HHS-RHY Program
HMIS User Guide

Purpose: To provide supplemental data entry and reporting instructions specific to HHS-RHY.

Contents

Helpdesk Contact Information:
Helpdesk: HMISMN@icalliances.org Online: HMISMN.org

Data Collection Forms

Please go to: http://hmismn.org/forms-and-instructions/ for the Data Collection Forms

Forms: Last Update October 1, 2016

- RHY Single Entry/Exit Combined – BCP/TLP/MGH Programs
- RHY Single Entry/Exit Combined – Street Outreach Programs

Reminder: You are not required to use our data collection forms. Consult with your agency on other data you may collect at intake that is not required by HMIS. We update the forms every year with the new HUD and Minnesota data standards changes.

RHY Data Standards Manual

Please also go to http://hmismn.org/wp-content/uploads/2015/06/rhy-data-standards-manual.pdf to view:

RHY Data Standards Manual

Institute for Community Alliances

Data Entry Steps

1. EDA to the appropriate RHY provider.
    a. Do NOT EDA to the provider labeled "RHY-Referrals".
    b. Contact the Helpdesk if you are unsure of which provider to select.
2. Search for and add client to the system (if not already created).
    - Do not enter RHY clients as anonymous or unnamed
    a. Backdate to the client's enrollment date.
3. Complete Client demographics and create household (if applicable)
4. Complete the assessment in the Entry/Exit Tab.
    a. Select other household members that are also served by the program as needed.
    b. Entry date: Residential Projects=move in date; Street Outreach=date of first contact
    c. Type=RHY
    d. Click "Save and Continue" to see RHY assessment
    NOTE: Date of birth, Primary and Secondary Race (if applicable), Ethnicity, and Gender will be transferred from the Client Profile tab or from previous data entry.
    a. Complete the MN Universal Questions for all household members. Question requirements are labeled in **Red** before each group of questions for which it applies.
        - To complete questions for additional household members, toggle the names on the left side of the screen. Save after each client's record is updated.
    b. Complete the RHY Questions for all household member for which the questions apply.
        - Health Insurance, Disabilities, Income, and Non-cash Benefits sub-assessments must be completed using the HUD Verification tool. For more information on completing the HUD Verification tool, refer to the HMIS General Instructions.
        - Health Insurance and Disabilities questions are required by all clients. The remainder of the RHY questions are required by Single Youth, Heads of Households, and eligible household members 18+. RHY questions are separated by project type.
        - For Street Outreach Programs, record in the Outreach sub-assessment each contact made with the client prior to RHY enrollment. If the client enrolled in the program. Click "add" to enter each outreach contact. All the dates in the sub-assessment should match the meeting date.
    c. If client was previously or concurrently entered into ServicePoint under a different provider (e.g. OEO HYA) and some assessment data was already present upon entry, verify that the information is correct and select "Verify and Save Data" on the bottom of the assessment for each household member.
    d. Save and Exit

Reports

Data Check Reports

Data Check Reports are for agency use. Never send these to your funder.

1. In Reports, Click ART.

2. Run data check reports on a regular basis (at least quarterly). located in **Public Folder->SSA Report Gallery->RHY**

   - **0263 RHY Data Completeness – Data Quality – v.2 USER MANUAL**
   - **0263 RHY Data Completeness Quality Report – v2**
   - **RHY Services Data Check v.2015.1**

Reminder: When you Schedule A Report (vs. "Viewing" a Report) Helpdesk has access to your ART inbox and can, therefore, quickly access a report you ran for troubleshooting assistance; **We can see the reports you SCHEDULE but we cannot see the reports you VIEW.**

Please visit: http://rhyttac.net/technical-assistance/rhymis-hmis for:

RHYMIS Technical Assistance

- Grantees and staff with questions with your data upload to include logins, files and error messages please contact the RHYMIS On-line Service Desk at: www.RHYMISServiceDesk.net
- For assistance with issues concerning your agency's CoC/HMIS or questions about RHYMIS data, please email FYSB/HHS staff at RHYMIS@acf.hhs.gov
- Questions regarding HMIS: Contact the HUD Exchange, Ask A Question HMIS Desk: https://www.hudexchange.info/get-assistance/my-question/

RHYMIS-HMIS Resources

- RHYMIS User Guide: Uploading RHYMIS Data User Guide, v2.1 (October 2016): http://bit.ly/2e4HeWm
- Frequently Asked Questions (FAQs) – October 2016: Uploading RHYMIS Data FAQs, v2.0 (October 2016): http://bit.ly/2eXx7BJ
- Data Quality Report Manual – November 2016: Data Quality Report User Manual, v3.0 (November 2016): http://bit.ly/2dTEY10

And much more!