

FHPAP-Funded Programs

- ◆ *Minnesota Housing's Family Homeless Prevention and Assistance Program (FHPAP)*

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.*



④ **Entry/Exit button: Enter client/household into a program**

- ◆ *Type = Basic Entry/Exit*



⑤ **Complete ROI and security information (ONLY if your agency has arranged with Wilder to share data with other providers)**



⑥ **Complete assessments - some questions required for ALL clients - backdate to entry date**

- ◆ *Single clients: complete the FHPAP 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) FHPAP All-Inclusive Assessment for all household members

**for head of household: all remaining questions*

**other adults 18+ : disabling condition, income/benefits 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

(3) Matrix Assessment for all heads of household in Matrix tab; backdating not necessary (+ info in Matrix guide)

⑦ **Enter service transactions using "multiple services" button**

- ◆ *Source = FHPAP*



⑧ **Update fields as needed**

- ◆ *Income, non-cash benefits and disabilities updates are **optional** but can improve data quality.*
- ◆ *All adults 18+ and unaccompanied youth: complete Interim matrix assessment 6 months after entry and every 3 months thereafter*



⑨ **Entry/Exit button: Exit client/household from program**

- ◆ *Use entry/exit button to record exit info & update hsg status for ALL clients*
- ◆ *Add end dates to all services (click "display services" in service transactions screen first)*

Required Reports and Due Dates

ART Counting Reports	Due to Minnesota Housing
FHPAP Demographics and Entry Data FHPAP Income, FHPAP Exits, Matrix Report	semi-annually and annually (run data check reports quarterly, at minimum)