

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 & 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.*



③ **Create or modify a household**

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



④ **Complete ROI and security information in ROI tab (ONLY if your agency has arranged with Wilder to share data with other providers)**



⑤ **Complete assessments - some questions required for ALL clients**

- ◆ *Single clients: complete the ESP All-Inclusive Assessment from Assessments tab*
- ◆ *Households: complete the following 2 steps:*

(1) Household Data Sharing Assessment in head of household's record from Assessments tab - click "add household data," check boxes next to household members' names, complete questions, click "save & exit"

(2) ESP All-Inclusive Assessment for all household members

**for head of household: all remaining questions*

**other adults 18+ : disabling condition, disability, and veteran information*

**all children: disabling condition question*

NOTE: click on household members' names in the household drop-down menu to switch between records



⑥ **Enter service transactions using "add multiple services" buttons**

- ◆ *Add end dates to all services when client leaves (from Summary tab or Services tab in service history display)*



⑦ **Update disabilities annually and when client leaves program for all adults 18+**

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>