USER GUIDE FOR MINNESOTA HOUSING FHPAP PROJECTS

RRH HOMELESS ASSISTANCE (RRH HA) | RRH HOMELESS ASSISTANCE DOUBLED-UP (RRH HA Doubled-up) | PREVENTION (HP) | STREET OUTREACH (SO) | SERVICES ONLY (SSO)

Contents

Last updated: 12/4/2023

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. 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 3 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**.
   a. 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 and the head of household's record.
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 **MN: FHPAP Entry for HP**; **MN: FHPAP Entry RRH HA**; **MN: FHPAP Entry for SO**; or **FHPAP Entry for SSO** in the **Entry/Exit Data** pop-up. After you've selected the **MN: FHPAP Entry** assessment, you may proceed with completing any additional data elements for each client included in the **Entry/Exit**. Then click **Save & Exit**.

ADD A SERVICE TRANSACTION

1. Create S**ervice Transaction(s)** by clicking **"Add Multiple Services"** in the **Service Transactions Tab.**
2. Add the Service Transaction **from the Head of Households** record.
3. Start and End Dates of Service Transactions must fall between their Entry and Exit Date recorded in the Entry/Exit tab.
4. Only services with a financial value (rent, deposit, etc.) that client receives are required.
    a. **Types of services** include: Rent Payment Assistance, Mortgage Payment Assistance, Rental Deposit Assistance, Utility Service Payment Assistance, Transportation Expense Assistance, and Undesignated Temporary Financial Assistance.
5. For **"Funding Source",** select either **FHPAP or Fast Track** and enter the amount.

Update a Client's Information

Updates should 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 **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** and select **Update** for **Interim Review Type.**
    a. 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 **MN: FHPAP Update** assessment. After you've selected the **MN: FHPAP 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 **MN: FHPAP Prevention Exit**, **MN: FHPAP RRH HA Exit**, or **MN: FHPAP Outreach Exit** assessment from the same **Entry/Exit Date** pop-up.
5. After you've selected the **FHPAP Exit** assessment, you may proceed with completing any additional data elements for each client included in the **Entry/Exit** record. Then click **Save & Exit**.
6. **End all service transactions** from the **Summary** tab (or the **Service Transactions** tab).

RUN A REPORT

For more information about MN-HSG FHPAP Reports, refer to the user guide section titled Reporting Guidelines.

1. Click **Connect to BusinessObjects** in the top right corner of your screen.
2. In BusinessObjects, you will find the reports needed for **MN Housing FHPAP** located in the following folders:
    - *Public Folders / minnesota_live_folder / SSA Report Gallery (Funder Reports) (Secure) / 4. State Homeless Programs / MN Housing FHPAP*
    - *Public Folders / minnesota_live_folder / SSA Report Gallery (Funder Reports) (Secure) / 0. Program Evaluation*

DATA COLLECTION FORMS

Data collection forms for MN-HSG FHPAP 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

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

FHPAP-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			
4.04	Health Insurance			
4.05	Physical Disability			
4.06	Developmental Disability			
4.07	Chronic Health Condition			
4.08	HIV/AIDS			

Common Program Specific Data Elements		Data Collected About		
		All Clients	Head of Household Only	Head of Household and Other Adults
4.09	Mental Health Problem			
4.10	Substance Abuse			

ENTRY/EXIT TIPS

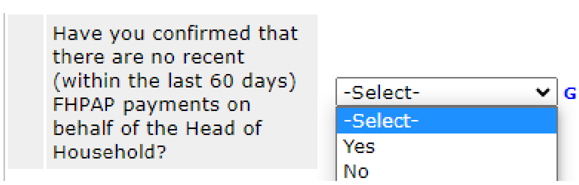
- For RRH projects, the **project start date** is the date the client was admitted into the project (this may be the same day as intake).
- For HP, SSO, or SO projects, the **project start date** is the date of intake, AKA the date the first service was provided.
- The **project exit date** must be at least one day after the **project start date**.
- The **project exit date** must be later than or the same date as the last service transaction ended.
    - For example: If you provided a rental assistance service from 1/1/2022 to 1/31/2022 the exit date should be on or after 1/31/2022.

