

RHYA TLP-Funded Programs

- ◆ *DHS/OEO Runaway Homeless Youth Act Transitional Housing (RHYA-TLP)*

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*



⑤ **Complete ROI and security information (ONLY if your agency has arranged with Wilder to share data with other providers)**



⑥ **Complete assessments - backdate to program entry date**

- ◆ *Single clients: THP All-Inclusive Assessment*
- ◆ *Households with 1 adult (18+) or unaccompanied youth: THP All-Inclusive Assessment*
- ◆ *Households with 2 or more adults 18+: (1) Household Data Sharing Assessment, (2) THP All-Inclusive Assessment (for household head), (3) THP All-Inclusive Assessment (for all other household members 18+)*



⑦ **Entry/Exit button: Exit client/household from program**

- ◆ *Use the entry/exit button to record exit information and update income*



⑧ **Complete case plans**

- ◆ *Goal classification = Housing*
- ◆ *Goal type = Maintain permanent housing*

Required Reports and Due Dates

ART Counting Report	Due to DHS/OEO
THP Demographics and Entry Data THP Income THP Exits THP Goals Barriers to Housing Stability	semi-annually (run data check reports quarterly, at minimum)