

Matrix data entry tips for FHPAP

Matrix basics:

- The Matrix is located near the top in ServicePoint between Assessments and Case Plans. Wilder staff needs to give you access to this part of the system.
- Complete for the head of household (may be a single person).
- To create a new Matrix push the “Add new Measurement” button.
- Select the same provider as your Entry/Exit.
- Select Correct Point of Measurement. Date=date of matrix assessment.
 - First one must be “initial” and completed at program entry (based on status right before entry).
 - “Interim” is used to record Matrix Assessments completed while in the program. If the client/household has remained in the program for 6 months, then complete the interim assessment. A new interim assessment is completed every three months thereafter, up to 24 months. You may choose to record a new interim assessment if the household exits the program prior to 6 months or in between interim assessments, but is not a requirement. Do not complete a final assessment at exit for FHPAP clients.
- The reminder fields in the matrix (Follow-up date, actual follow-up date, and if follow up made) can be used to help you keep track when the next Matrix Assessment is needed. If you put a date in the “Follow-up date field” use the “Actual follow-up date” and “If follow-up made” to turn off the reminder.
- To record responses for the matrix options click on the circle to select the appropriate response. Don’t completely leave matrix options blank or it may interfere with reporting.
 - May select NA for options not required by the funder and also for child related questions that don’t apply to the household
- Remember to push “save” once you have completed your data entry. Please review your data entry to make sure it is correct before pushing “save.”
- If you make mistakes, you must delete the assessment on the main Matrix screen and start over.

Please note that ServicePoint only allows one initial for each provider selected (each participant in a specific program).

FHPAP has 11 required domains: Housing, Employment, Income, Food, Child Care, Children’s Education, Adult Education, Life Skills, Family/Social Relations, Mobility, and Legal. Other options are optional, but if you choose not to complete them, select NA rather than leave them blank. Please see the separate reporting instruction document for information on data check and summary reports required for FHPAP. If you choose to collect the disability domain, you will need to score disability on paper at this time. We plan to have this domain in the HMIS 5.0 upgrade in Spring 2012.

Assessments are required for all heads of household starting the program on or after July 1, 2011. Complete the entry assessment based on the participant’s original entry information and entry date.

For detailed instructions on data collection, see MN Housing’s matrix information page:
http://www.mnhousing.gov/initiatives/housing-assistance/housing/MHFA_010777.aspx