Institute for Community Alliances

HMIS USER GUIDE: YOUTH HOMELESSNESS DEMONSTRATION PROGRAM (YHDP)

RAPID RE-HOUSING (RRH) | TRANSITIONAL HOUSING (TH) | PERMANENT SUPPORTIVE HOUSING (PSH) | SERVICES ONLY (SSO)

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Last updated: 7/20/2023

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. Your agency may have a project that receives funding from multiple sources for the same project to serve the same clients.

If you are using a single HMIS provider to report out to multiple funders, you will need to complete the data entry and reporting requirements for *each funder.* For detailed instructions, please refer to the Using one provider for multiple funding sources 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 **ClientPoint**.
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**.
    a. If receiving a Coordinated Entry referral, you can go directly to the client's record using the client ID given to you by your CoC's Priority List Manager.
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 **ClientPoint**.
    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 **HUD** 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 **HUD: YHDP Entry** 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**.

Update a Client's Information

Data elements required for collection at annual assessment must be entered no more than **30 days before or after** the anniversary of the head of household's Project Start Date. 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 **ClientPoint**.
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 **Annual Assessment** from the **Interim Review Type** drop-down menu.
        i. For updates prompted by a change in a client's information, select **Update**.
    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 **HUD: YHDP Update** answers. Update any answers that are no longer correct with the newest accurate information.

Exit a Client from a Project

1. Enter **EDA mode** as the correct provider and open the client's record in **ClientPoint**.
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 **HUD: YHDP Exit** for each household member.

Run a Report

For more information about YHDP-required reports, refer to the user guide section titled Reporting Guidelines.

1. Click on **Reports** to open the **Report Dashboard**. Select **CoC-APR**.
2. Fill out the prompts in the **Report Options** section, then click on **Build Report**.
3. Review sections **6a – 6f** to identify data quality issues.
4. Click on **Download** to get a zip. archive containing the CSV files required for SAGE submission.
5. Next, return to the **Report Dashboard**. Select **Hashed HMIS CSV**.
6. Click the **Start New Export** button.
7. Fill out the prompts in the **Export Options** section, then click on **Run Export**.
8. Once the status of the export process is displayed as **Completed**, click the magnifying glass icon to view the **Export Details.**
9. Click on **Download** to get a zip archive containing the CSV files required for the Supplemental Reporting Tool (SRT) App.

DATA COLLECTION FORMS

Data collection forms for YHDP 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

Some program-specific data elements for YHDP are chosen by each CoC, so these may vary. The data elements in this section are required for all YHDP projects. YHDP data elements will be specified on each Entry, Update, and Exit Assessment that is assigned to your CoC's providers. More information about the YHDP requirements can be found on the HUD Exchange's YHDP website.

4.02 – 4.10 COMMON DATA ELEMENTS

YHDP-funded projects must collect the common data elements necessary to generate the Annual Performance Report (APR). More information about these data elements can be found in the HUD-CoC HMIS User Guide and Minnesota's HMIS Data Standards Guide.

4.12 CURRENT LIVING SITUATION

Current Living Situation

		Start Date *	End Date	Current Living Situation	Is client going to have to leave their current living situation within 14 days?
		10/01/2022		Staying or living in a friend's room, apartment or house (HUD)	
Add				**Showing 1-1 of 1**	

Project Type Applicability: All Project Types serving Category 2 youth

Data Collected About: Head of Household and Adults

Data Collection Point: Occurrence Point (At the Time of Contact)

Rationale: Unlike the CoC Program, YHDP-funded projects may be permitted to serve persons in any of the four categories in the definition of homelessness. All YHDP projects following the FY2022 Data Standards that are serving clients who meet the definition of homelessness in Category 2 of the homeless definition must therefore collect 4.12 Current Living Situation, regardless of project type. This element will allow projects to determine the number of clients served that meet each of these definitions.

Data Collection Instructions: Record the date and Current Living Situation of each interaction with a client. The first Current Living Situation will occur at the same point as Project Start Date. A Current Living Situation must be recorded anytime a client is met, including when a Project Start Date is recorded.

