

THP-Funded Programs

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

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