

## DHS Youth-Funded Programs

- ◆ *Youth in Transitions Program (DHS Youth)*

### Required Steps for HMIS

① **Log on to ServicePoint: <https://minnesota.servicept.com>**



② **Search for client or create a new client record**

- ◆ *Do you have a signed consent form for each client?*



③ **Create a household**

- ◆ *Do not create households for single clients.*
- ◆ *Complete demographic information for all clients in the household.*



④ **Entry/Exit button: Enter client/household into a program**

- ◆ *Type = Basic Entry/Exit*



⑤ **Complete ROI and security information (ONLY if your agency has arranged with Wilder to share data with other providers)**



⑥ **Complete assessments - some questions required for ALL clients - backdate to entry date**

- ◆ *Single clients:*

*DHS Youth Step 1 Assessment and  
DHS Youth Outcomes Assessment*

- ◆ *Households: complete the following 3 steps:*

*(1) Household Data Sharing Assessment in head of household's record - check boxes next to other household members' names to transfer information to their records*

*(2) DHS Youth Step 1 Assessment for all household members*

*\*for head of household: all remaining questions*

*\*other adults 18+ : disabling condition and veteran information*

*\*all children: disabling condition question*

*NOTE: click on other household members' names in the "Households Overview" box to switch to their records*

*(3) DHS Youth Outcomes Assessment for each client enrolled in program*



⑦ **Entry/Exit button: Exit client/household from program**

- ◆ *Use the entry/exit button to record exit information and update housing status for ALL clients*
- ◆ *Add end dates to all services (click "display services" in service transactions screen first)*

### Required Reports and Due Dates

ART Counting Report	Due to DHS/OEO
DHS Youth Counting Report DHS Youth Demographics Report Barriers to Housing Stability	quarterly (run data check reports every two months, at minimum)