

Matrix data entry tips for LTH

Matrix basics:

- The Matrix is located near the top in ServicePoint between Assessments and Case Plans. Wilder staff needs to give you access to this part of the system.
- Complete for all adults 18+ and youth on their own.
- To create a new Matrix push the “Add new Measurement” button
- Select the same provider as your Entry/Exit
- Select Correct Point of Measurement (Initial, Interim, or Final). Date=date of matrix assessment.
 - First assessment must be “initial” and completed at program entry (based on status right before entry).
 - “Interim” is used to record Matrix Assessments completed while in the program. Complete an “interim” assessment every 6 months after program entry date.
 - “Final” assessments need to be done at program exit, based on the person’s status and destination after leaving.
- The reminder fields in the matrix (Follow-up date, actual follow-up date, and if follow up made) are optional. They can be used to help you keep track of when the next matrix assessment is needed. If you put a date in the “Follow-up date field” use the “Actual follow-up date” and “If follow-up made” to turn off the reminder.
- To record responses for the matrix options, click on the circle to select the appropriate response. Don’t completely leave matrix options blank or it may interfere with reporting.
 - NA is only used for child related questions if there are no children in the household under 18.
- Remember to push “save” once you have completed your data entry. Please review your data entry to make sure it is correct before pushing “save.” If you make mistakes, you must delete the assessment on the main Matrix screen and start over.

Please note that ServicePoint only allows one initial and final at exit for each participant in a specific program. If a client exits and returns again (and already has a Final matrix) you will need to delete the Final matrix, re-enter that information as an interim assessment for that date, and enter a new interim assessment for their new entry date.

Assessments are required for all participants 18+ or youth on their own in the program on July 1, 2011. Complete the entry assessment based on the participant’s original entry information and entry date.

- For households who entered prior to 7/1/11, complete the first interim assessment on the first 6 month anniversary of their entry date that occurs after 7/1/11.

All Matrix domains are required, including disability; the credit domain is optional. Collect the disability domain scores on paper. We plan to have this domain in the HMIS 5.0 upgrade in Spring 2012. Please see the separate reporting instruction document for information on data check and summary reports required for LTH.

For detailed instructions on data collection, see MN Housing’s matrix information page:
http://www.mnhousing.gov/initiatives/housing-assistance/housing/MHFA_010777.aspx