

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>**
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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 - backdate to program entry date**
 - ◆ *Single clients:*
DHS Youth Step 1 Assessment and
DHS Youth Outcomes Assessment
 - ◆ *Households with 1 adult (18+) or unaccompanied youth:*
DHS Youth Step 1 Assessment and
DHS Youth Outcomes Assessment
 - ◆ *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 DHS Youth Demographics Report Barriers to Housing Stability	quarterly (run data check reports every two months, at minimum)