Institute for Community Alliances

HMIS USER GUIDE FOR DHS-OEO THP PROJECTS

Transitional Housing (TH) | Rapid Re-Housing (RRH)

Contents

Date of Last Revision: 01/22/2024

DATA ENTRY QUICK REFERENCE

This section provides simplified instructions for common data entry tasks. Please refer to the General HMIS Instructions and upcoming sections of this document for further instruction. You can also refer to the Using multiple assessments in one provider article found on MN's HMIS Knowledge Base.

CREATE A NEW CLIENT RECORD

1. Enter **EDA mode** as the correct provider and open the client's record in **Clients**.
2. Make sure that the client is not already in HMIS by searching for different combinations of their information.
3. If no records match, fill out all of the search prompts and click on **Add New Client With This Information**. Clients that have consented to statewide data sharing should have the word **SHARED** typed in the **Alias** field.
4. When prompted, enter the date of the client's entry into the project and select **Set New Back Date**. If the client entered the project today, you can select **Current System Date**. (The date can be changed by clicking on **Back Date** in the top-right corner of the screen.)
5. Select the **Client Profile** tab and enter any information missing from the **Universal Profile Assessment**.
    a. If a client has agreed to statewide data sharing, enter a **Date of ROI Consent**.
6. If the client is being served with other household members, click on the **Households** tab and either add them to an existing household or create a new household.

Enter a Client into a Project

1. Enter **EDA mode** as the correct provider and open the client's record in **Clients**.
    a. If entering data for a household, be sure to search for the head of household.
2. When prompted, enter the date of the client's entry into the project and select **Set New Back Date**. If the client entered the project today, you can select **Current System Date**.
    a. The date can be changed by clicking on **Back Date** in the top-right corner of the screen.
3. Click on the **Entry/Exit** tab and select **Add Entry/Exit**.
    a. If entering a household, check the box next to each client included in the entry.
    b. Select **Basic** from the **Type** drop-down menu.
    c. If necessary, adjust the **Project Start Date**, then select **Save & Continue**.
4. For each client included in the entry, complete the data elements on the **MN Core: Entry** assessment in the **Entry/Exit Data** pop-up.
    a. If entering data for multiple household members, save time by clicking on **Add Household Data** and completing the **Household Data Sharing Assessment**.
5. After you have saved the data elements on the **MN Core: Entry** assessment that appears by default, you will need to manually select your funder specific **Entry** assessment, the **THP Entry** assessment. After you've selected the **THP Entry** assessment, you may proceed with completing any additional data elements for each client included in the **Entry/Exit**. Then click **Save & Exit**.

Update a Client's Information

Updates should also be completed for any changes in information for the client.

1. Enter **EDA mode** as the correct provider and open the client's record in **Clients**.
2. Click on the **Entry/Exit** tab, then select the **Interims** icon for the correct Entry/Exit.
3. In the **Interim Reviews** pop-up, click on **Add Interim Review**.
    a. Select the appropriate **Interim Review Type** from the drop-down menu. Select **Update** for updates prompted by a change. Select **Annual Assessment** when completing the required update that must be within 30 days of the anniversary date of the Head of Household's Project Start Date.
    b. If serving a household, be sure to include all applicable household members in the entry by checking the boxes next to their names.
4. In the **Entry/Exit Interim Review** pop-up, review the **MN Core: Update** assessment answers. Update any answers that are no longer correct with the newest accurate information.

After you have saved the data elements on the **MN Core: Update** assessment that appears by default, you will need to manually select your funder specific **Update** assessment, the **THP Update** assessment. After you've selected the **THP Update** assessment, you may proceed with completing and/or updating any additional data elements for each client included in the **Entry/Exit**. Then click **Save & Exit**.

Exit a Client from a Project

1. Enter **EDA mode** as the correct provider and open the client's record in **Clients**.
2. Click on the **Entry/Exit** tab, then select the **Edit Pencil** (in the **Exit Date** column) next to the correct entry.
    a. If exiting a household, be sure to include **all** applicable household members in the exit by checking the boxes next to their names.
    b. Enter the correct **Exit Date** and **Destination**, then click on **Save & Continue.**
3. Complete the **MN Core: Exit** assessment for each household member.
4. After you've saved the data elements on the **MN Core: Exit** assessment, you will need to manually select the **THP Exit** assessment from the same **Entry/Exit Date** pop-up.
5. After you've selected the **THP Exit** assessment, you may proceed with completing any additional data elements for each client included in the **Entry/Exit** record. Then click **Save & Exit**.