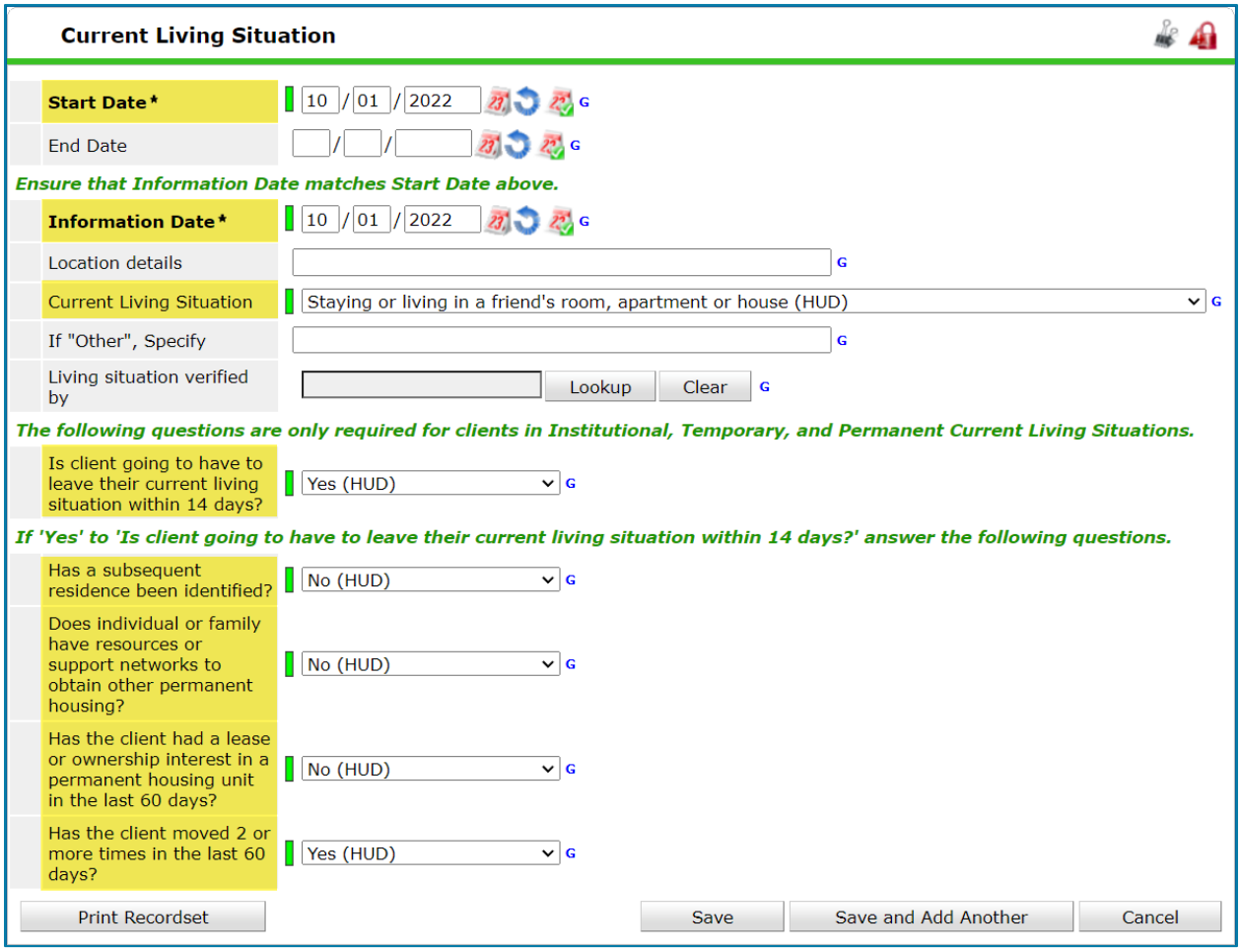
YHDP projects are required only to record the following questions in the Current Living Situation series:

- **Information Date:** This is the date the interaction took place. In Community Services, you will record a **Start Date** that matches the **Information Date**.
- **Current Living Situation**: Select the most accurate option from the list of responses.

