011

We deeply appreciate your work in meeting the challenge of ending long-term homelessness in Minnesota. To track progress for the ELTH Initiative, all LTH funded projects are required to submit quarterly HMIS reports. The report due on May 3 is a quarterly report.

Please use the following report dates in the Advanced Reporting Tool (ART):

- Enter Report Start Date: **January 1, 2011**
- Enter Report End Date: **April 1, 2011** (to include all activity on March 31)

The reports are generated using the ART to pull participant data from ServicePoint. The report includes the following two summary reports from the MN Ending Long-term Homeless folder:

1. Entry/Demographics
2. Exit

Providers should enter and update data in HMIS for all LTH participants served for the report period (January 1, 2011 through March 31, 2011) as soon as possible to allow time to run reports and check the data. Please make sure to check that your data is complete and accurately represents your project and participants.

[View a list of LTH projects that are expected to submit HMIS reports for this quarter.](#)

Reports are due to Minnesota Housing by May 3, 2011. Funds will not be disbursed to ELTH projects that do not complete the HMIS reporting requirements.

Data Entry Reminders

1. **Destination at exit:** Please select the most accurate answer that includes **tenure** and **subsidy** information for the household in their next housing situation. We use this information to track positive and negative exits and the number of households **with subsidies** in their new housing. Use the “other” category only when absolutely necessary.
2. **Housing Status Question asked at entry and exit:** At entry, select the household’s housing status before entering your program. At exit, select what the household’s housing status will be when they leave your program.
3. **Disability: Does the client have a disability of long duration?** Please answer yes for all people that have a disability. This is separate from the disability TYPE question and does not require documentation.

How to Submit Your Reports to Minnesota Housing:

1. Save each LTH report as a PDF file and name each report so that it can be easily identified as follows:
 - *your Project Name_ Report name _ Report end date*
 - *EXAMPLE: SycamoreSquare_LTHexit_3_11*
 - *SycamoreSquare_LTHdemo_entry_3_11*
2. Email the two PDF files to: LTH.HMIS@state.mn.us

Questions?

- For HMIS and ART technical questions, contact the HMIS help desk: phone 651-280-2700 and ask for HMIS help, or email hmis@wilder.org

If you have questions about how to submit your report to Minnesota Housing, contact Carrie Marsh at 651.215.6236 or carrie.marsh@state.mn.us or Vicki Farden at 651.296.8125 or vicki.farden@state.mn.us