

LTH-Funded Programs

- ◆ *Minnesota Housing's Ending Long-Term Homelessness Program (Ending LTH)*
- ◆ *DHS Supportive Services Fund (DHS-SSF)*

Required Steps for HMIS

- ① **Log on to ServicePoint: <https://minnesota.servicept.com>**
- ② **Search for client or create a new client record**
 - ◆ *Do you have a signed consent form for each client?*
- ③ **Create a household**
 - ◆ *Do not create households for single clients.*
 - ◆ *Complete demographic information for all clients in the household.*
- ④ **Entry/Exit button: Enter client/household into a program**
 - ◆ *Type = Basic Entry/Exit*

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Complete ROI and security information (ONLY if your agency has arranged with Wilder to share data with other providers)
- ⑤ **Complete assessments - backdate to program entry date**
 - ◆ *Single clients: LTH All-Inclusive Assessment*
 - ◆ *Households with 1 adult (18+) or unaccompanied youth: LTH All-Inclusive Assessment*
 - ◆ *Households with 2 or more adults 18+: (1) Household Data Sharing Assessment , (2) LTH All-Inclusive Assessment (for household head), (3) LTH All-Inclusive Assessment (for all other household members 18+)*
- ⑥ **Update sub-assessments** *No need to backdate for subassessments.*
Current Residence: Update when client moves
Income, Housing Cost, and Housing Subsidy: Record changes twice yearly at report time.
- ⑦ **Enter service transactions using "multiple services" button**
 - ◆ *Choose 1 of 3: Case/Care Management, Individual/Family Support Services, or Resident Services Coordination*

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- ⑧ **Entry/Exit button: Exit client/household from program**
 - ◆ *Use the entry/exit button to record exit information and update income, residence, housing cost, subsidy*
 - ◆ *Add end dates to all services (click "display services" in service transactions screen first)*

Required Reports and Due Dates

ART Counting Report	Due to Minnesota Housing
LTH Demographics and Entry Data LTH Exits	Quarterly Data check reports: minimum every 2 months
LTH Current Household Residence LTH Housing Information LTH Income LTH Services Barriers to Housing Stability	Submit bi-annually: *once after fiscal year end (July - June) *once after calendar year end (January - December) Data check reports: minimum every 2 months