Institute for Community Alliances

HMIS USER GUIDE FOR MN HSG-LTH/HPH PROJECTS

Permanent Housing – Housing Only (PH HO) | Permanent Supportive Housing (PSH)
Permanent Housing with Services (PH S)

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 **LTH Entry** assessment. After you've selected the **LTH 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 are required every 6 months after Project Start. In addition, data elements should be updated when a change occurs.

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.
5. 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 **LTH Update** assessment. After you've selected the **LTH 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 **LTH Exit** assessment from the same **Entry/Exit Date** pop-up.
5. After you've selected the **LTH 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 detailed information about MN HSG-LTH reports – names, prompts, requirements – refer to the user guide section titled Reporting Guidelines.

1. Click **Connect to BusinessObjects** in the top right corner of your screen.
2. Run data quality reports on a regular basis (at least quarterly) for MN HSG-LTH, which are located here:
   a. *Public Folders / minnesota_live_folder / SSA Report Gallery (Funder Reports) (Secure) / 4. State Homeless Programs / MN Housing LTH*
   b. *Public Folders / minnesota_live_folder / SSA Report Gallery (Funder Reports) (Secure) / 0. Program Evaluation*

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 LTH 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.

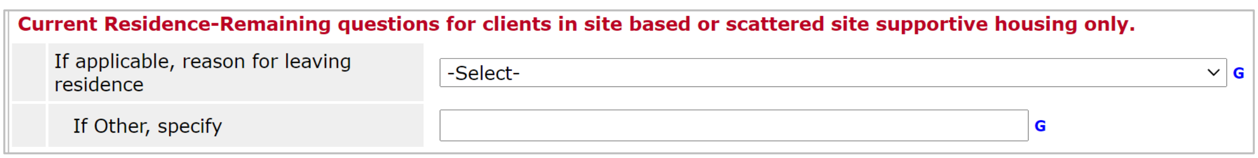
4.02 – 4.10 COMMON DATA ELEMENTS

LTH/HPH-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
4.07	Chronic Health Condition			X
4.08	HIV/AIDS			X
4.09	Mental Health Problem			X
4.10	Substance Abuse			X

CLIENT RESIDENCE

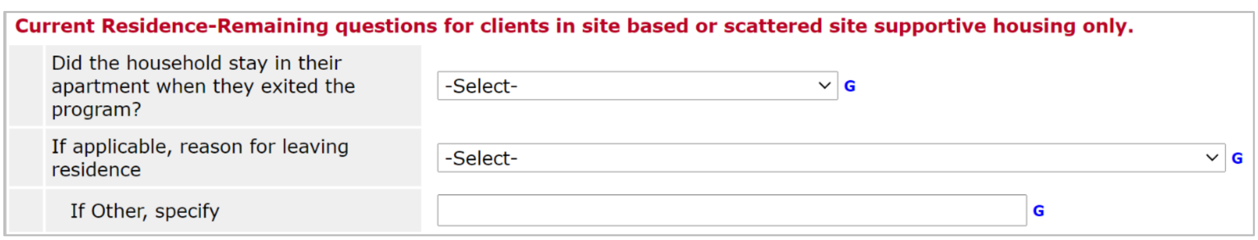
At **Program Update**, complete Client Residence questions for Heads of Households (including singles and youth):


Current Residence-Remaining questions for clients in site based or scattered site supportive housing only.

If applicable, reason for leaving residence: -Select- G

If Other, specify: G

At **Program Exit**, complete the Client Residence questions for Heads of Households (including singles and youth):


Current Residence-Remaining questions for clients in site based or scattered site supportive housing only.

Did the household stay in their apartment when they exited the program?: -Select- G

If applicable, reason for leaving residence: -Select- G

If Other, specify: G

Data Collected About: Head of Household (Including Singles and Unaccompanied Youth)

Data Collection Point: Update (as things change or every 6 months), and at Exit

Rationale: To track if and why a client left their residence while enrolled in a specific project.

