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Projects Funded by Minnesota Housing to Serve Long-Term Homeless Households Homeless Management Information System (HMIS) Information Bulletin 10.06

Recipients of Minnesota Housing Ending Long-Term Homelessness funds are required to use Minnesota's Homeless Management Information System (HMIS) to collect and report participant information. Recipients that have different entities managing or leasing property, administering subsidies and/or providing services must determine which entity will administer HMIS. The best practice is to have the entity that works closest with the participant (usually the service provider) collect and enter the data in HMIS. Reporting responsibilities should be determined based on project management needs. Developments and partnering organizations should have formal agreements outlining HMIS responsibilities (i.e., how participant data will be collected, who will enter data and who will run and submit reports).

Projects that have a limited number of long-term homeless units and or limited capacity to use HMIS can contact Wilder Research Center (WRC) directly to inquire about contracting their services to assist with HMIS data entry and other project management tasks.

Once the HMIS entity has been determined, the owner or grant administrator should complete the information on the last page of this bulletin and submit it to Minnesota Housing at least three months prior to occupancy or project start date.

The HMIS entity(s) should then contact Wilder Research Center to start the HMIS set-up process. Reporting agencies must register for and complete HMIS training, receive user names, passwords and licenses before the HMIS can actually be used to enter data and run reports.

Information and forms for using HMIS for the Ending Long-Term Homeless Program can be found at <http://www.hmismn.org/forms/LTH.php> . For each long-term homeless household served, data from the following forms will need to be entered in HMIS no later than 30 days after the move-in date:

- Universal Profile
- Household information (when more than one person)
- Universal Assessment (for each adult in household)
- Long-term Homeless Assessment
- Barriers to Housing Stability Assessment
- Service Transactions
- Entry and Exit information

The data collected in HMIS will help to evaluate progress in ending long-term homelessness, plan appropriately to meet the needs of people experiencing homelessness, and demonstrate the effectiveness of appropriate interventions. Your participation is essential for success. Thank you!

Checklist to get set-up for HMIS:

1. Determine your project start date – when participants will move into housing. Prior to accepting tenants, agency staff must be trained in HMIS and must have completed the set-up process per Wilder Research Center (WRC) directives.
2. Complete the attached contact information sheet and submit to Minnesota Housing at least 90 days prior to leasing.
3. Contact Wilder Research Center (WRC) (651) 647-4600, hmis@wilder.org to schedule training and orientation to get setup in HMIS. Contact must be made to WRC at least 90 days prior to leasing. (NOTE: Providers already using HMIS need to contact WRC to add the LTH program to the agency setup).
4. You will need to tell WRC the designated person{s} to be trained and hold the user license{s} for your agency. Fees include a one-time set-up fee {\$100}, a training fee {\$50}, and an annual user license fee {\$250}. These fees are allowable administrative expenses for the development.
5. All required data needs to be entered in HMIS within 30 days after the tenant moves in and be kept up to date.
6. Grantees must follow the Minnesota Government Data Practices Act (Chapter 13 of Minnesota Statutes) and the client notification and consent practices specific to HMIS.
7. Reports are due to Minnesota Housing quarterly, 45 days after the end of the report period. Minnesota Housing will send reminder notices and instructions when LTH HMIS reports are due.
8. Once you have completed entering all of the required data for each household during a report period, you will run data checking reports to test for accuracy and completeness. Make any needed corrections and then run the required reports. When you are satisfied the data in the reports is correct, save and email copies to Minnesota Housing. Next send an e-mail message to WRC to confirm completion of data entry so they can summarize the statewide data for Minnesota Housing.

QUESTIONS:

If you have questions about or problems using HMIS please contact the HMIS help desk at WRC.

Phone (651) 647-4600 and ask for HMIS help or email: hmis@wilder.org

MORE INFORMATION:

Data entry requirements, forms and instructions for using HMIS for the Long-Term Homeless Program can be found at <http://www.hmismn.org/forms/LTH.php>

**HMIS Contact Information for LTH Projects
Complete and Submit to Minnesota Housing**

DEVELOPMENT AND OWNER INFORMATION

Development Name:			
Development Address:			
Owner Name:			
Owner Address:			
Owner Phone:			
Owner E-mail:			
Projected Occupancy or Start Date for Long-term Homeless Households:		Total # of Long-Term Homeless Units:	

SERVICE PROVIDER INFORMATION

Primary Service Provider			
Primary Service Provider Contact Name			
Address:			
Phone:			
E-mail:			

Indicate below the responsible entity for implementing HMIS:

HMIS PROVIDER INFORMATION

Provider Entity			
Provider Contact Name			
Address:			
Phone:			
E-mail:			
Anticipated contact date to WRC (Contact needs to be 90 days prior to leasing)			

Questions about this form may be directed to Shelley Bork at Minnesota Housing (651.284.0259 or shelley.bork@state.mn.us) Complete this form and send to:

Shelley Bork
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