

DHS Youth-Funded Programs

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

Required Steps for HMIS

- ① **Log on to ServicePoint: <https://minnesota.servicept.com>**
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- ② **Search for client or create a new client record & backdate**
 - ◆ *Do you have a signed consent form for each client? If client does not sign, enter as anonymous and record ID#.*
 - ◆ *Enter only name, SSN, and SSN data quality on search screen. Backdate from pop-up upon opening client record.*
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- ③ **Create or modify a household**
 - ◆ *Do not create households for single clients.*
 - ◆ *Complete demographic information for all clients in the household.*
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- ④ **Complete ROI and security information on ROI tab (ONLY if your agency has arranged with Wilder to share data with other providers)**
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- ⑤ **Entry/Exit and Assessment: Enter client/household into program and complete assessments**
 - ◆ *From Entry/Exit tab: Entry Type = Basic*
 - ◆ *Single clients:*
DHS Youth Step 1 Assessment (auto-loads in entry/exit tab after locking in entry provider) and
DHS Youth Outcomes Assessment (complete from Assessments tab after saving entry/DHS Youth Step 1 Assessment)
 - ◆ *Households: complete the following 3 steps:*
 - (1) *Household Data Sharing Assessment in head of household's program entry - click "add household data," check boxes next to household members' names, complete questions, click "save & exit"*
 - (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 household members' names in the household box to the left to switch between records. A green check mark will appear after you complete and save the assessment for each member.
 - (3) *DHS Youth Outcomes Assessment for each client enrolled in program (from Assessments tab after entry/Step 1)*
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- ⑥ **Complete updates to client assessments: in Assessments tab: DHS-Youth Outcomes Assessment as clients progress; update prior to quarterly report due date. Remember to backdate accordingly.**
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- ⑦ **Entry/Exit button: Exit client/household from program**
 - ◆ *Ensure that all updates have been entered into Outcomes Assessment for ALL enrolled household members*
 - ◆ *Use the entry/exit tab or summary screen to record exit information and update housing status for ALL clients*

Required Reports and Due Dates

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