Data Entry and Report Instructions | Healthy Transitions Homeless Prevention (HTHP)

This document supplements the **HMIS Data Entry and Reporting Instructions** and **DHS HTHP Required Steps for HMIS** workflow and summarizes the "Outcomes Assessment" portion of the **"DHS HTHP New Assessment in HMIS Information"** webinar released September 2014.

Data Entry

1. Adding a Client

When you search for, select, and enter a client's record, a backdate pop-up prompt will appear and you are to follow standard backdate rules (see HMIS Data Entry and Reporting Instructions; Page 8). When entering a new client or household, the backdate is the client's program entry date.

2. Households

You will primarily be entering single clients into ServicePoint (youth served by your program placed in foster care or having left foster care). If youth are being served on their own, no household needs to be created.

Create a household if family members (particularly children) are living with the youth client. Additionally, if siblings are served together they can also be linked together in a household (household type = "Other"). You do not need to record information on parents or other adults to whom the youth client may be connected as they are not being served by your program.

3. Entry/Exit

An entry/exit record must be completed for all clients. When applicable, check off **all** household members entering the program together on the Entry Data pop-up to include all household members in the entry. Make sure to pick the appropriate provider in ServicePoint for your client and select "Basic" for type.

Example of HTHP providers:

AEOA-SSO-SLC-DHS-OEO HTHP-**In Care**-Youth Foster Care (2293)
AEOA-SSO-SLC-DHS-OEO HTHP-**Left Care**-Youth Transitions (1194)

4. Entry and Outcomes Assessments

HTHP requires the completion of two separate assessments; make sure to complete both assessments.

Part 1 - MN: DHS HTHP Step 1

The "MN: DHS HTHP Step 1" assessment is completed at program entry. When creating an entry record, the "MN: DHS HTHP Step 1" assessment should appear in the pop-up (Type = "Basic").

- Always complete this entry assessment in the entry record (not the Assessments tab).
- Assessment questions should be answered based on the youth's situation the day before starting your program.
- For single clients, select "Self (head of household)" for Relationship to Head of Household.

Part 2 - MN: DHS HTHP Outcomes

The "MN: DHS HTHP and OEO HYA Outcomes" ("Outcomes") assessment tracks a client's progress for 9 outcome or goal areas which the client identifies, works towards, and/or completes while in your program. This assessment is located in the Assessments tab of the client's record and should be updated as the client makes progress.

- Record a start date when a client identifies a goal area; record a completion date when the goal is met.
    - Data should be recorded for each outcome the client identifies, works towards, and/or completes.

- Backdating is not needed for this assessment, but can be helpful in certain situations such as entering or updating multiple outcome areas for the same day (such as program entry or exit).
- Best practice is to update outcomes as a client meets a goal so you are prepared for reporting. Update this assessment at least quarterly and prior to report due dates.
- The Start Date and Completion Date fields are important for correctly pulling information into outcomes reports. Keep track of the actual dates that the client starts and completes each outcome. Outcomes reports pull information on dates entered during the report period.
- Most of the 9 goal areas require additional tracking questions (apart from Start Date and Completion Date). If you enter a Start Date for a particular outcome, update the additional data fields as they apply to the client. These additional questions will be pulled into a report only if there is a completion date for that goal in the reporting period.
- The “Area for Notes” is for agency use only. This data element does not appear on any reports.
- If a youth reenters your program, you can continue to track outcomes started in the previous program entry. When a participant returns, you can leave the initial start date that was set during the previous program enrollment. If the participant is no longer working towards a goal and the goal was never completed, you should delete the Start Date.
- Sub-assessments are required for Independent Living Skills Group Training (#1a) and Housing Assistance (#6a) outcomes. Independent Living Skills sessions and amount of housing assistance are required on a quarterly basis. Use the sub-assessments to track the totals per reporting quarter for these outcomes.

  The sub-assessments allow for one record per quarter, but a client can have multiple records over time. If a youth has attended Living Skills Group Training sessions or received Housing Assistance during a particular quarter, apply these rules:
    - **Start date**: First day of the reporting quarter
        - Start Date of Quarter (1): January 1 (End Date: March 31)
        - Start Date of Quarter (2): April 1 (End Date: June 30)
        - Start Date of Quarter (3): July 1 (End Date: September 30)
        - Start Date of Quarter (4): October 1 (End Date: December 31)
    - **End date**: Last day of the reporting quarter (see above). You must enter an End Date if you enter a Start Date.
    - For **Independent Living Skills Group Training**, record the total number of sessions the client attended in the quarter. Indicate whether or not the course was completed and, if applicable, the date the training was completed.
    - For **Housing Assistance**, record the TOTAL amount of assistance received in the quarter. Do not record the amounts monthly or separately as they will not report correctly. If assistance spans two quarters; prorate the amount so that the start date and end date do not span two quarters.

For additional information on the “Outcomes” assessment, view the “**DHS HTHP New Assessment in HMIS Information” webinar** released September 2014. The webinar link is available under System News in ServicePoint.

5. Exit Assessment

The Reason for Leaving and Destination questions are required at exit. Destination is wherever the client is living the day after they leave the program, even if they have not moved since entering the program (i.e. clients in foster care may have the same residence when beginning the program as exiting). When you exit a client, update the “Outcomes” assessment.

Reports

1. **Running Reports**

   All HTHP reports are located in ART in the Reports section (Public Folder → DHS HTHP). More information on submitting reports to DHS is at the bottom of this page.

   - DHS HTHP *Demographics* Counting Report – Send to funder
   - DHS HTHP *Demographics* Data Check
   - DHS HTHP *Outcomes* Counting Report – Send to funder
   - DHS HTHP *Outcomes* Data Check Report
   - DHS HTHP *Outcomes* for Exited Data Check Report

2. **Data Quality**

   Run all the reports listed above at least every two months to identify and correct erroneous and missing data prior to the quarterly DHS due date. It is best to export these reports as an Excel file and cross analyze the counting and data check reports for both demographics and outcomes.

   Check to confirm that all clients served in a report period appear on the report. Additionally check to confirm that clients exited in prior quarters are not showing up on the report. If a client does not appear on a report, it is likely a problem with the program entry date or the entry provider. If a client shows up on a report and has exited the program prior to the report period, it is likely a problem with the exit date.

3. **Status of Outcomes (Outcomes Report)**

   Confirm that the outcome data entered in the "Outcomes" assessment is complete and updated with accurate dates. The status of an outcome is reported in one of the four ways:

   - **No**: A start date hasn't been recorded (implying the client is not working on that outcome).
   - **Yes**: A start date was entered and the completion date is in the report period.
   - **In Process**: A start date was entered before the end of the current report period and no completion date has been entered.
   - **Previously Completed**: Both start and completion dates fall before the current report period.

4. **Submitting Reports**

   Reports are due to DHS quarterly. Check your email and the HMIS website (hmismn.org) to look for notices from DHS to announce report due dates.

   If you have more than one HTHP program (i.e. In Care and Left Care), include both providers in the ART report prompts and send the combined reports to DHS. Wilder HMIS runs a different report summarizing each HTHP provider separately for DHS.

   Email the "DHS HTHP Demographics Counting Report" and "DHS HTHP Outcomes Counting Report" to DHS staff as PDF files. Check hmismn.org for the most up-to-date information (including contact information) on submitting reports. Visit hmismn.org → Forms & Instructions → DHS → DHS HTHP.

Still have questions? Contact the HMIS Helpdesk:
hmis@wilder.org or 651-280-2780 (toll free at 1-800-328-2972)