## HUD-Funded Programs

- *Supportive Housing Program (SHP)*
- *Shelter Plus Care (S + C)*
- *Section 8 Moderate Rehab for Single Room Occupancy (SRO)*
- *Rural Housing Assistance and Stability Program (RHASP)*

## 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 = HUD-40118*

↓

⑤ **Complete ROI and security information (ONLY if your agency has arranged with Wilder to**

↓

⑥ **Complete assessments - backdate to program entry date**

- *Single clients: HUD-40118 All-Inclusive Assessment*
- *Households with 1 adult (18+) or unaccompanied youth: HUD-40118 All-Inclusive Assessment*
- *Households with 2 or more adults 18+: **(1)** Household Data Sharing Assessment , **(2)** HUD-40118 All-Inclusive*

↓

⑦ **Enter service transactions using "multiple services" button**

↓

⑧ **Entry/Exit button: Exit client/household from program**

- *Use the entry/exit button to record exit information and update income*
- *Add end dates to all services (click "display services" in service transactions screen first)*

## Required Reports and Due Dates

| Report | Due to HUD |
|---|---|
| HUD-40118 APR (in ServicePoint) | annually (check data quarterly, at minimum) |

## FHPAP-Funded Programs

- *Minnesota Housing's Family Homeless Prevention and Assistance Program (FHPAP)*

## 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 <u>not</u> 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**

↓

⑥ **Complete assessments - backdate to program entry date**

- *Single clients: <u>FHPAP All-Inclusive Assessment</u>*
- *Households with 1 adult (18+) or unaccompanied youth: <u>FHPAP All-Inclusive Assessment</u>*
- *Households with 2 or more adults 18+: **(1)** <u>Household Data Sharing Assessment</u> , **(2)** <u>FHPAP All-Inclusive</u>*

↓

⑦ **Enter service transactions using "multiple services" button**

↓

⑧ **Entry/Exit button: Exit client/household from program**

- *Use the entry/exit button to record exit information and update income*
- *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 |
|---|---|
| FHPAP Demographics and Entry Data<br>FHPAP Income<br>FHPAP Exits<br>Barriers Summary Report | 6-month, 12-month, 18-month and 24-month cumululative reports (use 7/1/2009 as start date) |

## 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 <u>not</u> 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**

↓

⑥ **Complete assessments - backdate to program entry date**

- *Single clients: <u>LTH All-Inclusive Assessment</u>*
- *Households with 1 adult (18+) or unaccompanied youth: <u>LTH All-Inclusive Assessment</u>*
- *Households with 2 or more adults 18+: **(1)** <u>Household Data Sharing Assessment</u>, **(2)** <u>LTH All-Inclusive</u>*

↓

⑦ **Update sub-assessments** *No need to backdate for subassessments.*

*Current Residence: Update when client moves*

*Income, Housing Cost, and Housing Subsidy: Record changes twice yearly at report time.*

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 the entry/exit button to record exit information and update income, residence, housing cost, subsidy*
- *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<br>LTH Exits | Counting reports: quarterly<br>Data check reports: minimum every 2 months |
| LTH Current Household Residence<br>LTH Housing Information<br>LTH Income<br>LTH Services<br>Barriers to Housing Stability | Submit bi-annually:<br>*once after fiscal year end (July - June)<br>*once after calendar year end (January - December)<br><br>Data check reports: minimum every 2 months |

## ESGP-Funded Programs

- *DHS/OEO Emergency Shelter Grant Program (ESGP)*

## 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 **Complete ROI and security information (ONLY if your agency has arranged with Wilder to**

↓

⑤ **Complete assessments - backdate to program entry date**

- *Single clients: ESGP All-Inclusive Assessment*
- *Households with 1 adult (18+) or unaccompanied youth: ESGP All-Inclusive Assessment*
- *Households with 2 or more adults 18+:* ***(1)*** *Household Data Sharing Assessment ,* ***(2)*** *ESGP All-Inclusive*

↓

⑥ **Enter service transactions using "multiple services" button**

- *Add end dates to all services when client leaves (click "display services" in service transactions screen first)*

## Required Reports and Due Dates

| ART Counting Report | Due to DHS/OEO |
|---|---|
| ESGP Counts | quarterly and annually (run data check reports every two months, at minimum) |

## ESP-Funded Programs

- *DHS/OEO Emergency Shelter Program (ESP)*

## 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 **Complete ROI and security information (ONLY if your agency has arranged with Wilder to**

↓

⑤ **Complete assessments - backdate to program entry date**

- *Single clients: ESP All-Inclusive Assessment*
- *Households with 1 adult (18+) or unaccompanied youth: ESP All-Inclusive Assessment*
- *Households with 2 or more adults 18+:* ***(1)*** *Household Data Sharing Assessment ,* ***(2)*** *ESP All-Inclusive*

