

# SCHOOLS TO HOUSING (HENNEPIN LHPA) HMIS DATA ENTRY GUIDE

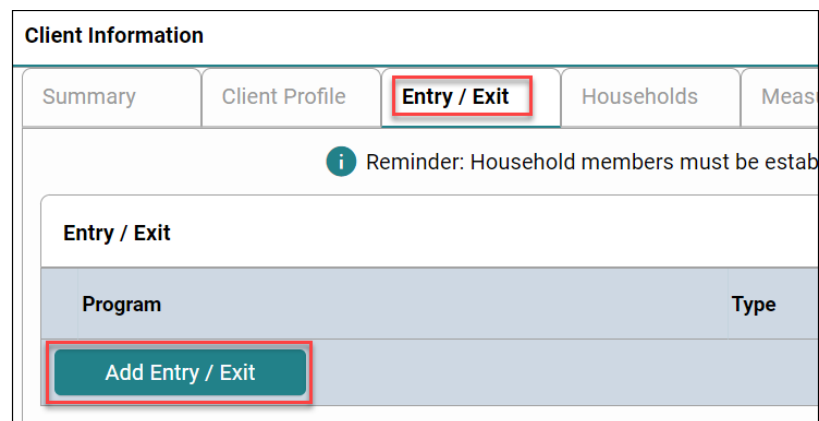
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## Before You Start

1. Make sure that the clients you will be entering have been created in HMIS. If not, please use this resource to [Create or Find Record of Presenting Client](#).
2. This program will exclusively serve families, so it is critical to keep track of household connections. Make sure that the clients are listed as in a household, and that one is designated as **Head of Household**. If not, please use this resource to [Create a Household](#).
  - a. The **Head of Household** is the client who connects all other household members. This is usually a parent but could be a child in a more complex family configuration.
3. Have the client's name or ID and date of service at the ready.

## Entry Into Program

1. In the upper right-hand corner of the HMIS home screen, click **Enter Data As (EDA Mode)** and select the correct provider. In the same corner, select **Back Date** and select the correct date.
2. From the **Clients** module in the left-hand menu of the home screen, search for the client record of the **Head of Household**.
3. Navigate to the **Entry/Exit tab** and click the button **Add Entry/Exit**.



The screenshot shows the 'Client Information' screen in HMIS. At the top, there are tabs for 'Summary', 'Client Profile', 'Entry / Exit', 'Households', and 'Meas'. The 'Entry / Exit' tab is selected and highlighted with a red box. Below the tabs, there is a reminder icon and text: 'Reminder: Household members must be estab'. Underneath, there is a section titled 'Entry / Exit' with a table structure. The table has two columns: 'Program' and 'Type'. At the bottom left of this section, there is a button labeled 'Add Entry / Exit' which is also highlighted with a red box.

4. In the pop-up, under **Household Members**, check off all members of the household being served by the program. For **Type**, select **"Basic."** Then click **Save and Continue**.



Household Members

**i** To include Household members for this Entry / Exit, click the box beside each name. Only members from the SAME Household may be selected.

(39195) Female Single Parent

(98311) household\_testing

(542704) Child\_Test\_Entry

(12887) client\_test2

(12888) client\_test23

(8028) client4\_test

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Project Start Data - (98311) household\_testing

Provider *	ICA-RRH-MN HSG-FHPAP- Training Provider-Rapid Rehousing (4405)	<input type="button" value="Search"/>	<input type="button" value="My Provider"/>	<input type="button" value="Clear"/>
Type *	Basic			
Project Start Date *	09 / 07 / 2023	<input type="button" value="Calendar"/>	<input type="button" value="Refresh"/>	11 : 50 : 38 AM

- On the Entry/Exit Data assessment, complete the **Universal Assessment** fields for the Head of Household.
- On the **Household Members** side menu, toggle through each of the included members of the household and complete the required fields of the **Entry Assessment** for each. Some questions will not be required for children, or for non-heads of household.