*The following 'Yes' or 'No' questions are only required for clients in Institutional, Temporary, or Permanent **Current Living Situations**:*

- **Is client going to have to leave their current living situation within 14 days?**

- If 'Yes' to **Is client going to have to leave their current living situation within 14 days?** answer the following questions:
    - **Has a subsequent residence been identified?**
    - **Does individual or family have resources or support networks to obtain other permanent housing?**
    - **Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days?**
    - **Has the client moved 2 or more times in the past 60 days?**



C3 YOUTH EDUCATION STATUS

Field	Dependency	Response Category/Data Type	
1 Information Date	None	[date]	
2 Current school enrollment and attendance	None	1	Not currently enrolled in any school or educational course
		2	Currently enrolled but NOT attending regularly (when school or the course is in session)
		3	Currently enrolled and attending regularly (when school or the course is in session)
		4	Client doesn't know
		5	Client refused
		6	Data not collected
A Most recent educational status	Field 2 Response 0	1	K12: Graduated from high school
		2	K12: Obtained GED
		3	K12: Dropped out
		4	K12: Suspended
		5	K12: Expelled
		6	Higher Education: Pursuing a credential but not currently attending
		7	Higher Education: Dropped out
		8	Higher Education: Obtained a credential/degree
		9	Client doesn't know
		10	Client refused
		11	Data not collected
B Current Educational Status	Field 2 Response 1 or Field 2 Response 2	1	Pursuing a high school diploma or GED
		2	Pursuing Associate's Degree
		3	Pursuing Bachelor's Degree
		4	Pursuing Graduate Degree
		5	Pursuing other post-secondary credential
		6	Client doesn't know
		7	Client refused
		8	Data not collected
		9	Pursuing a high school diploma or GED

Project Type Applicability: All Project Types

Data Collected About: Head of Household

Data Collection Point: Project Start and Project Exit

Data Collection Instructions: Use the following definitions to determine the client's current school enrollment and attendance status:

"Any school or educational course" means a course of study that leads to a degree from an accredited educational institution or industry-recognized credential.

"Enrolled and attending regularly" means registered for and attending the selected course of study frequently enough to maintain enrollment. 8 | Page This guide is a resource for communities that have been selected to participate in the Youth Homelessness Demonstration Program (YHDP).

"Enrolled and attending irregularly" means registered for but not attending the selected course of study regularly. Student may be at risk of disenrollment (or being "dropped") due to frequent absences.

All clients who are marked as "not currently enrolled in any school or educational course" will be asked about their most recent educational status. The purpose of this question is to gain a better understanding of the educational attainment levels of clients and possible correlations between educational status and other core program outcomes, employment and earned income, and stable housing. For the purposes of this question, a **"credential"** in higher education means an industry-recognized non-degree credential, and a **"degree"** in higher education means an Associate's, Bachelor's, or graduate degree from an accredited educational institution, as defined below.

Clients who are enrolled in any school or educational course will subsequently be asked about their current educational status. This field identifies specifically what type of degree or credential they are pursuing. The is following definitions should be used to determine the type of degree or credential pursued by the client:

"Associate's Degree": A degree granted for the successful completion of a sub-baccalaureate program of studies, usually requiring at least 2 years (or equivalent) of full-time college-level study; an associate's degree informally may be called a "two-year degree".

"Bachelor's Degree": A degree granted for the successful completion of a baccalaureate program of studies, usually requiring at least 4 years (or equivalent) of full-time college-level study

"Graduate Degree": An advanced academic or professional degree pursued after one has already obtained a bachelor's degree; examples include, but are not limited to, a master's degree, doctoral degree, Juris Doctor (J.D.), and Doctor of Medicine (M.D.).

"Other post-secondary credential": A non-degree credential that may include a certificate, industry certification, apprenticeship certificate, or occupational

R3 SEXUAL ORIENTATION

Field		Dependency	Response Category/Data Type	
1	Sexual Orientation	None	1	Heterosexual
			2	Gay
			3	Lesbian
			4	Bisexual
			5	Questioning/Unsure
			6	Other

			7	Client doesn't know
			8	Client refused
			9	Data not collected
A	If other, please describe	Field 1 Response 6	1	[Text]

Project Type Applicability: All Project Types

Data Collection Point: Project Start

Data Collected About: Head of Household and Adults

Data Collection Instructions: The response options include: Heterosexual, Gay, Lesbian, Bisexual, Questioning/Unsure, Other, Client doesn't know, and Client refused. Any questions regarding a client's sexual orientation must be voluntary and clients must be informed prior to responding of the voluntary nature of the question and that their refusal to respond will not result in a denial of services. It is important that this measure be updated if a youth discloses this information at a later time when a trusting relationship is established. In the case of "pansexual" or "asexual" or other options that may not be listed, RHY grantees are instructed to select the "Other" and to describe the "Other" response in a separate text response option should the client choose to provide a response to this question.

