



Greetings to all LTH HMIS providers,

Thank you for your work to provide quality data for the Business Plan to End Long Term Homelessness. We have learned a lot about the people served and your project outcomes from the data provided in the reports. As we enter a new state fiscal year and await a new administration and the appointment of a new Director for Ending Long Term Homelessness, we wanted to share some report highlights from last year and review some important data entry instructions to ensure the best quality data to inform our plans.

## Quarterly HMIS Report is due by November 2, 2010

**Report Period: July 1, 2010 through September 30, 2010**

Please use the following report dates in the Advanced Reporting Tool (ART):

- Enter Report Start Date: July 1, 2010
- Enter Report End Date: October 1, 2010 (to include all activity on Sept. 30)

**LTH HMIS QUARTERLY REPORT:** The reports are generated using ART to pull participant data from ServicePoint. This report includes the following two summary reports:

1. Demographics/Entry
2. Exit

[Download a list of LTH projects that are expected to submit HMIS reports for this quarter](#)

Providers should enter and update data in HMIS for all LTH participants served for the report period as soon as possible to allow time to run reports and check the data. Please make sure to check that your data is complete and accurately represents your project and participants.

**Reports are due to Minnesota Housing by November 2, 2010. Funds will not be disbursed to ELTH projects that do not complete the HMIS reporting requirements.**

Please note that Wilder Research runs the statewide LTH report for Minnesota Housing shortly after the report due date, so it is essential that your data be complete and accurate in HMIS by the report due date.

## How to Submit Your Reports to Minnesota Housing

- Submit the two LTH reports to Minnesota Housing (see report instructions for details). Save each LTH report as a PDF file and name each report so that it can be easily identified as follows:
- Project Name\_ Report name \_ Report end date
- EXAMPLE:
  - SycamoreSquare\_LTHexit\_09 10
  - SycamoreSquare\_LTHentry\_09 10
- Email the two PDF files to: [LTH.HMIS@state.mn.us](mailto:LTH.HMIS@state.mn.us)

## Questions:

- For HMIS and ART technical questions, contact the HMIS help desk:
  - Phone 651.280.2700 and ask for HMIS help, or email [hmis@wilder.org](mailto:hmis@wilder.org)
- If you have questions about how to submit your report to Minnesota Housing, contact Carrie Marsh at 651.215.6236 or [carrie.marsh@state.mn.us](mailto:carrie.marsh@state.mn.us), or Vicki Farden at 651.296.8125 or [vicki.farden@state.mn.us](mailto:vicki.farden@state.mn.us)
- If you are not a primary HMIS reporter and would like to be removed from report reminders, please contact Carrie Marsh at 651.215.6236 or [carrie.marsh@state.mn.us](mailto:carrie.marsh@state.mn.us).

HMIS is a valuable tool to help evaluate progress in ending long-term homelessness, plan appropriately to meet the needs of people experiencing homelessness in Minnesota, and demonstrate the effectiveness of appropriate interventions. Your participation is essential to success.

## Data Entry Instructions and Reminders

1. **Income** is a very important outcome indicator. Please be sure to update income information every six months when you complete the annual LTH HMIS reports. Some of the ways we use the data:
  1. Income and benefit sources- to see if people are accessing all benefits, if sources change after people are in stable housing, the number of people with wages, etc.
  2. Income amounts- to see the level of income of people entering the program and income changes while people are in the program and at exit. Also used to calculate the percent of income people pay for rent.
  3. *TIP- do not put end dates on income when people exit (unless of course that income source really is ending). Ending income at exit shows income decreasing for program participants.*
2. **Military Veterans** are a high priority in the federal plan to end homelessness as well as many local plans. LTH projects report a low percentage of veterans served compared to the numbers identified in the Wilder Survey. *Please do your best to ask and record veteran status for every adult in your program(s).*
3. **Group Residential Housing** - recording income and participant rent amounts can be confusing and has been inconsistent. If you use GRH, [please see the updated GRH instructions](#).
4. **Housing Status-Current Residence:** all projects funded by Minnesota Housing are *site based or scattered-site supportive housing*; please record this correctly for all households entering your program.
  1. Record an end date at exit if the household moves from that residence. Do not

record their new housing status. There is a separate question about their destination housing status at exit.

2. Residence status at exit- select either “left residence at exit” or “will remain in current residence”. *Do not* select “ left residence before exit”. Remember to enter the reason residence ended. This helps us track outcomes.
5. **Subsidy status at exit**- select either “subsidy ended at exit”, “subsidy will continue”, or “did not have a subsidy”. *Do not* select “subsidy ended before exit.” Remember to enter the reason the subsidy ended. This helps us track outcomes.
6. **Destination at exit**: Please select the most accurate answer (that includes tenure and subsidy information). We use this information to track positive and negative exits and *the number of households with subsidies* in their new housing. Use the “other” category only when absolutely necessary.

Also please view two LTH reports from the past year:

- [Ending Long Term Homelessness-Calendar Year 2009](#): Summary of information about the people served and outcomes
- [Long Term Homeless Households Identified in HMIS in State Fiscal Year 2009](#): Information on households identified as long-term homeless in all homeless programs using HMIS

Thank you again for your hard work. If you have any questions, please contact Carrie Marsh at [carrie.marsh@state.mn.us](mailto:carrie.marsh@state.mn.us) or 651.215.6236

Best,  
Vicki Farden and Carrie Marsh  
Minnesota Housing

**Minnesota Housing**

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<http://www.mnhousing.gov/contact/enews/> | 651.296.7608 or 1.800.657.3769 | [mn.housing@state.mn.us](mailto:mn.housing@state.mn.us)