RUN A REPORT

Rely on funder communication for report periods, due dates, or changes to requirements. For further information about DHS-OEO THP specific reports, refer to the user guide section titled Reporting Guidelines.

1. In the top right corner of your home screen, click on **Connect to BusinessObjects**.
2. In BusinessObjects, you will find the report needed for DHS-OEO THP by clicking on:
   - *Public Folders / minnesota_live_folder / SSA Report Gallery (Funder Reports) (Secure) / 0. Program Evaluation*: **MIN-01-SAG-030 - MN Core Homeless Programs**

NOTE: When running a report, Helpdesk can see the report you SCHEDULE, but we cannot see the reports you VIEW.

DATA COLLECTION FORMS

Data collection forms for [INSERT] projects can be found by visiting the Forms and Instructions page on the Minnesota HMIS website. These forms will change as new data standards are released biannually on October 1. There are both PDF and Word versions available for download.

You are not required to use ICA's data collection forms. Staff responsible for data collection should also be aware that their agency may require them to gather non-HMIS data that is not captured by these forms.

PROGRAM-SPECIFIC DATA ELEMENTS

Program-specific data elements are chosen by your funder and are often unique to the types of projects they fund.

4.02 – 4.10 COMMON DATA ELEMENTS

DHS OEO THP-funded projects must collect the following "common" program specific data elements. More information about these data elements can be found in the HMIS Data Standards Manual.

Common Program Specific Data Elements		Data Collected About		
		All Clients	Head of Household Only	Head of Household and Other Adults
4.02	Income and Sources			X
4.03	Non-Cash Benefits			X
4.04	Health Insurance			X
4.05	Physical Disability			X
4.06	Developmental Disability			X

Common Program Specific Data Elements		Data Collected About		
		All Clients	Head of Household Only	Head of Household and Other Adults
4.07	Chronic Health Condition			X
4.08	HIV/AIDS			X
4.09	Mental Health Problem			X
4.10	Substance Abuse			X

WAS THE HOUSEHOLD ASKED TO LEAVE THE PROGRAM?

Data Collected About: Head of Household **Data Collection Point:** Project Exit

Data Collection Instructions: Record whether the household was asked to leave and if so, provide the reason.

Field		Dependency	Response Category/Data Type	
A	Was the household asked to leave the program?	None	1	Yes
			2	No
			3	Client doesn't know
			4	Client refused
			5	Data not collected
B	If yes, what was the reason the household was asked to leave the program?	Field A; Response 1		Non-payment of rent
				Reached maximum time allowed
				Criminal activity / violence
				Non-compliance with program
				Unknown/Disappeared/No Longer Engaging with Program
				Other

REPORTING GUIDELINES

DHS OEO requires THP projects to submit BusinessObjects-generated reports. These reports focus on demographics, counting, and entry/exit data. Report due dates are typically one month after the report period ends, however please subscribe to funder communications to be notified when extensions or other changes are made.

COUNTING AND DATA QUALITY REPORTS

Data Quality Instructions: Agencies should participate in the Quarterly Data Quality process to ensure that accurate information is being recorded and to address any data errors. Before sending the following reports to your funder, review and correct any errors that appear within the reports.

COUNTING

- MIN-01-SAG-030 – MN Core Homeless Programs

DATA QUALITY

- MIN-01-DQR-251 – Quarterly Data Quality Monitoring

MIN-01-SAG-030 - MN CORE HOMELESS PROGRAMS

For detailed information about the MN Core Homeless Programs report, view the Report Guide.

Location in BusinessObjects:

Public Folders

minnesota_live_folder

SSA Report Gallery (Funder Reports) (Secure)

0. Program Evaluation

Required Prompts

- Select Provider(s): *Choose the provider(s) you want to include in your report*
- Select Reporting Group(s): *Can be left blank if not using a Reporting Group*
- Select Program Type Code: *Ensure your provider's program type code is included in the selection*
- EDA Provider: *Leave blank except in rare cases (for example if ICA told you to use it)*
- Enter Start Date: *The first day of the reporting period*
- Limit to Veterans ONLY?: *Select No*
- Enter Effective Date (PLUS 1 Day): *The last day of the report period +1 day*
- Enter End Date (PLUS 1 Day): *The last day of the report period +1 day*
- Include Income?: *Select Yes*