

## RHYA-TLP-Funded Programs

- ◆ *DHS/OEO Runaway Homeless Youth Act Transitional Housing (RHYA-TLP)*

### 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 THP 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) THP 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*
- ↓
- ⑦ **Update income, non-cash benefits and disabilities annually for all adults 18+**
  - ◆ *If yes/no income or benefit questions change: backdate assessment to last date of quarter you are updating*
- ↓
- ⑧ **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)*
- ↓
- ⑨ **Complete case plans**
  - ◆ *Goal classification = THP; Goal type = Maintain permanent housing*

### Required Reports and Due Dates

ART Counting Report	Due to DHS/OEO
THP Demographics and Entry Data THP Income, THP Exits, THP Goals Barriers to Housing Stability	semi-annually (run data check reports quarterly, at minimum)

