

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 & backdate**

- ◆ *Do you have a signed consent form for each client? If client does not sign, enter as anonymous and record ID#.*
- ◆ *Enter only name, SSN, and SSN data quality on search screen. Backdate from pop-up upon opening client record.*



③ **Create a household**

- ◆ *Do not create households for single clients.*
- ◆ *Complete demographic information for all clients in the household.*



④ **Complete ROI and security info** (ONLY if you've arranged w/Wilder to share data w/other agencies)



⑤ **Entry/Exit and Assessment: Enter client/household into program and complete assessments**

- ◆ *From Entry/Exit tab: Type = Basic*
- ◆ *Single clients: complete THP All-Inclusive (auto-loads in entry/exit window after locking in entry provider)*
- ◆ *Households: complete the following 2 steps:*
- (1) Household Data Sharing Assessment** in head of household's program entry - click "add household data," check boxes next to household members' names, complete questions, click "save & exit"
- (2) THP All-Inclusive Assessment** for all household members



⑥ **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*



⑦ **Entry/Exit or Summary tab: Exit client/household from program**

- ◆ *Use Summary tab or Entry/Exit tab to record exit info & update hsg status for ALL clients*



⑧ **Complete case plans** (complete at exit for head of household only)

- ◆ *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	semi-annually (run data check reports quarterly, at minimum)