

DHS-HS Program HMIS User Guide (Emergency Shelter)

Purpose: To provide supplemental data entry and reporting instructions specific to DHS Housing Support (DHS-HS) for emergency shelter projects.

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Helpdesk Contact Information:
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Quick Reference Guide for DHS-HS (Emergency Shelter)

Client Record	<ol style="list-style-type: none"> 1. Click on “Enter Data As” (EDA) and select the correct provider to enter EDA mode. 2. In ClientPoint, fill out different combinations of search prompts for primary client (single or head of household) to search for an existing record. Select primary client’s name in the search results or confirm no records match. If no records match, complete all search prompts and click “Add New Client With This Information.” 3. Backdate to client’s entry date (in pop-up or by clicking on “Back Date”). 4. Complete the <i>Universal Profile Assessment</i> for the primary client in the Client Profile tab. ◀ 5. Create a household in the Household tab if primary client is being served with other household members. ◀ <p>Reminder! If you created a new client record and the client consented to statewide data sharing, be sure to add SHARED in the Alias Field and complete the Date of ROI Consent in the Client Profile tab.</p>
Entry	<ol style="list-style-type: none"> 1. Enter EDA mode to the correct provider and open the primary client’s record. 2. Create an Entry record in the Entry/Exit tab. <ul style="list-style-type: none"> ■ If entering a household, be sure to include all applicable household members in the entry by checking the boxes. ■ Select Basic for “Type.” 3. Complete data elements (for each household member) on the <i>MN: DHS HS Shelter All Inclusive Entry</i> in the Entry/Exit Data pop-up. <ul style="list-style-type: none"> ■ If entering a household, first click on “Add Household Data” to complete the <i>Household Data Sharing Assessment</i> and answer data elements common among all clients prior to completing each individual entry assessment.
Exit	<ol style="list-style-type: none"> 1. Enter EDA mode to the correct provider and open the primary client’s record. 2. Create an Exit record in the Entry/Exit tab by clicking on the Edit Exit pencil. If exiting a household, be sure to include all applicable household members in the exit by checking the boxes. 3. Complete data elements (for each household member) on the <i>Exit DHS HS Shelter</i> in the Entry/Exit Data pop-up. <ul style="list-style-type: none"> ■ If exiting a household, be sure to complete each individual exit assessment.
Reports – Data Quality	<p><i>Data quality reports are for agency use; never send these reports to funder.</i></p> <ol style="list-style-type: none"> 1. In Reports, click on ART. 2. Run data quality reports on a regular basis (at least quarterly) for DHS-HS located in Public Folder → SSA Report Gallery → DHS Housing Support <ul style="list-style-type: none"> ■ NOTE: this folder will be created and populated prior to the first report due date. ICA will update this guide and provide updates on hmismn.org and via the HMIS newsletter as soon as the reports are available.

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

- 1. In Reports, click on ART.**
- 2. Run reports for DHS-HS located in Public Folder→SSA Report Gallery→DHS Housing Support**
 - **NOTE:** this folder will be created and populated prior to the first report due date. ICA will update this guide and provide updates on hmismn.org and via the HMIS newsletter as soon as the reports are available.
- 3. Send reports to funder as PDF email attachments**

◀ Correct use of backdate is crucial to accurate reporting for this step.

Where to Find Data Collection Forms

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

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.

Running your Required Reports

Running Reports

NOTE: Information about the specific reports required by DHS will be updated here prior to the first report due date. Please check your email and the HMIS website (hmismn.org) for updates.

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.

Email the reports 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 Housing Support.

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.**