

LTH Service Transactions in HMIS Appropriate AIRS Taxonomy Descriptions, Codes, and Explanations

LTH service providers should record at least one service transaction for each LTH participant. Providers are required to record only the services they provide directly to a participant.

Provider: Select the appropriate Long-term homeless provider name for your project from the drop down box.

Start and End Date: Enter the date services begin. Enter an end date when the level of support changes, a specific service ends, or when the participant moves or leaves the program.

Cost of Service and Funding Source: This is not required for most LTH service transactions. Ongoing rent subsidies should be recorded in the Housing Cost and Subsidy sub-assessment in the LTH Assessment section.

Regular Updates: Service Transactions should be updated quarterly in HMIS (change in services, new services, and when participant exits the program).

SERVICE CATEGORIES

Case/Care Management (PH-1000): Intensive, *full range* of services including assessment, case planning, developing an individualized service plan, with specific goals and expected outcomes, based on the assessments, and connection, coordination, and personal advocacy; also includes monitoring progress, as related to reporting, and follow-up to learn outcomes. (NOTE: This term should only be used if the services *go beyond* “Individual and Family Support Services [PH]”, below, and *meet* the ITF definition of case management. [*see* http://www.mnhousing.gov/idc/groups/public/documents/document/mhfa_006125.pdf]

Individual and Family Support Services (PH): “Case-management light”: Case-management-type support services that help a household to maintain stable housing – use this term when the support services do not meet the intensity and threshold of the 6-point ITF definition of case management (see above).

Resident Services Coordination (BH-6900): Housing tenancy support services focused on participant maintaining stable housing (includes watchful eye and 24-hour front desk resident services).

NOTE: Ongoing rental assistance is recorded in the Long-term Homeless Assessment in the Rent Assistance Sub-assessment.

NOTE: For any services or assistance that do not appropriately fit into any one of the **bold-face definitions** above, consult the AIRS Taxonomy and with the specific LTH program manager (DHS Support Services or MHFA Rental Assistance or Supportive Housing) to pick the most suitable descriptive code.