

# HMIS Information: Homeless Prevention Rapid Re-Housing Program (HPRP)

## ***HMIS basics***

Minnesota's Homeless Management Information System (HMIS) aims to improve our understanding of homelessness in Minnesota. We do this by collecting information from homeless service providers throughout the state. This information includes individual client demographic (e.g., gender, age, ethnicity) and household information (e.g., housing status, services provided, income).

HMIS meets a federal mandate and is required for Homeless Prevention Rapid Re-Housing Program funding. High participation rates improve Minnesota's chances to continue to receive at least its current level of Department of Housing and Urban Development (HUD) homeless program funding. It is used in almost all (99%) of Continuum of Care regions (CoCs) across the country and in all CoCs in Minnesota. Minnesota's HMIS has been in operation since fall 2003 and is governed by representatives from each CoC, along with funder and at-large representatives.

MN programs requiring HMIS use:

### HUD

- Supportive Housing Program (SHP)
- Shelter Plus Care (S+C)
- Section 8 Moderate Rehab for Single Room Occupancy (SRO)
- Emergency Shelter Grant (ESG)
- Housing Opportunities for Persons With AIDS (HOPWA; grantees that specifically target homelessness are required)

### Minnesota Department of Human Services

- Transitional Housing Program (THP)
- Emergency Services Program (ESP)
- Emergency Shelter Grant Program (ESGP)
- Service funding for Ending Long-Term Homelessness
- Youth Transitions Program
- Runaway and Homeless Youth Act (RHYA)

### Minnesota Housing

- Family Homeless Prevention and Assistance (FHPAP)
- Long-term Homeless through MN Housing
- New short-term rental assistance program –6 metro grantees

Wilder staff and funders work closely together to clarify requirements, support agencies, and maintain high quality data. Reports are used to manage programs at a variety of levels and in decision making by the MN Legislature and Congress.

## ***Homeless Prevention and Rapid Re-Housing Program (HPRP)***

Based on current information, reports will be required quarterly **10** days after the end of the period. More complex reports are required at the end of the federal year.

Wilder staff is in the planning process with HPRP grantees to ensure we are able to help meet all data collection and reporting requirements.

HPRP money can be used to cover HMIS costs such as licenses and staff data entry time.

## **Using HMIS for your HPRP program:**

Clients/households served by HPRP will have to be tracked separately from clients/households served by other funding sources. Wilder staff can assist old and new agencies in setting up their system to track data as needed.

If your agency currently uses HMIS for another funding source and you will need to also use it for new HPRP funding, contact the HMIS helpline to ensure that you are correctly set up in the system.

If your agency does not currently enter data into HMIS but will be required to for a new HPRP, contact the HMIS helpline to get started. Agencies new to HMIS will need to complete an agency agreement form, basic agency information forms, and pay a one-time new agency fee of \$175.

All HMIS users must attend an initial all-day HMIS training and purchase a user license. Trainings are offered monthly for \$50. We recommend at least two users per agency, ideally people comfortable with computers. The yearly fee for a user license is \$250. A calendar of trainings is available at <http://www.hmismn.org/events/index.php>.

Along with staff that will be HMIS users, we recommend program managers also attend training, even if they will not be users. Trainings can also be attended by non-users interested in HMIS or as a refresher for current HMIS users. Trainings should be attended close to when the new HPRP program will start serving clients. HMIS users will be able to enter data once the agency and user agreement forms along with payments have been received.

## ***Wilder/HMIS general information***

Once agencies hear of funding decisions, Wilder can help in a number of ways.

HMIS web site includes a variety of information: [www.hmismn.org](http://www.hmismn.org)

- Training schedule
- Forms
- Funder requirements and reporting due dates
- Instructions
- Recorded webinars
- Report center

We will add HPRP information to the web site as it becomes available.

Wilder staff is available to answer a variety of question to help make HMIS easier.

HMIS helpline:

[hmis@wilder.org](mailto:hmis@wilder.org)

651-280-2780

1-800-328-2972

HMIS staff also send out newsletter updates and offer annual funder-specific trainings and other training sessions as needed. Agencies can also contact Wilder to receive more focused help on site as staff time allows.