↓

⑥ **Enter service transactions using "multiple services" button**

- *Add end dates to all services when client leaves (click "display services" in service transactions screen first)*

## Required Reports and Due Dates

| ART Counting Report | Due to DHS/OEO |
|---|---|
| ESP Demographics & Services | semi-annually (run data check reports quarterly, at minimum)<br>*Start date is always July 1 - ESP reports are cumulative* |

## THP-Funded Programs

- *DHS/OEO Transitional Housing Program (THP)*

## 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**

↓

⑥ **Complete assessments - backdate to program entry date**

- *Single clients: THP All-Inclusive Assessment*
- *Households with 1 adult (18+) or unaccompanied youth: THP All-Inclusive Assessment*
- *Households with 2 or more adults 18+:* ***(1)*** *Household Data Sharing Assessment ,* ***(2)*** *THP All-Inclusive*

↓

⑦ **Entry/Exit button: Exit client/household from program**

- *Use the entry/exit button to record exit information and update income*

↓

⑧ **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<br>THP Income<br>THP Exits<br>THP Goals<br>Barriers to Housing Stability | semi-annually (run data check reports quarterly, at minimum) |

## RHYA Shelter-Funded Programs

- *DHS/OEO Runaway Homeless Youth Act - Emergency Shelters (RHYA-Shelters)*

## 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 **Complete ROI and security information (ONLY if your agency has arranged with Wilder to**

↓

⑤ **Complete assessments - backdate to program entry date**

- *Single clients: ESGP All-Inclusive Assessment*
- *Households with 1 adult (18+) or unaccompanied youth: ESGP All-Inclusive Assessment*
- *Households with 2 or more adults 18+:* ***(1)*** *Household Data Sharing Assessment ,* ***(2)*** *ESGP All-Inclusive*

↓

⑥ **Enter service transactions using "multiple services" button**

- *Add end dates to all services when client leaves (click "display services" in service transactions screen first)*

## Required Reports and Due Dates

| ART Counting Report | Due to DHS/OEO |
|---|---|
| ESGP Counts | quarterly and annually (run data check reports every two months, at minimum); always use July 1 as start date - reports are |

## 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 <u>not</u> 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**

↓

⑥ **Complete assessments - backdate to program entry date**

- *Single clients: <u>THP All-Inclusive Assessment</u>*
- *Households with 1 adult (18+) or unaccompanied youth: <u>THP All-Inclusive Assessment</u>*
- *Households with 2 or more adults 18+: **(1)** <u>Household Data Sharing Assessment</u>, **(2)** <u>THP All-Inclusive</u>*

↓

⑦ **Entry/Exit button: Exit client/household from program**

- *Use the entry/exit button to record exit information and update income*

↓

⑧ **Complete case plans**

- *Goal classification = Housing*
- *Goal type = Maintain permanent housing*

## Required Reports and Due Dates

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

## DHS Youth-Funded Programs

- *DHS/OEO Youth in Transitions Program (DHS Youth)*

## 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**

↓

⑥ **Complete assessments - backdate to program entry date**

*DHS Youth Step 1 Assessment and*

*DHS Youth Step 1 Assessment and*

- *Other household situations: call the HMIS helpline*

↓

⑦ **Entry/Exit button: Exit client/household from program**

- *Use the entry/exit button to record exit information and update income*
- *Add end dates to all services (click "display services" in service transactions screen first)*

## Required Reports and Due Dates

| ART Counting Report | Due to DHS/OEO |
|---|---|
| DHS Youth Counting Report<br>Barriers to Housing Stability | quarterly (run data check reports every two months, at minimum) |

## HPRP-Funded Programs

- *Homeless Prevention and Rapid Rehousing Program*

## 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 = HPRP*

↓

⑤ **Complete ROI and security information (ONLY if your agency has arranged with Wilder to**

↓

⑥ **Complete assessments - backdate to program entry date**

- *Single clients: HPRP All-Inclusive Assessment*
- *Households with more than 1 person: **(1)** Household Data Sharing Assessment , **(2)** HPRP All-Inclusive*

↓

⑦ **Enter service transactions using "multiple services" button**

- *Record service transactions in 3-month periods. All clients must be re-evaluated every 3 months.*
- *Remember to enter a cost for the "HPRP financial assistance provided" service transaction.*

⑧ **Update income yearly**

- *Update in HPRP All-Inclusive Assessment for every member of the household*
- *No need to backdate*

↓

⑨ **Exit client/household from program**

- *Put end dates on all services (click "display services" in service transactions screen first)*
- *Use the entry/exit button to record exit information and update income*

*households overview box to switch between housheold members.*

## Required Reports and Due Dates

| ART Report | Due Date |
|---|---|
| IPR (Initial Quarterly Progress Report | October 10,2009 |
| Quarterly Performance Reports (QPRs) | 10 days after the end of each quarter |
| Annual Performance Report (APR) | 60 days after the end of the federal fiscal year |