RESPONSE CODES

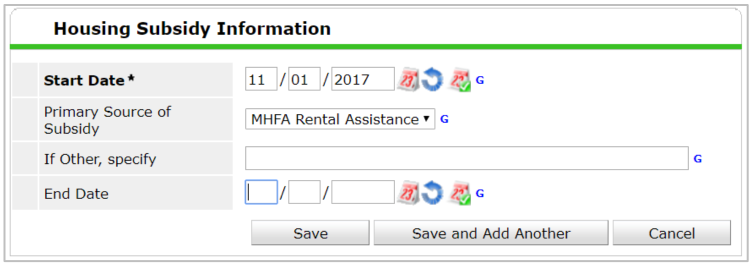
Client Residence at Update:

Field	Dependency	Response Category/Data Type
A If applicable, reason for leaving residence		1 Successful completion of residential program
		2 Subsidy ended
		3 Leaving damaged or substandard housing (including fire)
		4 No longer meets eligibility requirements for residence
		5 Non-compliance with residential program rules
		6 Unit does not meet needs (incl. accessibility or size)
		7 On-site services do not meet needs
		8 Location or neighborhood does not meet needs
		9 Conflict with other roommates or neighbors
		10 Cannot afford rent
		11 Leaving project-based voucher for tenant-based voucher
		12 Discharged or reached time limit
		13 Hospitalized or moved to residential treatment program
		14 Incarcerated
		15 Legal eviction/UD for criminal/drug activity
		16 Legal eviction/UD for lease violation, other than criminal or drug
		17 Legal eviction/UD for non-payment of rent
		18 Notice to vacate or non-renewal for criminal/drug activity
		19 Notice to vacate or non-renewal for lease violations, other than criminal or drug
		20 Left service area or residential program
		21 Death
		22 Unknown/Disappeared
		23 Other (Specify)
B If Other, specify	Field A, Response 23	1 Text field

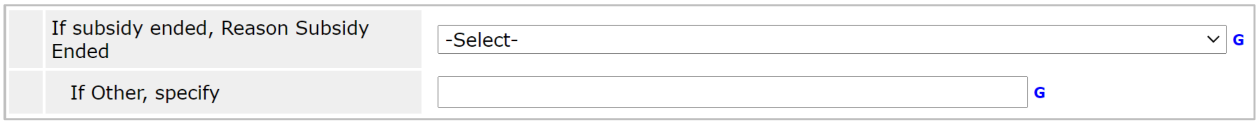
Client Residence at Exit:

Field	Dependency	Response Category/Data Type
A Did the household stay in their apartment when they exited the program?	No	1 Left Current residence at exit
		2 Left residence before exit
		3 Will remain in current residence at exit
B If applicable, reason for leaving residence	Field A, Response 1 or 2	1 Successful completion of residential program
		2 Subsidy ended
		3 Leaving damaged or substandard housing (including fire)
		4 No longer meets eligibility requirements for residence
		5 Non-compliance with residential program rules
		6 Unit does not meet needs (incl. accessibility or size)
		7 On-site services do not meet needs
		8 Location or neighborhood does not meet needs
		9 Conflict with other roommates or neighbors
		10 Cannot afford rent
		11 Leaving project-based voucher for tenant-based voucher
		12 Discharged or reached time limit
		13 Hospitalized or moved to residential treatment program
		14 Incarcerated
		15 Legal eviction/UD for criminal/drug activity
		16 Legal eviction/UD for lease violation, other than criminal or drug
		17 Legal eviction/UD for non-payment of rent
		18 Notice to vacate or non-renewal for criminal/drug activity
		19 Notice to vacate or non-renewal for lease violations, other than criminal or drug
		20 Left service area or residential program
		21 Death
		22 Unknown/Disappeared
		23 Other (Specify)
C If Other, specify	Field B, Response 23	1 Text field

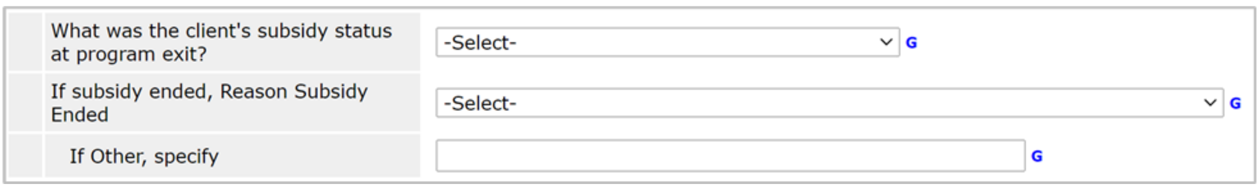
HOUSING COST



At **Program Update**, complete the following Housing Subsidy questions for Heads of Household (including singles and youth):



At **Program Exit**, complete the following Housing Subsidy questions for Heads of Household (including singles and youth):



Data Collected About: Head of Household (including Singles and Youth)

Data Collection Point: Housing Move in Date, Update (as things change or every 6 months), and Exit

Rationale: To track changes to the amount a client pays for rent.

