

## LTH-Funded Programs

- ◆ *Minnesota Housing's Ending Long-Term Homelessness Program (Ending LTH)*
- ◆ *DHS Supportive Services Fund (DHS-SSF)*

### 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 = Basic Entry/Exit*



⑤ **Complete ROI and security information (ONLY if your agency has arranged with Wilder to share data with other providers)**



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

- ◆ *Single clients: complete the [LTH 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) [LTH 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 question*

*NOTE: click on other household members' names in the "Households Overview" box to switch to their records*



⑦ **Update required fields**

- ◆ *HH Heads, singles, unaccompanied youth: Update current residence when client moves; hsg cost and subsidy twice yearly, before running FY and calendar-year reports*

- ◆ *All adults 18+: update income/benefits and disabilities twice yearly, before running FY and calendar-year reports*

- ◆ *If yes/no income or benefit questions change: backdate assessment to last date of quarter you are updating*



⑧ **Enter service transactions using "multiple services" button**

- ◆ *Choose 1 of 3: Case/Care Management, Individual/Family Support Services, or Resident Services Coordination*



⑨ **Entry/Exit button: Exit client/household from program**

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

### Required Reports and Due Dates

ART Counting Report	Due to Minnesota Housing
LTH Demographics and Entry Data , LTH Exits	Quarterly (data checks: every 2 months, minimum)
Above plus: LTH Residence, LTH Housing Information, LTH Income, LTH Services, Barriers to Hsg Stability	Bi-annually: FY end (Jul-Jun) & cal yr end (Jan-Dec) Data check reports: minimum every 2 months