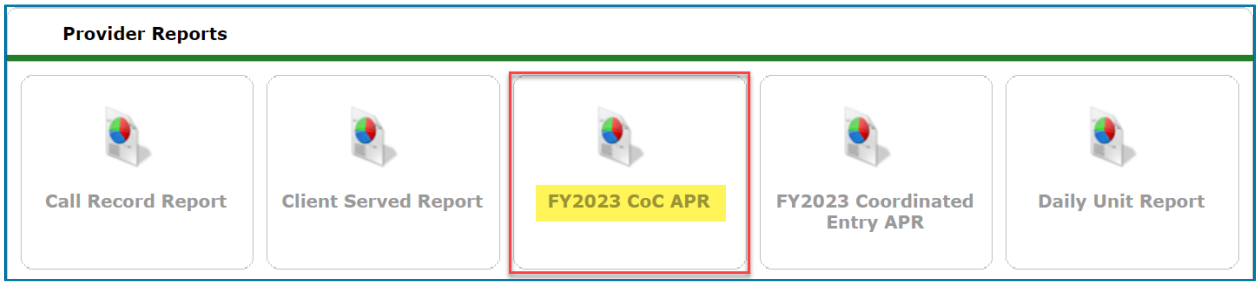
For a full list of RHY data elements, which may be included in your program's YHDP assessment, visit the HMIS User Guide for HHS RHY Projects.

REPORTING GUIDELINES

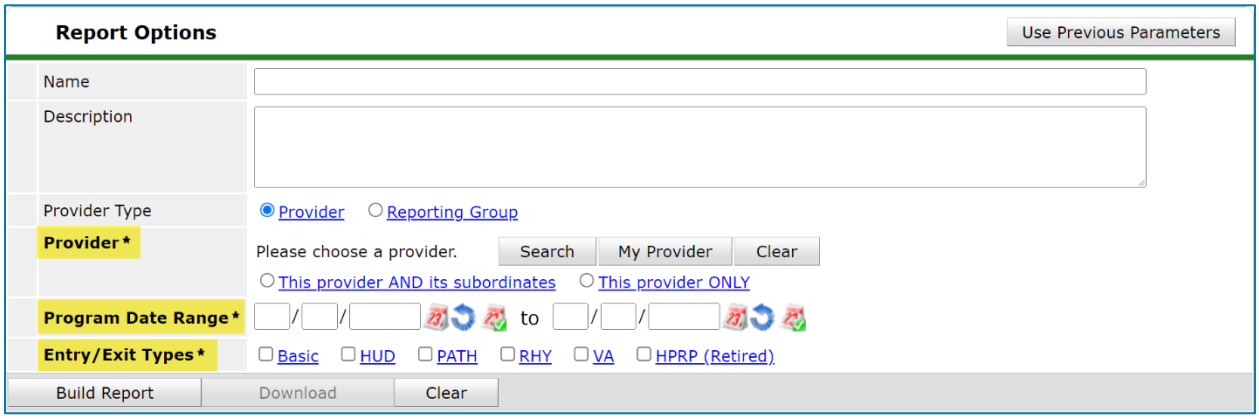
This section introduces the data quality and funder-required reports for YHDP projects. Users should run data quality reports regularly to ensure that accurate information is being provided to funders and other agencies. For information about reporting periods, due dates, and changes to requirements, refer to communications from funders.

DATA QUALITY REPORTS

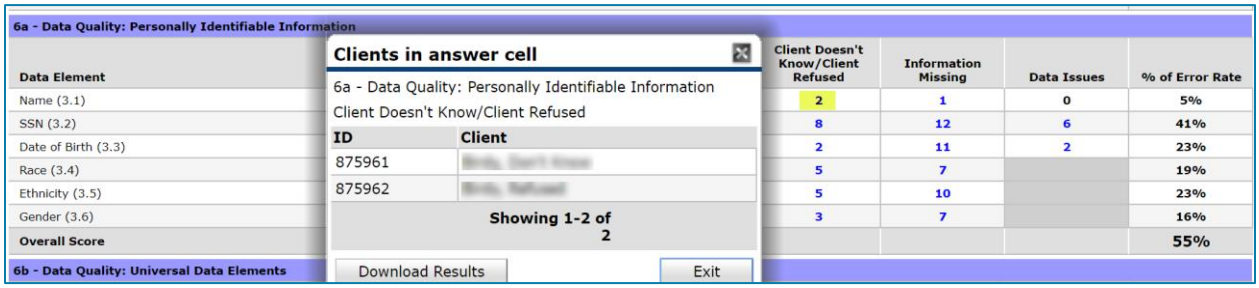
Name: CoC APR **Location:** Reports → Provider Reports → CoC-APR



