

## RHYA Shelter-Funded Programs

- ◆ *DHS/OEO Runaway Homeless Youth Act - Emergency Shelters (RHYA-Shelters)*

### Required Steps for HMIS

- ① **Log on to ServicePoint: <https://minnesota.servicept.com>**  
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- ② **Search for client or create a new client record**
  - ◆ *Do you have a signed consent form for each client?*
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- ③ **Create a household**
  - ◆ *Do not create households for single clients.*
  - ◆ *Complete demographic information for all clients in the household.*
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- ④ **Complete ROI and security information (ONLY if your agency has arranged with Wilder to share data with other providers)**  
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- ⑤ **Complete assessments - backdate to program entry date**
  - ◆ *Single clients: ESGP All-Inclusive Assessment*
  - ◆ *Households with 1 adult (18+) or unaccompanied youth: ESGP All-Inclusive Assessment*
  - ◆ *Households with 2 or more adults 18+: (1) Household Data Sharing Assessment, (2) ESGP All-Inclusive Assessment (for household head), (3) ESGP All-Inclusive Assessment (for all other household members 18+)*
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- ⑥ **Enter service transactions using "multiple services" button**
  - ◆ *Add end dates to all services when client leaves (click "display services" in service transactions screen first)*

### Required Reports and Due Dates

ART Counting Report	Due to DHS/OEO
ESGP Counts	quarterly and annually (run data check reports every two months, at minimum); always use July 1 as start date - reports are cumulative throughout the year