

## HUD-Funded Programs

- ◆ *Supportive Housing Program (SHP)*
- ◆ *Shelter Plus Care (S + C)*
- ◆ *Section 8 Moderate Rehab for Single Room Occupancy (SRO)*
- ◆ *Rural Housing Assistance and Stability Program (RHASP)*

## Required Steps for HMIS

- ① **Log on to ServicePoint: <https://minnesota.servicept.com>**  
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- ② **Search for client or create a new client record**
  - ◆ *Do you have a signed consent form for each client?*
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- ③ **Create a household**
  - ◆ *Do not create households for single clients.*
  - ◆ *Complete demographic information for all clients in the household.*
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- ④ **Entry/Exit button: Enter client/household into a program**
  - ◆ *Type = HUD-40118*
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- ⑤ **Complete ROI and security information (ONLY if your agency has arranged with Wilder to share data with other providers)**  
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- ⑥ **Complete assessments - some questions required for ALL clients - backdate to entry date**
  - ◆ *Single clients: complete the HUD-40118 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) *HUD-40118 All-Inclusve Assessment for all household members*
      - \*for head of household: all remaining questions*
      - \*other adults 18+ : disabling condition, disability, income/benefits and veteran information*
      - \*all children: disabling condition, disability, and income/benefits questions*

*NOTE: click on other household members' names in the "Households Overview" box to switch to their records*
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- ⑦ **Update income, non-cash benefits and disabilities yearly for ALL clients before APR is due**
  - ◆ *If yes/no income or benefit questions change: backdate assessment to last date of quarter you are updating*
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- ⑧ **Entry/Exit button: Exit client/household from program**
  - ◆ *Use the entry/exit button to record exit info & update hsg status, income, benefits & disabilities for ALL clients*
  - ◆ *Add end dates to all services recorded before June 1st, 2010 (click "display services" in service transactions screen first). Services are no longer required for HUD programs after June 1, 2010.*

## Required Reports and Due Dates

Report	Due to HUD
HUD-40118 APR (in ServicePoint)	annually (check data quarterly, at minimum)