MN: HOMELESS PREVENTION ASSESSMENT TOOL

As of June 2023, MN Housing no longer requires the MN: Homeless Prevention Assessment Tool (M-PAT) to be completed in HMIS. Your regional grantee might still require this assessment to be completed for clients that are eligible for FHPAP assistance in Prevention programs, and in some cases for Doubled-up and Outreach providers. Providers should reach out to their regional grantees if they have specific questions.

The full guide with instruction for completing the M-PAT can be found on our Forms & Instructions page.

RECENT FHPAP PAYMENT



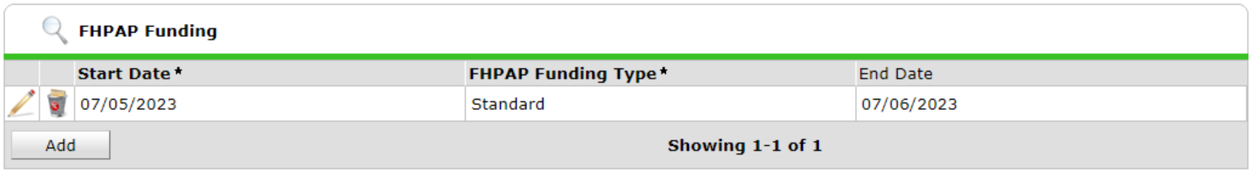
Project Type Applicability: All FHPAP Projects

Data Collected About: Head of Household **Data Collection Point:** Project Start

Rationale: To determine if a recent payment (within the last 60 days) was made on a client's behalf to avoid duplicate payments to a landlord.

Data Collection Instructions: At project start, check within the client's record for recent FHPAP payments. For instructions on where to check for payments within the client's record, review the Checking for Recent FHPAP Payments Knowledge Base article. Record this data using the dropdown menu.

FHPAP FUNDING SUB-ASSESSMENT



Project Type Applicability: All FHPAP Projects

Data Collected About: Head of Household

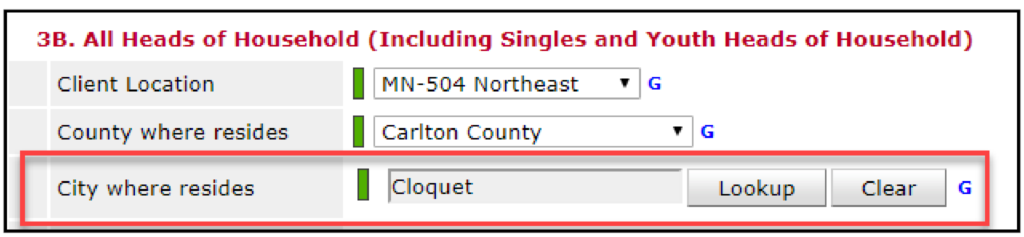
Data Collection Point: Project Start, Occurrence Point, Project Exit

Rationale: To track what FHPAP funding (either Standard or Fast Track) is used to assist the client during their time in your FHPAP project.

Data Collection Instructions: Starting June 1, 2023, and onward, the FHPAP Funding sub-assessment records must cover the entire time a client is enrolled in your FHPAP project. If funding changes within the client's enrollment in your FHPAP project, you should update this information via Interim Review.

For step-by-step instructions for completing the FHPAP Funding sub-assessment, view the FHPAP Funding Sub-Assessment Knowledge Base Article.

CITY WHERE RESIDES



Project Type Applicability: Rapid Re-Housing and Homelessness Prevention

Data Collected About: Head of Household and Adults

Data Collection Point: Project Start, Update, and Exit

Data Collection Instructions: At project start, update, and exit, record City in which the client resides.

