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**

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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 = Basic Entry/Exit*

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

(3) *Matrix Assessment for all adults 18+ and unaccompanied youth in Matrix tab; backdating not necessary*

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⑦ **Update required fields**

- *HH Heads, singles, unaccompaied 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*
- *All adults 18+ and unaccompanied youth: complete Interim matrix assessment every 6 months after entry*

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⑨ **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)*
- *Complete exit matrix for all adults 18+ and unaccompanied youth*

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, Matrix Report	Bi-annually: FY end (Jul-Jun) & cal yr end (Jan-Dec) Data check reports: minimum every 2 months