



Because home means everything.

Minnesota Housing finances and advances affordable housing opportunities for low and moderate income Minnesotans to enhance quality of life and foster strong communities.



Quarterly HMIS Report is due by May 3, 2010

To all Long-Term Homeless Projects funded by Minnesota Housing,

Greetings! We hope your project serving those experiencing long-term homelessness (LTH) is going well. We deeply appreciate your work in helping us meet the challenge of ending long-term homelessness (ELTH) in Minnesota. To track progress for the ELTH Initiative, all LTH funded projects are required to submit quarterly HMIS reports.

Report Period: January 1, 2010 through March 31, 2010

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

- Enter Report Start Date: January 1, 2010
- Enter Report End Date: April 1, 2010 (to include all activity on March. 31)

LTH HMIS QUARTERLY REPORT: The reports are generated using ART to pull participant data from ServicePoint. This report includes the following two summary reports:

1. Demographics/Entry
2. Exit

[Download instructions for running the LTH reports and submitting them to Minnesota Housing](#)

[Download a list of LTH projects that are expected to submit HMIS reports for this quarter](#)

Providers should enter and update data in HMIS for all LTH participants served for the report period 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 May 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 two 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:
- Project Name_ Report name _ Report end date
- EXAMPLE:
 - SycamoreSquare_LTHexit_03 10
 - SycamoreSquare_LTHentry_03 10
- Email the two PDF files to: LTH.HMIS@state.mn.us

Questions:

- For HMIS and ART technical questions, contact the HMIS help desk:
 - Phone 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 Andrew Hughes at 651.296.9841 or andrew.hughes@state.mn.us, or Vicki Farden at 651.296.8125 or vicki.farden@state.mn.us
- If you are not a primary HMIS reporter and would like to be removed from report reminders, please contact Carrie Marsh at 651.215.6236 or carrie.marsh@state.mn.us.

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!

Minnesota Housing

400 Sibley Street, Suite 300 | Saint Paul, MN 55101

<http://www.mnhousing.gov/contact/enews/> | 651.296.7608 or 1.800.657.3769 | mn.housing@state.mn.us