Required Prompts: Provider, Program Date Range, Entry/Exit Types (YHDP projects are instructed to select HUD as the Entry/Exit type)



Data Quality Instructions: Sections 6a-6f of the APR are focused on data quality. To view client records flagged as an error, click on the blue number in the desired cell.



FUNDER-REQUIRED REPORTS

All YHDP-funded projects are required to run two HMIS generated reports as part of their reporting requirements in Sage.

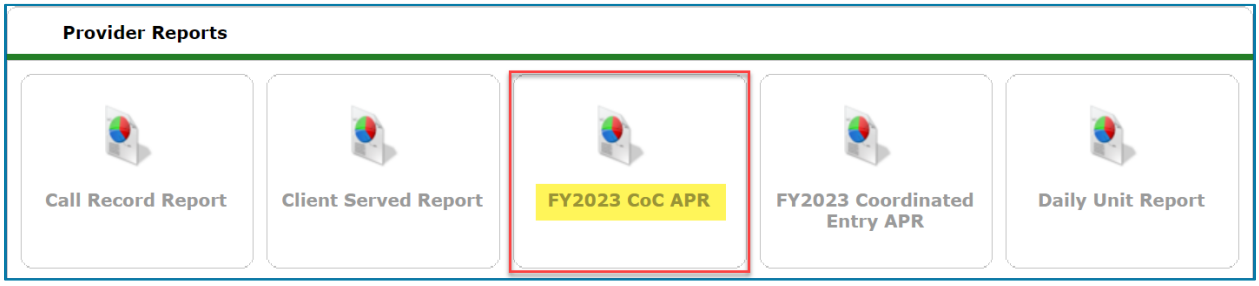
1. **CoC APR** (also known as the Annual Performance Report (APR): Running this report enables users to submit an Annual Performance Report (APR) via CSV upload in the Sage HMIS Reporting Repository.
2. **Hashed HMIS CSV**: Running this report enables users to use the Supplemental Reporting Tool App (YHDP SRT App), which generates the **YHDP – Supplemental CSV** for the supplemental information required of YHDP recipients in Sage.

Submission Frequency: Quarterly and annually, based on your community's YHDP funding round.

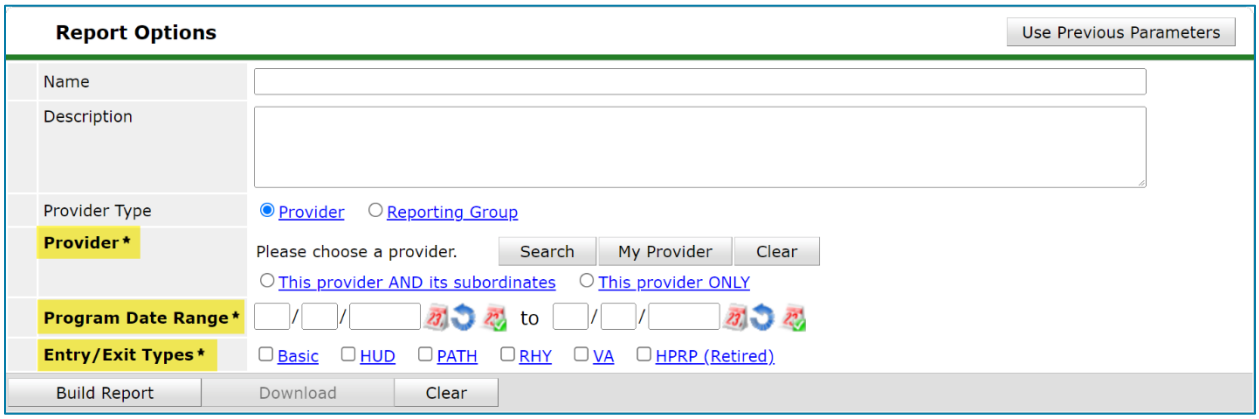
Submission Instructions: Additional information about the Sage HMIS Reporting Repository can be found in the Sage CoC APR Guidebook. For more information about YHDP reporting guidance, see the YHDP APR Guidance located in the **RESOURCES** page in Sage.

