

## 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**

- ◆ *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 = HPRP*



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

⑤



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

- ◆ *Single clients: complete the HPRP 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**

**(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 other household members' names in the "Households Overview" box to switch to their records*



⑦ **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.*



⑧ **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*



⑨ **Exit client/household from program**

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

### 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