

Required Steps for HMIS

For the latest information relevant to each funding stream - including memos from the funders, data entry forms that reflect the required screens, and any further instructions - please see www.hmismn.org and click on:

"Entering data into HMIS: Req.'s, Forms & Instructions"

Funder/Program	Which Steps are Required?	Which Report(s) are required?
<p>MHFA</p> <p>Family Homeless Prevention and Assistance Program (FHPAP)</p>	<p>Profile</p> <ul style="list-style-type: none"> ▪ Complete Household Information (if more than 1 person) <p>Entry/Exit (indicates specific program and date when client entered)</p> <ul style="list-style-type: none"> ▪ Select specific provider (program) ▪ Type = "Basic entry/exit" <p>Release of Information (ROI) and Security</p> <ul style="list-style-type: none"> ▪ Only if sharing data with outside agencies ▪ Click on 'Security' to indicate who you're sharing data with <p>*For all assessment data: match back date mode date to program entry date</p> <p>Universal Assessment Complete for every person 18+ and unaccompanied youth</p> <p>FHPAP Assessment</p> <ul style="list-style-type: none"> ▪ Complete for Head of Household's record (Head of family or single) <p>Barriers to Housing Stability</p> <ul style="list-style-type: none"> ▪ Complete on Head of Household's record: your assessment should reflect the situation for the entire household <p>Service Transactions</p> <ul style="list-style-type: none"> ▪ Two steps: <ul style="list-style-type: none"> ○ Identify a need ○ Record a service <ul style="list-style-type: none"> ○ Select 'FHPAP' as 'Source 1' ○ Enter \$ amount for cost if the service has a cash equivalent (such as 'rent assistance') ▪ Provider = specific program serving the client <p>To Exit Clients</p> <ul style="list-style-type: none"> ▪ Entry-Exit <ul style="list-style-type: none"> ○ Click on pencil under 'Exit Date' and enter data ○ Update "Monthly Income" if anything has changed ○ Complete "Hours Worked with Household" ▪ Service Transactions: enter end dates for services ▪ Case Plans (Not required for Ramsey or Hennepin organizations unless primarily serving youth) <ul style="list-style-type: none"> ○ Select goal <ul style="list-style-type: none"> ▪ Goal classification = FHPAP ▪ Goal type = FHPAP choices: 1a, 1b, or 2 Follow-up date should be 6 months from exit date 	<p>Reports due quarterly, using ART: Run the following reports in ART to verify your data:</p> <p><u>From FHPAP Folder</u></p> <ul style="list-style-type: none"> ▫ data_check services ▫ data_checking ▫ data_checking_income only ▫ reports counts ▫ reports counts income <p><u>From Barriers Folder</u></p> <ul style="list-style-type: none"> ▫ Barriers summary report <p>If you find it helpful you may also run the FHPAP quarterly report in ServicePoint</p> <p>Reports due annually, using ART: Run all listed above for quarterly reports, and also run the following reports, using ART, from the FHPAP folder:</p> <ul style="list-style-type: none"> ▫ Goals revised ▫ Goals revised counts

All Programs

- Client Notice and Consent: All adults must read the notice and be given the option to sign the consent form for themselves (and their children). If they don't sign, enter as anonymous.
- Remember to use back-date mode for intake information that isn't entered into the system on the same day the client entered the program.
- Disabilities: HUD does not require disability information for minors; MN programs require disability information for unaccompanied youth, not for children within a household.
- Disabilities should be recorded in respective client's record.
- Monthly Income: If you get funding from HUD or Minnesota's Ending LTH, income needs to be recorded in each respective adult's record. If your organization ONLY receives state funding (other than LTH), you may enter income for all household members in head of household's record. When in doubt, enter income in each respective adult's record.
 - For minors within a household: Enter payments parents receive on a minor child's behalf (such as a disability payment) in the household head's record. Do not enter income from a minor child's job.
 - If client has no income, select "No Financial Resources" for "Source of Income"