SERVICES WITH A FINANCIAL VALUE

Project Type Applicability: All FHPAP Projects

Data Collected About: Head of Household

Data Collection Point: Project Start, Occurrence Point, Project Exit

Rationale: Service Transactions are required to track the number of financial services provided through FHPAP funding.

Data Collection Tips:

- The service end date must be at least one day after the service start date, even one-time services.

- For housing-related services, use the time period that the assistance applies to.
    - For example: For rental assistance, use the first and last days of the rental period, often a single month. The end date may be in the future.
- All service start and end dates must fall within the Entry/Exit time period.
- Case management does not need to be reported as a service.
- Funding source [FHPAP or Fast Track] and Amount should be reported for each service entered.
- For more details on entering service transactions, view the Creating or Deleting a Service Transaction Knowledge Base article.

You are required to track services that have an attached financial value (such as rental assistance).

- **Rent Payment Assistance** (BH-2800.7000): Short-term rent assistance.
- **Mortgage Payment Assistance** (BH-3800.5000): Short-term mortgage assistance.
- **Rental Deposit Assistance** (BH-3800-7250): Security deposit/damage deposit assistance.
- **Utility Service Payment Assistance** (BV-8900.9300): Assistance for utilities, such as electric, gas, etc.
- **Transportation Expense Assistance** (BT-8300): Bus tokens, cash assistance for car repairs, etc.
  Undesignated Temporary Financial Assistance (NT-8900): Use for other cash assistance.

REPORTS

This section introduces the data quality and funder-required reports for MN Housing FHPAP 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.

FHPAP SUPPLEMENTAL

Location in BusinessObjects:

Public Folders

minnesota_live_folder

SSA Report Gallery (Funder Reports)

4. State Homeless Programs

MN Housing FHPAP

Required Prompts:

- Provider(s): *Choose the provider(s) you want to include in the report*
- Select CoC Code: *Leave blank*
- Reporting Group(s), if not running by provider: *Can be left blank if not using a Reporting Group*
- Retired CoC Code: *Leave blank*
- Display Client Names? *Choose Yes if you want a list of clients' first and last names. This information should never be sent to the funder*
- EDA Provider: *Leave blank except in rare cases (for example if ICA told you to use it)*
- Effective Date: *The last day of the report period +1 day*
- Report Start Date: *First day of reporting period*
- Report End Date PLUS one day: *The last day of the report period +1 day*
- *FHPAP Funding Type(s): Choose either Fast Track, Standard or both. Leave blank for Homework Starts with Home projects.*

FHPAP PREVENTION ASSESSMENT TOOL

This report is only for Prevention, Doubled-Up and Outreach providers.

Location in BusinessObjects:

Public Folders

minnesota_live_folder

SSA Report Gallery (Funder Reports) (Secure)

4. State Homeless Programs

MN Housing FHPAP

Required Prompts:

- Provider(s): *Choose the provider(s) you want to include in the report*
- 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*

MN CORE HOMELESS PROGRAMS

Location in BusinessObjects:

Public Folders

minnesota_live_folder

SSA Report Gallery (Funder Reports) (Secure)

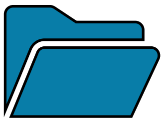
0. Program Evaluation

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*

QUARTERLY DATA QUALITY MONITORING

Location in BusinessObjects:



Public Folders

minnesota_live_folder

SSA Report Gallery (Funder Reports) (Secure)

2. MN Data Quality Tools

Required Prompts

- Select Reporting Group(s): *Can be left blank if not using a Reporting Group*
- Select Provider(s): *Choose the provider(s) you want to include in your report*
- *Select Retired CoC Code: Leave Blank*
- Select CoC Code: *Leave blank*
- Enter Start Date: *The first day of the reporting period*
- 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 End Date (PLUS 1 Day): *The last day of the report period +1 day*
- Enter Effective Date (PLUS 1 Day): *The last day of the report period +1 day*

Submission Instructions: Rely on funder communication for report periods, due dates, or changes to requirements.