COC APR

Name: CoC APR **Location:** Reports Tab → Provider Reports → CoC-APR

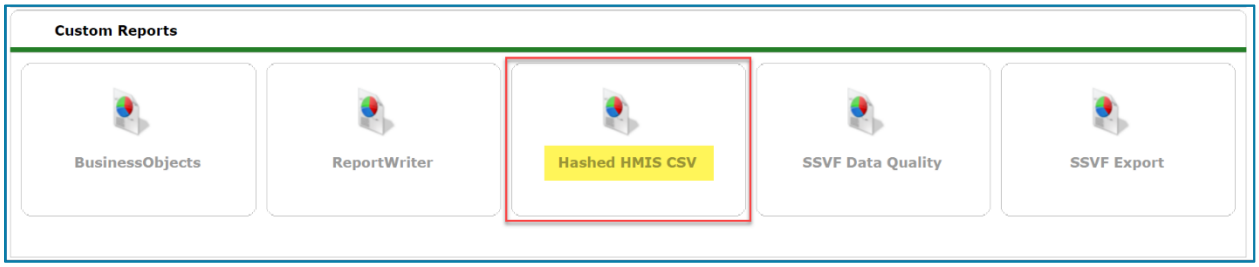


Required Prompts: Provider, Program Date Range, Entry/Exit Types (YHDP projects are instructed to select HUD as the Entry/Exit type)



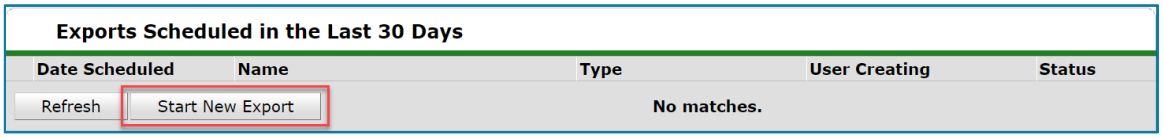
HASHED HMIS CSV

Name: Hashed HMIS CSV **Location:** Reports → Custom Reports → Hashed HMIS CSV

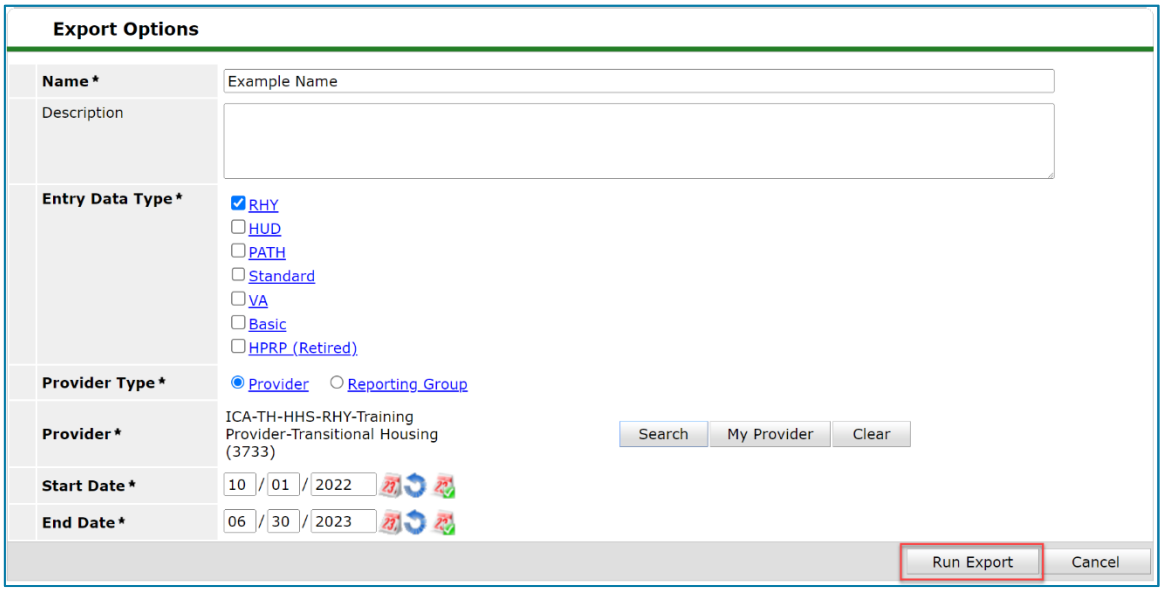


1. Click on the **Reports** module and navigate to the **Hashed HMIS CSV** dashboard tile located in the **Custom Reports** section.

