

Greetings to all LTH HMIS providers,

Thank you for your work to provide quality data for the Business Plan to End Long Term Homelessness. We have learned a lot about the people served and your project outcomes from the data provided in the reports. As we enter a new state fiscal year and await a new administration and the appointment of a new Director for Ending Long Term Homelessness, we wanted to share some report highlights from last year and review some important data entry instructions to ensure the best quality data to inform our plans.

Data Entry Instructions and Reminders

1. **Income** is a very important outcome indicator. Please be sure to update income information every six months when you complete the annual LTH HMIS reports. Some of the ways we use the data:
 1. Income and benefit sources- to see if people are accessing all benefits, if sources change after people are in stable housing, the number of people with wages, etc.
 2. Income amounts- to see the level of income of people entering the program and income changes while people are in the program and at exit. Also used to calculate the percent of income people pay for rent.
 3. *TIP- do not put end dates on income when people exit (unless of course that income source really is ending). Ending income at exit shows income decreasing for program participants.*
2. **Military Veterans** are a high priority in the federal plan to end homelessness as well as many local plans. LTH projects report a low percentage of veterans served compared to the numbers identified in the Wilder Survey. *Please do your best to ask and record veteran status for every adult in your program(s).*
3. **Group Residential Housing** - recording income and participant rent amounts can be confusing and has been inconsistent. If you use GRH, [please see the updated GRH instructions](#).
4. **Housing Status-Current Residence:** all projects funded by Minnesota Housing are *site based or scattered-site supportive housing*; please record this correctly for all households entering your program.
 1. Record an end date at exit if the household moves from that residence. Do not record their new housing status. There is a separate question about their destination housing status at exit.
 2. Residence status at exit- select either “left residence at exit” or “will remain in current residence”. *Do not* select “left residence before exit”. Remember to enter the reason residence ended. This helps us track outcomes.
5. **Subsidy status at exit-** select either “subsidy ended at exit”, “subsidy will continue”, or “did not have a subsidy”. *Do not* select “subsidy ended before exit.” Remember to enter the reason the subsidy ended. This helps us track outcomes.
6. **Destination at exit:** Please select the most accurate answer (that includes tenure and subsidy information). We use this information to track positive and negative exits and *the number of households with subsidies* in their new housing. Use the “other” category only when absolutely necessary.

Also please view two LTH reports from the past year:

- [Ending Long Term Homelessness-Calendar Year 2009](#): Summary of information about the people served and outcomes
- [Long Term Homeless Households Identified in HMIS in State Fiscal Year 2009](#): Information on households identified as long-term homeless in all homeless programs using HMIS

Finally, please remember that the quarter is coming to a close. Reports for the period from 7/1/2010 to 9/30/2010 will be due on November 2, 2010.

Thank you again for your hard work. If you have any questions, please contact Carrie Marsh at carrie.marsh@state.mn.us or 651.215.6236

Best,
Vicki Farden and Carrie Marsh
Minnesota Housing