

FHPAP/HPRP-Funded Programs

- *Minnesota Housing FHPAP & HUD HPRP*

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**
 - ◆ *Do you have a signed consent form for each client?*
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- ③ **Create a household**
 - ◆ *Do not create households for single clients.*
 - ◆ *Complete demographic information for all clients in the household.*
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- ④ **Entry/Exit button: Enter client/household into a program:**
 - ◆ Only (1) Entry/Exit. Type = HPRP. → This provider is only for clients served by FHPAP and HPRP at the same time.
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- ⑤ **Complete ROI and security information (ONLY if your agency arranged with Wilder to share data)**
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- ⑥ **Complete assessments - backdate to program entry date**
 - ◆ *You will need to follow the All-Inclusive Assessment guidelines for both FHPAP and HPRP.*
 - ◆ *Steps for both of those can be found on the specific Required Steps documents for FHPAP and HPRP.*
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- ⑦ **Enter service transactions using "multiple services" button**
 - ◆ *When entering services, remember that HUD wants every HPRP client to have an HPRP case management service.*
 - ◆ *This means that you will most likely have both an FHPAP and HPRP case management service in each record.*
 - ◆ *Most of your financial assistance for these clients is most likely being done through HPRP. See our HPRP Services documents for more detailed guidance on this, and call your funder or the HMIS helpdesk with questions.*
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- ⑧ **Entry/Exit button: Exit client/household from program**
 - ◆ *Use the entry/exit button to record exit information and update income*
 - ◆ *Add end dates to all services (click "display services" in service transactions screen first)*
 - ◆ *Update housing status and income for every member of the household – click on member's name in households overview box to switch between household members.*

Required Reports and Due Dates

ART Counting Reports	FHPAP: Due to Minnesota Housing HPRP: to Funder
FHPAP Demographics and Entry Data FHPAP Income, FHPAP Exits Barriers Summary Report	FHPAP: semi-annually and annually (run data check reports quarterly, at minimum)
HPRP Quarterly Performance Reports (QPRs)	HPRP: 10 days after the end of each quarter
HPRP Annual Performance Report (APR)	HPRP: 60 days after the end of the federal fiscal year