Institute for Community Alliances

HMIS USER GUIDE FOR DHS HOUSING SUPPORT PROJECTS

Emergency Shelter (ES)

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 **Housing Support Entry** assessment. After you've selected the **Housing Support Entry** assessment, you may proceed with completing 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 **Housing Support Exit** assessment from the same **Entry/Exit Date** pop-up.
5. After you've selected the **Housing Support 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

For more information about DHS Housing Support reports, refer to the user guide section titled Reporting Guidelines.

1. Click **Connect to BusinessObjects** in the top right corner of your screen.
2. Participate in the Quarterly Data Quality process for DHS Housing Support and regularly run the MN Core Homeless Programs report, located here:
   - *Public Folders / minnesota_live_folder / SSA Report Gallery (Funder Reports) (Secure) / 0. Program Evaluation:* **MIN-01-SAG-030 - MN Core Homeless Programs**

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

DATA COLLECTION FORMS

Data collection forms for DHS Housing Support 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.

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.

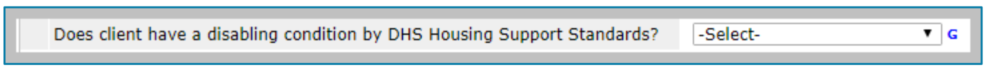
4.02 – 4.10 COMMON DATA ELEMENTS

Housing Support-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

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

DOES CLIENT HAVE A DISABLING CONDITION BY DHS HOUSING SUPPORT STANDARDS?



Data Collected About: All Household Members

Data Collection Point: Project Start

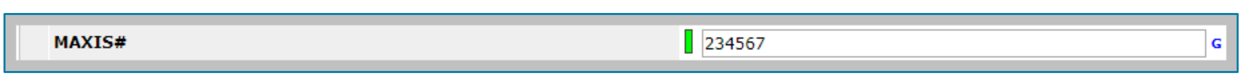
Rationale: To specify that a person does not have to be certified as disabled by a federal or state government agency to have a disabling condition. Instead, this can be a condition, illness or injury that limits a person's self-sufficiency.

Data Collection Instruction: Collect information from the client to determine the answer to this question.

RESPONSE CODES

Field	Dependency	Response Category/Data Type
Does client have a disabling condition by DHS Housing Support standards?	No	1 Yes 2 No

MAXIS ID



Data Collected About: Head of Household

Data Collection Point: Project Start

Rationale: MAXIS is a computer system used by state and county workers to determine eligibility for public assistance and health care. For cash assistance and food support programs, MAXIS also determines the appropriate benefit level and issues benefits. Recording the MAXIS ID in HMIS allows staff to easily look up client information across systems that they have access to.

Data Collection Instruction: Collect MAXIS ID information

REPORTING GUIDELINES

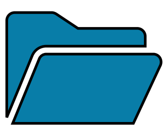
This section introduces the data quality and funder-required reports for DHS Housing Support projects. For information about reporting periods, due dates, and changes to requirements, refer to communications from funders.

DATA QUALITY REPORTS

Agencies should participate in the Quarterly Data Quality process to ensure that accurate information is being recorded and to address any data errors.

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

Location in BusinessObjects:



Public Folders

↓

minnesota_live_folder

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SSA Report Gallery (Funder Reports) (Secure)

↓

0. Program Evaluation

Required Prompts (prompts not listed below should be left blank):

- 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*

FUNDER-REQUIRED REPORTS

Currently, ICA runs and submits the **MN Core Homeless Programs** report to DHS on behalf of agencies. Check your email and the MN HMIS website to look for notices from DHS to announce report due dates.