Data Collection Instructions:

- Housing Cost records should cover the entire time a client **is in housing** with no gaps and no overlaps. Collect information on and enter the full amount that the client is responsible for, even if it is $0.00.
- Required only while households are residing in site-based or scattered supportive housing.

RESPONSE CODES

Housing Cost:

Field	Dependency	Response Category/Data Type
A Start Date	No	1 Date Field
B Amount Client Pays for Rent	No	1 Text Field
C End Date	No	1 Date Field

HOUSING SUBSIDY

Data Collected About: Head of Household (including Singles and Youth) in Site Based or Scattered Site Supportive Housing

Data Collection Point: Housing Move in Date, Update (as things change or every 6 months), and Exit

Rationale: To track a client's housing subsidy while enrolled in a specific project

Data Collection Instructions: The client's housing subsidy records should cover the entire time a client is enrolled in the project, with no gaps or overlaps.

RESPONSE CODES

Housing Subsidy:

Field	Dependency	Response Category/Data Type
A Start Date	No	1 Date Field
B Primary Source of Subsidy	No	1 No Subsidy
		2 Bridges
		3 County Funded
		4 GRH
		5 HOME
		6 HOPWA
		7 MHFA Rental Assistance
		8 Property Subsidy
		9 SHP Leasing
		10 Section 8
		11 Shelter Plus Care
		12 Sons of Bridges
		13 Other (specify)
C If Other, specify	Field B, Response 13	1 Text Field
D End Date	No	1 Date Field

Housing Subsidy at Update

Field	Dependency	Response Category/Data Type
A If subsidy ended, Reason Subsidy Ended	No	1 No Subsidy
		2 Bridges
		3 County Funded
		4 GRH
		5 HOME
		6 HOPWA
		7 MHFA Rental Assistance
		8 Property Subsidy
		9 SHP Leasing
		10 Section 8
		11 Shelter Plus Care
		12 Sons of Bridges

Field	Dependency	Response Category/Data Type
		13 Other (specify)
B If Other, specify	Field A, Response 13	1 Text Field

Housing Subsidy at Exit:

Field	Dependency	Response Category/Data Type
A What was the subsidy status at program exit?	No	1 Subsidy ended at exit (answer next questions)
		2 Subsidy ended before exit
		3 Current subsidy will continue
		4 Did not have subsidy
B If subsidy ended, Reason Subsidy Ended	Field A, Response 1	1 No Subsidy
		2 Bridges
		3 County Funded
		4 GRH
		5 HOME
		6 HOPWA
		7 MHFA Rental Assistance
		8 Property Subsidy
		9 SHP Leasing
		10 Section 8
		11 Shelter Plus Care
		12 Sons of Bridges
		13 Other (specify)
C If Other, specify	Field B, Response 13	1 Text Field

UPDATING PROGRAM-SPECIFIC SUB-ASSESSMENTS

You are required to update the **Housing Cost and Housing Subsidy** sub-assessments as client moves, subsidy changes, or amount the client pays for rent changes. This can be updated as the changes occur or documented when you complete your required interim update (every 6 months after entry). Sub-assessment records should cover the entire time a client is in housing, with no gaps and no overlaps.

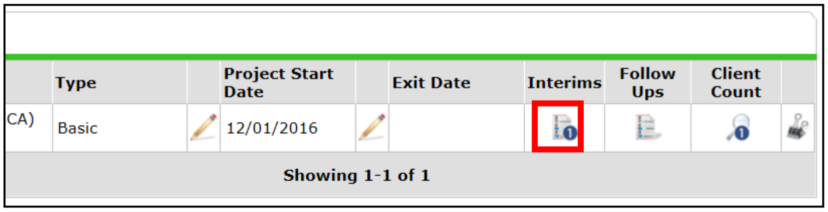
Each sub-assessment works the same. This is an overview of adding a new entry to a sub-assessment. Use the information under "Adding Housing Cost and Housing Subsidy" for understanding how to answer the data elements within each sub-assessment.