2. Clicking on the **Hashed HMIS CSV** tile will take the user to the data export utility. To begin the process of creating an export file, click the **Start New Export** button.



3. Upon clicking the **Start New Export** button, the user will be presented with several fields to identify the export as well as filter the data included in the export file.



4. **Required Prompts:**

   Name – Allows the user to name the export file. This is a required field.

   Description – This *optional* field provides the user an area to further describe the export.

Entry Data Type – It is required that the user choose which data to include in the export. The checkboxes allow for the inclusion of only RHY Entry Types or a combination.

Provider Type – Here the user can choose to run the export based on data belonging to a single provider which the user has access to, or a reporting group assigned to them.

Provider/Reporting Group – This required filter will adjust based on the **Provider Type** selection. If **Provider** was selected, the user can search for a provider they have access to per EDA configurations or their own provider. If **Reporting Group** was selected, the user can select a reporting group assigned to them.

Start Date – It is required that the user enter a start date to indicate how far back in time they wish to base the data export on.

End Date – It is required that the user enter an end date to complete the range of time they wish to base the export on.

5. Clicking the **Run Export** button will start the export process.

6. Once the **Run Export** button is clicked, the export will be displayed in the **Exports Scheduled in the Last 30 Days** screen. The **Status** column will indicate where the export is in the completion process.

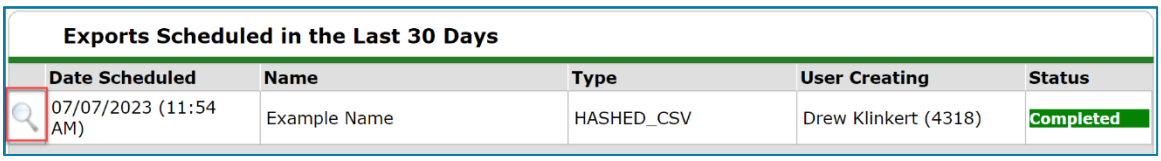
   Pending – Indicates that the export request is being sent to the export processing component for scheduling.

   Scheduled – Will display when the threshold for concurrent RHY export processes has been met across Community Services installations indicating your request is in the processing queue.

   Running – Indicates that the export process is running in the background.

   Completed – The export process has completed, and the file is ready for download.

