**FHPAP Program Specific Data Elements Form for HMIS: All Clients** *(Collect information about all household members)*

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| **HMIS Tips:**   * *EDA to the project provider.* * *Before updating your Program Specific assessment in HMIS, make sure to complete the questions on the appropriate* ***MN Core*** *assessment, as it contains the universal and common data elements for HMIS projects. The questions on your Program Specific Assessment have been chosen by your funder and are required in addition to the universal and common data elements.* * *If information is missing, follow-up with the client or staff person responsible for gathering information to complete the missing information. DO NOT enter “Client doesn’t know” or “Client prefers not to answer” unless the client does not know or prefers not to answer.* * *You only need to collect data about the required household members. Who the data is collected about is in parentheses after the question. For example, “(Head of Household).”* * *In Community Services, a  (green checkmark) indicates a household member’s record has been updated.* |

Program Entry (in HMIS: use Entry/Exit Tab)

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| 1. Provider: 2. Type: Basic 3. Project Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Month/Day/Year) |

Have you confirmed that there are no recent (within the last 60 days) FHPAP payments in HMIS on behalf of the Head of Household? *(Head of Household)*

* Yes
* No

FHPAP Funding: *(Head of Household)*

*Start Date: should match project start date.*

* Standard
* Fast Track

Notes (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City where resides:** *(Head of Household)*

Updates (in HMIS: use Entry/Exit Tab: Interims)

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| **Data Collection Instructions:**   * ***Underlined terms*** *have definitions available at* [*hmismn.org/definitions*](https://www.hmismn.org/definitions)*. Print a copy to have available.* | **HMIS Tips:**   * *Use the General HMIS Instructions & your program’s (funder) Supplemental User Guide for complete data entry instruction.* * *EDA to Entry provider. No need to backdate* * *Click on the “Interims” icon next to the correct entry in the Entry/Exit tab* * *Select* ***Update*** *for Review Type and enter the date of the review. Update as needed.* |

**FHPAP Funding:** *(Head of Household) If the funding used to assist the client changes, you will need to update the client's financial assistance data in the FHPAP Funding sub-assessment.*

1. *Add an end date to the row previously created to record your client’s financial assistance.*
2. *Add a new row in the sub-assessment to capture the change in funding.*

*Start Date: should match the Interim Review Date*

* Standard
* Fast Track

Notes (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Exit (in HMIS: use Entry/Exit Tab)

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| **HMIS Tips:**   * *Complete Exit from the head of household’s record* * *Use the General HMIS Instructions, your program’s (funder) Supplemental User Guide, and the Households How-To Guide for complete data entry instruction.* * *EDA to Entry Provider. No need to backdate.* * *Entry/Exit Tab: click pencil next to exit date. Continue to the Exit Assessment.* * *If some household members are staying, uncheck the boxes next to their names.* * *After completing the first Exit Data window, Save & Continue to Exit Assessment and answer required questions for each member. A (A green circle with a white tick    Description automatically generated green check-mark) indicates a household member’s record has been updated.* |

FHPAP Funding: *(Head of Household)*

*Add an End Date: should match project end date.*

Notes (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service Transactions (in HMIS: Services Transactions Tab) *(Head of Household)*

**HMIS Tips**

* Click on the “Service Transactions” Tab
* Use “multiple services” button to add a service
* Confirm that the Service Provider and Start Date are correct. In most cases it should match project start date. No services should start BEFORE project start.
* Units are not required. Cost is only required for financial assistance services.
* For housing related services (e.g. rental assistance), enter the start and end dates for the period which the payment applies.
* The end date for a service must be at least 1 day after the start date. This applies to one-time services (e.g. food, transportation).

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| **Service Type (write-in)** | **Start date** | **End date** | **Funding Source** | **Cost** |
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***Underlined terms*** *have definitions provided at* [*hmismn.org/definitions*](https://www.hmismn.org/definitions)*. Please print a copy to have available.*