Update when completing the required 6-month Interim Review if a change has occurred since the last update, and in addition, when the following occur:

- **Housing Subsidy:** when the client's housing subsidy changes
- **Housing Cost:** when the amount the client pays for rent changes
- **Client Residence:** If the client leaves the residence during their time in the program

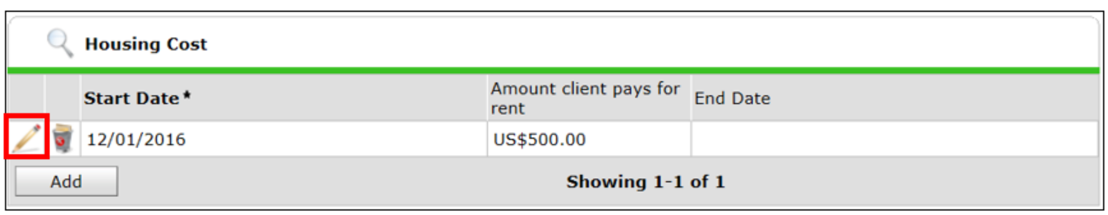
DATA ENTRY STEP-BY-STEP

1. Enter EDA mode to the correct provider and enter the Head of Household's record.
2. In the **Entry/Exit** tab, locate the appropriate Entry/Exit record.
3. Click on the **Interim Review** icon in the Interims column.

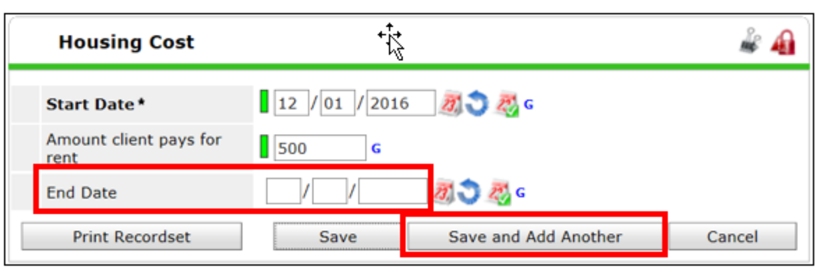


4. In the **Interim Review** pop-up, click on **Add Interim Review**.
5. If updating when the change occurs, create an Interim Review and select the type as Update. If updating at the 6-month required Interim Review, create an Interim Review and select the type as **6 Month Review.**
    a. Remember! If creating the required 6-month Interim Review, include all applicable household members. The 6-month Interim Review is required for all adults (18+) and youth heads of household.

2. Enter the **Review Date.**
    a. If creating a required **6 Month Review**, enter a date within the month the review is required, and the update is applicable for.
    b. If creating an **Update**, enter the date of the information change.
3. Locate the sub-assessment you are updating and add an End Date to the previous entry. To do so, click on the Edit Pencil to the left of the entry.



4. Add an End Date. No information should be changed, only an End Date should be added. After adding an End Date, click Save and Add Another.



5. Fill out the applicable fields in the sub-assessment according to the **Program-Specific Data Elements – Data Entry Step-by-Step** section of this document.
    a. The Start Date of the new entry should be one day AFTER the End Date for the previous entry. After completing all applicable fields, click on Save. **There should be no gaps or overlaps in entries.**

REPORTING GUIDELINES: FUNDER-REQUIRED REPORTS

Minnesota Housing requires LTH/HPH projects submit BusinessObjects-generated reports in November and May. 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

Refer to current guidance from your funder to determine if your agency needs to submit reports, and if so, which reports should be submitted.

COUNTING

- SHP-51-SAG-279- LTH HPH Supplemental
- MIN-01-SAG-030 – MN Core Homeless Programs

DATA QUALITY

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

SPH-51-SAG-279-LTH HPH SUPPLEMENTAL

For detailed information about the LTH HPH Supplemental report, view the Report Guide.

Location in BusinessObjects:

Public Folders

minnesota_live_folder

SSA Report Gallery (Funder Reports) (Secure)

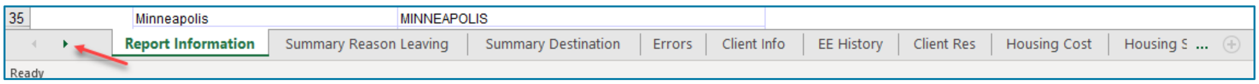
4. State Homeless Programs

MN Housing LTH

Required Prompts:

- Provider(s): *Choose the provider(s) you want to include in the report*
- Select CoC Codes: *Leave blank*
- Reporting Group(s), if not running by provider: *Can be left blank if not using a Reporting Group*
- EDA Provider: *Leave blank except in rare cases (for example if ICA told you to use it)*
- Report Start Date: *First day of reporting period*
- Report End Date PLUS one day: *The last day of the report period +1 day*
- Enter effective date: *The last day of the report period +1 day*
- Beginning Date for 3 Year Summaries: *This should be defaulted correctly for submission, it should always be the start of a calendar year 3 years prior to your End Date*
- MHFA Data Export?: *Do not use*
- Hide All Detail Tables?: *Do not use this for submission, however, you can use this if you want to send the summary tables and graphs only*
- *Run for DHS LTHSSF?: No*

