

ESP-Funded Programs

- ◆ *DHS/OEO Emergency Shelter Program (ESP)*

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.*



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

④ **share data with other providers)**



⑤ **Complete assessments - some questions required for ALL clients - backdate to entry date**

- ◆ *Single clients: complete the ESP All-Inclusive Assessment*
- ◆ *Households: complete the following 2 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) ESP All-Inclusive 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



⑥ **Enter service transactions using "multiple services" button**

- ◆ *Add end dates to all services when client leaves (click "display services" in service transactions screen first)*

Required Reports and Due Dates

ART Counting Report	Due to DHS/OEO
ESP Demographics & Services	semi-annually (run data check reports quarterly, at minimum) <i>Start date is July 1 - ESP reports are cumulative</i>