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July 1, 2009

TO: All Ending Long-term Homelessness Projects funded by MN Housing

NOTICE: Annual State Fiscal year HMIS Report is due by **August 3, 2009**

REPORT PERIOD: **July 1, 2008 through June 30, 2009**

NOTE: Please use the following report dates in ART:

- **Enter Report Start Date: July 1, 2008**
- **Enter Report End Date: July 1, 2009** (to include all activity on June 30)

Wilder will be making the annual changes to ServicePoint on July 1, 2009. Please be sure to read their newsletter about the changes. We will also send you a separate memo describing the changes to the housing cost and subsidy data collection and entry.

Greetings from Minnesota Housing,

We hope your project serving people experiencing long-term homelessness is going well. We deeply appreciate your work in helping us meet the challenge of ending long-term homelessness in Minnesota. 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).

LTH HMIS ANNUAL REPORT: The reports are generated using the ART (Advanced Reporting Tool) to pull participant data from ServicePoint. The report includes the following SEVEN (7) summary reports:

- From the MN Ending Long-term Homeless folder: 1) Entry/Demographics, 2) Exit, 3) Income, 4) Residence, 5) Housing Cost/subsidy, 6) Services and 7) Barriers (separate folder)

Instructions for running the LTH reports and submitting them to Minnesota Housing are attached.

Please be careful to **NOT** submit data *checking* reports- they have identifying client information that is not needed and email is not secure for private data. A list of LTH projects that are expected to submit HMIS reports for this quarter is also attached.

Providers should enter and update data in HMIS for all LTH participants served for the report period (July 1, 2008 through June 30, 2009) 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, 2009. Funds will not be disbursed to ELTH projects that do not complete the HMIS reporting requirements.

Please note that Wilder Research Center 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.

TIPS: The most common missing and under-reported data are disabilities, military service and related disability, non-cash resources (e.g. food stamps, medical assistance) and length of time since last permanent housing. Please contact Wilder if you have any problems or questions about your reports.

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_0609*
SycamoreSquare_LTHentry_0609

Email all seven PDF files to: Andrew.hughes@state.mn.us and Vicki.farden@state.mn.us

QUESTIONS:

- If you have questions about how to submit your report to Minnesota Housing, contact Andrew Huges @ (651) 296-9841 or Vicki Farden @ 651-296-8125 or at the emails listed above
- 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

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!

Encl:

- LTH Report Instructions 6/09
- List of LTH projects expected to report for this quarter

Thanks so much for your help!