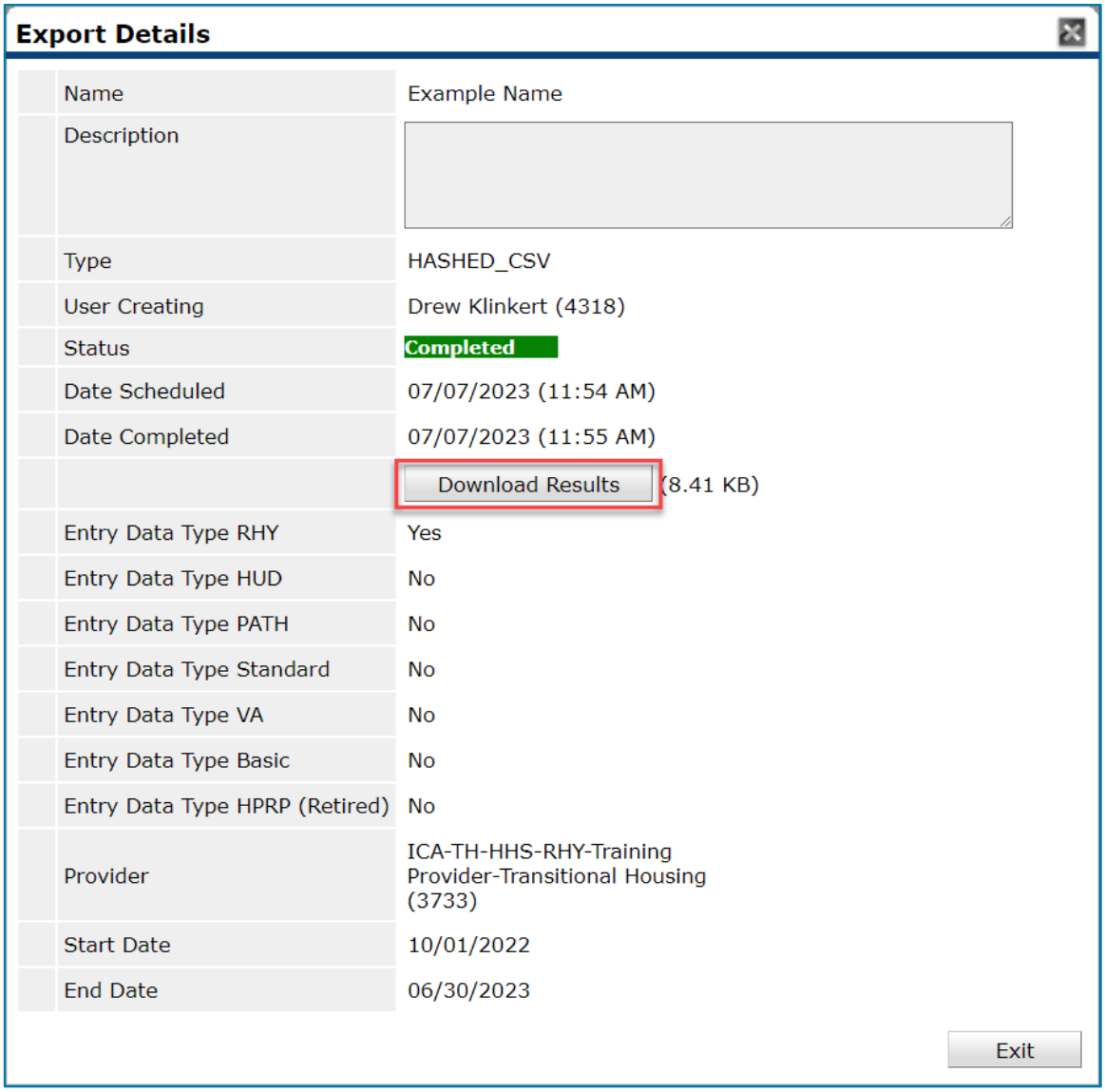
7. Once the status of the export process is displayed as **Completed**, click the magnifying glass icon to view the **Export Details** and download the created file.



Exports Scheduled in the Last 30 Days

Date Scheduled	Name	Type	User Creating	Status
07/07/2023 (11:54 AM)	Example Name	HASHED_CSV	Drew Klinkert (4318)	Completed

8. The **Export Details** screen provides the user with detailed information on the export itself and the ability to download the compressed file.



Export Details

Name	Example Name
Description	
Type	HASHED_CSV
User Creating	Drew Klinkert (4318)
Status	Completed
Date Scheduled	07/07/2023 (11:54 AM)
Date Completed	07/07/2023 (11:55 AM)
	Download Results (8.41 KB)
Entry Data Type RHY	Yes
Entry Data Type HUD	No
Entry Data Type PATH	No
Entry Data Type Standard	No
Entry Data Type VA	No
Entry Data Type Basic	No
Entry Data Type HPRP (Retired)	No
Provider	ICA-TH-HHS-RHY-Training Provider-Transitional Housing (3733)
Start Date	10/01/2022
End Date	06/30/2023

Exit

9. Once you have downloaded your **Hashed HMIS CSV** file to your device, open the **YHDP SRT App.** You will need to have downloaded the app by logging into Sage and visiting this page (this link will only work when you're logged into Sage).

10. Click on the **Import Hashed HMIS CSV** button and locate the **Hashed HMIS CSV** file you just downloaded.

11. When you have resolved any errors or warnings and have verified that the information imported into the YHDP SRT App is correct, click on **Export YHDP Supplemental CSV for Sage**. You will then be prompted to save a .zip file that includes all CSV files in the correct format to upload to Sage. Name and save this file to a destination that you will be able to easily find later.

12. Upload the YHDP Supplemental CSV for Sage using the link on the Submission Launchpad in Sage called **YHDP - Supplemental CSV Upload**.

13. More detailed instructions for using the **YHDP SRT App** are available in Sage (again, you must be logged into Sage to access these instructions).