1. In **BusinessObjects**, follow the folder path for the report you are going to run.
2. Select **Schedule Report**. When you schedule a report, it will save a copy of the report. If later you have questions about the report, Helpdesk staff can simply pull the report in question directly from your user account.
3. For **Report Format**, This report is designed to run in Excel, please do *not select PDF*.
4. For **Interval**, select Once.
5. For **Start** and **End Date** – auto-filled – no need to change.
6. This report has many tabs, in case you are unfamiliar with scrolling through tabs, please see below:

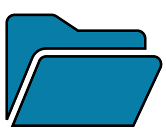


7. Review reports for accuracy and submit to Minnesota Housing.
    a. Consult the Report Guide for full explanations on errors and tabs
    b. Start with the Report Information tab: Confirm your prompts are correct and that you have the right provider(s)
    c. Check the Errors tab: This should be used in combination with the QDQ report to ensure you have corrected errors
    d. Review other tabs for accuracy, are you getting the numbers you would expect to see? Are your clients all pulling in? Any that should be exited?

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*

Submission Instructions: Minnesota Housing LTH requires counting reports to be submitted twice a year, typically due in May and November. The Quarterly Data Quality Monitoring report is due as a part of the Quarterly Data Monitoring process. When submitting counting reports, following these instructions:

- File name: Project Name_Report Name_Report End Date
- Email files to MHFA.LTH-HMIS@state.mn.us
- Include name of the project/building in the email's subject line

HIGH PRIORITY HOMELESS (HPH) ELIGIBILITY CONFIRMATION FORM

This report is required for projects that are utilizing the High Priority Homeless eligibility definition and thus receiving referrals from the Coordinated Entry System.

This report/form will serve as confirmation of HPH eligibility of clients who are *enrolled* in the program. It will detail the date(s) the client was referred to the priority list, the date the referral was accepted by the housing provider, and the Project Start Date for the housing provider (from Entry/Exit record). It is not necessary to run this report for clients who never actually proceed to enrollment.

Submission Frequency: One time per client *after* the client has been enrolled in the project and the Entry/Exit has been created (ie there is a Project Start Date). Store in client's file.

Location in BusinessObjects:

Public Folders

minnesota_live_folder

SSA Report Gallery (Funder Reports) (Secure)

4. State Homeless Programs

MN Housing LTH

Required Prompts:

- Select CoC Code(s) [Primary]: *Select all relevant codes (will usually just be one)*
- Select CoC Code(s) [Alternative]: *Select all relevant codes*
- EDA Provider: *Leave blank except in rare cases (for example if ICA told you to use it)*
- Enter Client ID(s): *ID of client enrolled in program*
- Enter Cutoff Date: *Leave as is*
- Enter effective date: *Current date 12:00:00 AM*
- Enter HPH Provider: *Housing provider client enrolled in*

DETAILED PROMPTS INFORMATION FOR HPH ELIGIBILITY CONFIRMATION FORM REPORT:

1. **Select CoC Code(s) [Primary]:**
    a. Select the CoC your housing provider is within and the CoC for the priority list the client is being referred from. In the vast majority of cases, this will be the same. But if a housing provider is accepting a referral from another region, you would need to include both.

   b. Add to *Selected value(s)* by clicking on the CoC Code
   c. Take mental note of the number in the code (ie MN-503 SMAC)

2. Select CoC Code(s) [Alternative]***note this is a "back-up" reporting mechanism that helps ensure the report is capturing all relevant data***

   a. Input the number noted above into the Search box and click Search.
   b. Select all results containing that number.
   c. Add to *Selected value(s)* by clicking on the CoC Code.

3. EDA Provider

   a. Leave blank

4. Enter Client ID(s):

   a. Input Client ID number into Search field.
   b. After you've entered the client ID into the Search field, click "+ [ID number] *(manual entry)*" (You do not need to actually search for it).
   c. The Client ID will appear in the *Selected value(s)* list.

5. Enter Cutoff Date:

   a. This defaults to 01/01/2017. Just leave it as is.
   b. Note this only serves to limit how far back this report looks and there is no need for it to look back further than when CES moved into HMIS.

6. Enter effective date:

   a. Enter the current date and 12:00:00 AM

7. Enter HPH Provider:

   a. Search for the 4-digit ID number for the housing provider the client is being enrolled in (i.e., the one you created an Entry/Exit for)
   b. Add to *Selected value(s)* by clicking on the Provider ID.

8. When all required prompts have been entered, click on **Apply**.