Household Members	Household Data Sharing
<ul style="list-style-type: none"> <li><input type="radio"/> (98311) household_testing Age: 48 Veteran: Unknown</li> <li><input checked="" type="radio"/> (542704) Child_Test_Entry Age: Unknown Veteran: Unknown</li> <li><input type="radio"/> (12887) client_test2 Age: 67 Veteran: Unknown</li> </ul>	<p>Client: (542704) Child, Test Entry <input type="button" value="Add Household Data"/></p> <p>MN: FHPAP Entry RRH HA <span style="float: right;">Entry Date: 09/07/2023 11:50:38 AM </span></p> <p><small>The COVID-19 Survey is an optional tool to support local pandemic response efforts. If using the tool, complete for all household members. Unless updating a previous survey to add test results or end dates of symptoms/isolation, complete a new survey.</small></p>

- Click **Save and Exit** and return to the client's profile.
- Navigate to the **Case Managers** tab and click the **Add Case Manager** button

Client Information				Service Transactions													
Summary	Client Profile	Households	ROI	Entry / Exit	<b>Case Managers</b>	Case Plans	Assessments										
<p>Case Managers</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Provider</th> <th>Phone Number</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">No matches.</td> </tr> </tbody> </table> <p><input type="button" value="Add Case Manager"/></p>								Name	Provider	Phone Number	Start Date	End Date	No matches.				
Name	Provider	Phone Number	Start Date	End Date													
No matches.																	

- Fill in the information about the case manager who is working with the family. Once it is filled out, click the **Add Case Manager** button.

**Case Manager**
✕

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**Case Manager - (545069) backdate, test**

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▼ **Household Members**

This Client is not a member of any Households.

<b>Type *</b>	<input type="radio"/> Community Services User <input type="radio"/> Me <input checked="" type="radio"/> Other
<b>Name *</b>	(name of manager) <span>⋮</span>
Title	
Phone Number	
Email Address	
<b>Provider *</b>	MoveFwd-HP-HCC-DOR-LHPA-Hennepin Schools to Housing Program (6959) <span style="float: right;"> <input type="button" value="Search"/> <input type="button" value="My Provider"/> <input type="button" value="Clear"/> </span>
<b>Start Date *</b>	11 / 30 / 2023 <span>📅 ↺ 📅</span>
End Date	/ / <span>📅 ↺ 📅</span>

### Record Services

1. Enter **EDA mode** to the correct provider and set the appropriate **Back Date**.
2. Search for the client record of the **Head of Household** in the **Clients** module.
3. In the client record, navigate to the **Service Transactions tab** and click the **Add Service** button.
  - a. If you are adding multiple services from the same day, you can click **Add Multiple Services** instead.
4. Under **Household Members**, make sure other household members are not checked. Confirm the **Start Date** and select the **Service Type** from the drop-down menu. Then click **Save and Continue**.

▼ **Household Members**

📘 To update Household members for this Service, click the box beside each name.

(39195) Female Single Parent

(98311) household\_testing (Primary Client)

(542704) Child\_Test\_Entry

(12887) client\_test2

(12888) client\_test23

(8028) client4\_test

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<b>Service Provider *</b>	ICA-RRH-MN HSG-FHPAP- Training Provider-Rapid Rehousing (4405)
Creating User	Noa Levi
<b>Start Date *</b>	09 / 07 / 2023 <span>📅 ↺ 📅</span> 12 : 41 : 59 PM <span>⌵ ⌵ ⌵</span>
End Date	/ / <span>📅 ↺ 📅</span> : : <span>⌵ ⌵ ⌵</span>
<b>Service Type *</b>	Rent Payment Assistance (BH-3800.7000)
Provider Specific Service	-Select-

5. Under **Service Costs**, list the amount of money provided to the client, if applicable. For counseling or referral services, leave this section blank.

- Under **Funding Sources**, select **Add Funding Source**, then “MN: Local Homeless Prevention Aid (LHPA).”

**Service Costs**

Number of Units	1
Unit Type	-Select- ▼
Cost per Unit	
Total Cost of Units	\$ 500.00

**Apply Funds for Service**

**Funding Sources**

Source	Amount
MN: Local Homeless Prevention Aid (LHPA)	\$ 500.00

Add Funding Source

Calculate

Total: \$500.00

- Under **Need Information**, select “In Progress” as the **Need Status**.

**Need Information**

Need Status *	In Progress ▼
Outcome of Need	-Select- ▼
If Need is Not Met, Reason	-Select- ▼

- Click **Save and Exit**.


### Exit From Program

- Enter **EDA mode** to the correct provider and set the appropriate **Back Date**.
- Search for the client record of the **Head of Household** in the **Clients** module.
- Click on the **Entry/Exit** tab. Find the entry enrollment to the program and click the **edit pencil** to the left of the blank **Exit Date**.

