

Annual State Fiscal Year HMIS Report is due by August 3, 2010

To all Ending Long-term Homelessness projects funded by Minnesota Housing

Greetings! We deeply appreciate your work in helping us meet the challenge of ending long-term homelessness in Minnesota and hope that the activities at your project are going well. To track progress for the ELTH Initiative, all LTH funded projects are required to submit quarterly HMIS reports (two of which are annual reports - one for the calendar year and one for the state fiscal year).

Report Period: July 1, 2009 through June 30, 2010

Please use the following report dates in the Advanced Reporting Tool (ART):

- Enter Report Start Date: July 1, 2009
- Enter Report End Date: July 1, 2010 (to include all activity on June 30)

LTH HMIS Annual Report: The reports are generated using the ART to pull participant data from ServicePoint. The report includes the following seven summary reports:

1. Entry/Demographics
2. Exit
3. Income
4. Residence
5. Housing cost/subsidy
6. Services
7. Barriers

[Download instructions for running LTH reports and submitting to Minnesota Housing](#)
[Download a list of LTH projects expected to report](#)

Important Notes:

- For all Minnesota Housing funded project participants:
 - **Housing Status** should be either *scattered site* or *site based supportive housing*.
 - Subsidy or residence end date **should not be earlier** than the program exit date.
- Please be careful to NOT submit data *checking* reports--they have identifying client information that is private data.
- On June 1, the new HUD HMIS data standards were implemented - please use the [updated combined LTH form](#) or the [HMIS forms online](#).

Providers should enter and update data in HMIS for all LTH participants served for the report period (July 1, 2009 through June 30, 2010) as soon as possible to allow time to run reports and check the data. Please make sure to check that your data is complete and accurately represents your project and participants.

Reports are due to Minnesota Housing by August 3, 2010. Funds will not be disbursed to ELTH projects that do not complete the HMIS reporting requirements.

Please note that Wilder Research runs the statewide LTH report for Minnesota Housing shortly after the report due date, so it is essential that your data be complete and accurate in HMIS by the report due date.

How to Submit Your Reports to Minnesota Housing

Submit the seven LTH reports to Minnesota Housing (see report instructions for details). Save each LTH report as a PDF file and name each report so that it can be easily identified as follows:

- *your Project Name_ Report name _ Report end date*
- *EXAMPLE: SycamoreSquare_LTHexit_0610*
 - *SycamoreSquare_LTHentry_0610*

Email all seven PDF files to: lth.hmis@state.mn.us

Questions:

- For HMIS and ART technical questions, contact the HMIS help desk at 651.280.2700 and ask for HMIS help, or email hmis@wilder.org
- If you have questions about how to submit your report to Minnesota Housing, contact Carrie Marsh at 651.215.6236 or Vicki Farden 651.296.8125.

HMIS is a valuable tool to help evaluate progress in ending long-term homelessness, plan appropriately to meet the needs of people experiencing homelessness in Minnesota, and demonstrate the effectiveness of appropriate interventions. Your participation is essential to success.

Thank you for your cooperation and assistance!