

HPRP-Funded Programs

- ◆ Homeless Prevention and Rapid Rehousing Program

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 a household**

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



④ **Complete ROI and security info** (ONLY if you've arranged w/Wilder to share data w/other agencies)



⑤ **Entry/Exit and Assessment: Enter client/household into program and complete assessments**

- ◆ Type = HPRP
- ◆ Single clients: complete HPRP All-Inclusive (auto-loads in entry/exit window after locking in entry provider)
- ◆ Households: complete the following 2 steps:

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

(2) HPRP 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 and income/benefits questions

NOTE: click on household members' names in the household box to the left to switch between records. A green check mark will appear after you complete and save the assessment for each member.



⑥ **Enter service transactions using "multiple services" button**

- ◆ Record service transactions in 3-month periods. All clients must be re-evaluated every 3 months.
 - ◆ Remember to enter a cost for the "HPRP financial assistance provided" service transaction.
 - ◆ Funding source = HPRP
- **For more help with services, see www.hmismn.org/forms/HPRP.php**



⑦ **Update income and non-cash benefits yearly for ALL clients**

- ◆ Update in HPRP All-Inclusive Assessment for every member of the household
- ◆ If yes/no income or benefit questions change: backdate assessment to last date of quarter you are updating



⑧ **Exit client/household from program**

- ◆ Use the entry/exit tab to record exit info & update hsg status, income, & benefits for ALL clients
- ◆ Add end dates to all services (click "services" in service history display first). Can also do this from Summary tab.

Required Reports and Due Dates

ART Report	Due Date
Quarterly Performance Reports (QPRs)	The 5th of each month following quarter end date
Annual Performance Report (APR)	60 days after the end of the federal fiscal year