Entry / Exit		Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count
	ICA-RRH-MN HSG-FHPAP-Training Provider-Rapid Rehousing (4405)	Basic		09/07/2023				








- In the pop-up, under **Household Members**, check all members of the household who were entered into the program.
- Confirm the **Exit Date** is accurate and select a **Reason for Leaving** and a **Destination**.






Edit Exit Data - (98311) household, testing

Exit Date *	09 / 07 / 2023    12 : 52 : 42 PM
Reason for Leaving	-Select- 
If "Other", Specify	<input type="text"/>
Destination *	-Select- 









- Complete the Exit assessment questions for the Head of Household.
- In the **Household Members** side menu, click through to the other members of the household included in the Exit and answer any required questions for each member of the household as well. Then, click **Save and Exit**.
- Once the Exit assessment is complete, navigate to the **Service Transactions tab** and click **View Entire Service History**.
- Find the first **Service** from the program and click the **edit pencil** to the left of its row.

All Service Transactions

Select Dates: -Select-    End Date: / /    

Transaction Type	Date	Provider	Type	Need Status / Outcome	Need Goal
   Need	09/07/2023	ICA-RRH-MN HSG-FHPAP-Training Provider-Rapid Rehousing	Rent Payment Assistance	In Progress	
  Service	09/07/2023	ICA-RRH-MN HSG-FHPAP-Training Provider-Rapid Rehousing	Rent Payment Assistance		

- Fill in the appropriate **End Date** information.

Service Provider *	 ICA-RRH-MN HSG-FHPAP-Training Provider-Rapid Rehousing (4405)
Creating User	Noa Levi
Start Date *	09 / 07 / 2023    12 : 41 : 59 PM
End Date	10 / 01 / 2023    12 : 00 : 00 PM
Service Type *	 Rent Payment Assistance (BH-3800.7000)

- Scroll down and mark the **Need Status** as "*Closed*" and select the appropriate **Outcome of Need**. If staff are unable to assist as planned, select a reply for **If Need is Not Met, Reason**.

Need Information

Need Status *	Closed 
Outcome of Need	Fully Met 
If Need is Not Met, Reason	-Select- 

- Repeat until all services are ended.

## Service Transaction Codes

The Schools to Housing program in Hennepin County will use MN’s HMIS to track the provision of individual services to client households. There are two types of services to track through HMIS:

- (1) financial assistance services, which include money given to or expended for the client, and
- (2) counseling/referral services, which do not.

Services are tracked in the Service Transactions tab of a client's profile in HMIS, as directed above in this document. Each service is identified with an alphanumeric code using the 211 AIRS taxonomy. The services to track, along with their AIRS codes and a brief description of each, are listed below.

### Financial Assistance

Rent Payment Assistance	BH-3800.7000	Cash provided to pay rent
Mortgage Payment Assistance	BH-3800.5000	Cash provided to pay a mortgage
Rental Deposit Assistance	BH-3800.7250	Cash provided for new rental deposit
Utility Service Payment Assistance	BV-8900.9300	Cash provided for utilities
Transportation Expense Assistance	BT-8300	Cash provided for transportation needs
Undesignated Temporary Assistance	NT-8900	Cash provided for other needs, to prevent or end homelessness, as approved by program

### Counseling and Referrals

Case Management	PH-1000	Counseling in creating and planning for goals
Child Care Provider Referrals	PH-2400.1500	Assistance finding appropriate childcare
Housing Search Assistance	BH-3900.3100	Assistance finding appropriate housing
Life Skills Education	PH-6200.4600	Counseling and support on general needs, such as budgeting, finances, parenting, or nutrition
Landlord-Tenant Dispute Resolution	FT-4500.4600	Assistance mediating disagreements with landlords to keep client housing and prevent homelessness
Lawyer Referral Services	FT-4800	Assistance in finding appropriate legal aid
Pre-Job Guidance	ND-2000.6500	Counseling on job searching, resume development, interviewing, or related skills
Physician Referral	LH-2500.6500	Assistance finding appropriate medical care
Psychologist Referral	RR-8500.6500	Assistance finding appropriate mental health care

Referrals to housing programs that are not described here, including referrals to Coordinated Entry, do not need to be listed as services under your Schools to Housing HMIS provider. If you are unsure whether a particular service is eligible to be funded under Schools to Housing, please consult with your program manager.