

RHYA Shelter Grantees:

This is a reminder that the **Annual RHYA Shelter Report** (covering July 1, 2007 – June 30, 2008) will be due on **July 31, 2008**. Please send reports to Beth Holger at the following email address:

beth.holger@state.mn.us

****** Include your agency name in the email subject line, and your report contact info in the body of the email ******

You should receive an email confirming receipt of the reports (within two business days). **If you do not receive an email confirmation, we cannot guarantee that your report was received by our office.** If you do not receive a confirmation within two days, please contact Beth Holger at 651-431-3823.

QUESTIONS

If you have program-specific questions about the RHYA Report, you should contact Beth Holger at 651-431-3823 or beth.holger@state.mn.us.

Technical questions about the HMIS system should continue to go to Wilder Research' HMIS staff, at 651-280-2780 or hmis@wilder.org

RHYA Shelter REPORTING INSTRUCTIONS

To simplify reporting, RHYA Shelter grantees should use the same HMIS Reports developed for the ESGP Program. (You can ignore the "Type of Residential Housing" question).

** Use the HMIS Advanced Reporting Tool (ART) to produce your ESGP Report.

** Export the ESGP Counting Report (not Data Checking) into an Adobe PDF file.

- 3. Verify that the information represented in these reports is accurate, or work with Wilder Research staff to correct any inaccuracies.**

REMEMBER

-- **The data in the reports you submit is the official, legal record of your program's performance under the current RHYA contract.**

-- **According to State law, you must keep either an electronic or paper copy of the RHYA Report you submit to our office for at least six years (Minn Statute 16B.98 subd. 8).** Furthermore, you should also keep the email (or a printout of the email) and confirmation, showing you submitted the report to this office.

-- Other state officials have begun requesting statewide data from HMIS, including information regarding the performance of certain programs. The data that goes into your OEO RHYA Reports is the same data that will be used, in part, to assess the effectiveness of the program as a whole. **What you enter into HMIS (and how it comes out on reports) does matter.**

Your program has been identified as receiving both RHYA Shelter and ESGP funding from the Office of Economic Opportunity. Therefore, you recently received two reporting emails from our office with instructions for each grant. This email is intended to clarify the reporting requirements for agencies receiving both funding streams:

As you may have noticed, we have instructed RHYA Shelter grantees to use the ESGP Assessment and ESGP Reports in HMIS to report on activities under the RHYA Shelter grant. Because of this overlap:

- 1. If your shelter program receives both RHYA Shelter and ESGP funding, you will use the same HMIS Report (ESGP) to report on both grants.**
- 2. In addition to your RHYA report submission, you must email a second copy of the ESGP report to pat.leary@state.mn.us to satisfy your ESGP reporting requirements.**
- 3. ESGP Regulations require that grantees report quarterly (four times/year). Therefore, you must continue submitting Quarterly ESGP reports in the First and Third Quarter as you have previously done. RHYA funding reports can continue to be submitted semi-annually.**