

# Understanding FHPAP reporting through HMIS

November 20<sup>th</sup> Grantee Meeting



# Why We Report Through HMIS

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- HMIS brings data from federal and state funding programs together in one system to help us better understand and end homelessness
  - State's Interagency Taskforce on Homelessness shares HMIS data to plan and coordinate programs
- Using HMIS keeps \$20 million from HUD in MN
- HMIS reports help FHPAP providers tell the story of their clients and how they are helping them
  - Especially important given funding increases and current financial difficulties

# FHPAP Data Checking Reports

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- Each counting report has a corresponding data check report
  - FHPAP reports are numbered together
- Use in combination with counting reports
  - If the counting report shows missing data, use the data check report to find out whose record needs to be updated
- Key: run data check reports frequently!
  - Update any clients who are missing or who are showing up, but shouldn't be

# FHPAP Data checking reports cont

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## ■ Demographics, Entry, and Exit

- Make sure the correct people are on the reports
- Check household information to make sure people are grouped together correctly
- Check for blank or red-highlighted boxes indicating missing information
- Make sure the correct clients show up on the disability data checking list

# Goals Data Checking

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- Goals reports include those with exits 6+ months ago needing follow-up in the fiscal year
- The first section of the report lists people whose exit dates indicate they **should** be counted
- Other sections of the report include actual data entered into the case plans (goals) section of Service Point
  - Check to make sure everyone in the first section has goals correctly recorded in the other sections

# Goals Data Checking

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- Last two tabs show you what is entered correctly
  - Eligible Households: list of heads of household with all info entered correctly to show up on counting report
  - Goal Results: counting report right on data check report
- Please give us feedback if confusing



# HMIS Data Quality

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- Make sure users are comfortable with computers
  - At least two users per agency for support and back-up
- Staff at all levels of the agency should know their roles in the process and what is required of them to make it a success
  - Make sure case managers fully understand the forms
  - Agency heads should communicate the mission and vision of the reporting process to all staff

# Understanding FHPAP Reports: Format

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- Format is based on program start and end dates and service information- called entry/exit in the system
- For non-users:
  - Become familiar with HMIS forms on the web site
  - Attend a HMIS full-day or ½ day refresher training to become familiar with the system
  - Work with a user at your agency or a sub-grantee as they use the system and run reports

# HMIS Data Quality

- Develop a process for entering, checking and updating data:
  - Example: An HMIS user enters new data at the end of each week and runs reports every other week, noting any problems. Case managers have one week to update forms and return corrections to the user.
  - Managers should review data before emailing Wilder
  - Hold regular HMIS staff meetings to identify issues
  - Contact Wilder for assistance as needed

# HMIS Data Quality

- Forward emails from Minnesota Housing staff to all agency levels
  - Emails cover due dates, trainings, and other important FHPAP-related information
- Be aware of important due dates
  - Dates posted on the HMIS web page and ServicePoint Newsflash section
  - Each agency emails Wilder ([hmis@wilder.org](mailto:hmis@wilder.org)) to indicate when data are ready and provide total number of households served by due date

# Reporting Process for FHPAP Providers

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- Agencies entering data inform Wilder when their data is ready
- Wilder runs reports for each grantee and emails them to Minnesota Housing staff and grantee main contact
- Minnesota Housing staff also receive a statewide report

# Fiscal Year report changes

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- This fiscal year, reports will have a new format shared by all state-funded programs
  - Very similar to current format
- Easier comparisons across funding sources
- Only one format to understand for agencies with multiple funding sources
- FHPAP user group held in January will go through the new version in detail
- Reports due two times a year now

# Reporting : Grantees With Sub-Grantees

- Wilder will run sub-grantee reports and send them to the grantee 2 weeks prior to due date
- Grantees should check for:
  - Overall counts that seem on target
  - Missing information
  - Information that doesn't seem to fit sub-grantee.
    - i.e. very few disabilities in a program that mainly serves people with disabilities, many homeless people in a program that mainly is doing prevention, etc.

# Reporting : Grantees With Sub-Grantees

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- Sub-grantees make corrections by the due date
- Grantees and sub-grantees decide who will email Wilder with report confirmation and number of households served
- Wilder will run grantee summary reports and email them to Minnesota Housing and the main grantee contact

# Wilder's role in reporting

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- Wilder can access all data in the system and is responsible for summarizing reports at the grantee and state-wide reports
  - If a grantee has questions about their reports, Wilder can help them understand
  - If updates are needed after final reports are submitted to the state, MHFA staff also needs to be involved

# Wilder's assistance in reporting

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- Wilder can help sub-grantees understand problems with their reports and how to update
- When grantees have questions about sub-grantee data, Wilder can help both parties understand what the problems are and how to fix them

# Changes to this process

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- Please try out process and keep both Wilder and MHFA staff informed if changes or additions seem necessary
  - We want to meet all grantees' needs
- Wilder can also contract directly with grantees for additional reports or processes
- 5.0 upgrades may allow for better data sharing

# HMIS/FHPAP resources

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- HMIS web page has many resources
  - [www.hmismn.org](http://www.hmismn.org)
- HMIS Helpline:
  - 651-280-2780 or 1-800-328-2972
  - [HMIS@Wilder.org](mailto:HMIS@Wilder.org)
- What other resources do you need from Wilder and Minnesota Housing?