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Equal Opportunity Housing and Equal Opportunity Employment

Date: June 28, 2011

To: All Ending Long-term Homelessness Projects funded by Minnesota Housing

From: Vicki Farden and Carrie Marsh

Re: State fiscal year HMIS Report is due by August 2, 2011
Self Sufficiency Matrix Reports for PILOT Providers (only) are due August 2

We deeply appreciate your work in helping us meet the challenge of ending long-term homelessness in Minnesota. To track progress for the ELTH Initiative, all LTH funded projects are required to submit quarterly HMIS reports. The report for this quarter is an annual report for the state fiscal year.

Report Period: July 1, 2010 through June 30, 2011

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

- Enter Report Start Date: July 1, 2010
- Enter Report End Date: July 1, 2011 (to include all activity on June 30)

NEW! Changes Effective July 1, 2011

Please note the [HMIS change document for July 1, 2011](#), especially p. 21 on disabilities.

NEW! Self Sufficiency Matrix

Effective July 1, 2011, all programs are required to assess participants with the self-sufficiency matrix and submit reports twice per year. Information is available on the [website](#), including the necessary form.

Client households *currently* in your program will need to have an entry assessment completed based on their status at time of entry to the program.

Pilot participants: Please submit Matrix reports for the past fiscal year.

NEW! Disability Determination

All disabilities, including those that require documentation, will now be entered in HMIS. If the disability is one of: *Mental Health Problem; Physical Disability; Developmental Disability; Chronic Health Condition*, then record the disability (change from last year) and record "No" for "Disability Determination" and enter a start date (this is how it will be pulled into the report). See the HMIS Change document link above for additional information.

Data Entry Reminders:

1. *Income and benefits* are very important outcome indicators. Please be sure to update income and benefit information every six months when you complete the annual LTH HMIS reports.
 1. Enter all income sources, amounts and benefit information for the household.
 2. Use *accurate start dates* on income and benefit sources so that we can measure change that occurs after a household enters your program.
 3. *Do NOT put end dates on income or benefits when people exit* (unless of course that income source really is ending). Ending income at exit shows income decreasing for program participants.
2. **Group Residential Housing** - If you use GRH, please see the [GRH instructions](#).
3. **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 when a household moves from that residence. Do not record a new housing status if the household is exiting the program. 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.
4. **Housing Cost Assessment:** Enter a start date and the amount the household pays for rent for every household. Put an end date on the housing cost when it changes and/or at exit.
5. **Housing Subsidy:** Enter a start date and the type of housing subsidy for every household. **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 for the household in their next housing situation. 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.
7. **NEW HUD Housing Status Question asked at entry and exit:** At entry, select the household’s housing status before entering your program. At exit, select what the household’s housing status will be when they leave your program.
8. **Disability: Does the client have a disability of long duration?** Please answer yes for all people that have a disability, whether it is documented or not (also see new instructions for disability type).

LTH HMIS Annual Report

The reports are generated using the ART (Advanced Reporting Tool) to pull participant data from ServicePoint. View a list of [LTH projects that are expected to submit HMIS reports](#) for this quarter. The report includes the following five summary reports from the MN Ending Long-term Homeless folder:

1. Entry/Demographics
2. Exit

3. Income
4. Residence
5. Housing cost/subsidy

****Please note you no longer need to submit the services or barriers reports.*

Matrix Pilot Participants - This applies only to organizations participating in the pilot. Matrix reports are also due on August 2. The reports include the following 3 reports:

1. 1-2S Self Sufficiency Matrix Progress Summary
2. 3S Summary Report Domains at Population Entry
3. 4S Summary Report Domains at Population Exit

Providers should enter and update data in HMIS for all LTH participants served for the report period (July 1, 2010 through June 30, 2011) 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 August 2, 2011. 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:

1. Save each LTH report as a PDF file and name each report so that it can be easily identified as follows:
 - *your Project Name_ Report name _ Report end date*
 - *EXAMPLE: SycamoreSquare_LTHexit_6_11*
 - *SycamoreSquare_LTHdemo_entry_6_11*
2. Email the five PDF files to: 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
- 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 or Vicki Farden at 651.296.8125 or vicki.farden@state.mn.us

Thank you for your cooperation and assistance! We appreciate all the work you do.