

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>**



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 = HUD*
- ◆ *Single clients: complete HUD 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) HUD All-Inclusive 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 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 **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*



⑦ **Exit client/household from program**

- ◆ *Use the entry/exit tab 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 "services" in service history display first). Services are no longer required for HUD programs after June 1, 2010. Can also do this from "Summary" tab.*

Required Reports and Due Dates

Report	Due to HUD
HUD CoC APR (in ART) (Effective date = report end date)	annually (check data quarterly, at minimum)