

# HMIS USER GUIDE:

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## MN DEPARTMENT OF HUMAN SERVICES (DHS) HOUSING SUPPORT PROJECTS

*Emergency Shelter (ES)*

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## 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.

CREATE A NEW CLIENT RECORD	<ol style="list-style-type: none"> <li>1. Enter <b>EDA mode</b> as the correct provider and open the client’s record in <b>ClientPoint</b>.</li> <li>2. Make sure that the client is not already in HMIS by searching for different combinations of their information.</li> <li>3. If no records match, fill out all of the search prompts and click on <b>Add New Client With This Information</b>.             <ol style="list-style-type: none"> <li>a. If the client has consented to participate in statewide data sharing, enter the word <b>SHARED</b> in the <b>Alias</b> field.</li> </ol> </li> <li>4. When prompted, enter the date of the client’s entry into the project and select <b>Set New Back Date</b>. If the client entered the project today, you can select <b>Current System Date</b>. (The date can be changed by clicking on <b>Back Date</b> in the top-right corner of the screen).</li> <li>5. Select the <b>Client Profile</b> tab and enter any information missing from the <b>Universal Profile Assessment</b>.             <ol style="list-style-type: none"> <li>a. If a client has agreed to statewide data sharing, enter a <b>Date of ROI Consent</b>.</li> </ol> </li> <li>6. If the client is being served with other household members, click on the <b>Households</b> tab and either add them to an existing household or create a new household.</li> </ol>
ENTER A CLIENT INTO A PROJECT	<ol style="list-style-type: none"> <li>1. Enter <b>EDA mode</b> as the correct provider and open the client’s record in <b>ClientPoint</b>.             <ol style="list-style-type: none"> <li>a. If entering data for a household, be sure to search for the head of household.</li> </ol> </li> <li>2. When prompted, enter the date of the client’s entry into the project and select <b>Set New Back Date</b>. If the client entered the project today, you can select <b>Current System Date</b>. (The date can be changed by clicking on <b>Back Date</b> in the top-right corner of the screen).</li> <li>3. Click on the <b>Entry / Exit</b> tab and select <b>Add Entry / Exit</b>. Select <b>Basic</b> from the <b>Type</b> drop-down menu.             <ol style="list-style-type: none"> <li>a. If entering a household, check the box next to each client included in the entry.</li> </ol> </li> <li>4. For each client included in the entry, complete the data elements on the <b>MN: DHS HS Shelter All Inclusive Entry</b> in the <b>Entry/Exit Data</b> pop-up.             <ol style="list-style-type: none"> <li>a. If entering data for multiple household members, save time by clicking on <b>Add Household Data</b> and completing the <b>Household Data Sharing Assessment</b>.</li> </ol> </li> </ol>

## EXIT A CLIENT FROM A PROJECT

1. Enter **EDA mode** as the correct provider and open the client's record in **ClientPoint**.
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 **Exit DHS HS Shelter Assessment** for each household member.

## RUN A REPORT

FOR MORE INFORMATION ABOUT DHS HOUSING SUPPORT REPORTS, REFER TO THE USER GUIDE SECTION TITLED **REPORTING GUIDELINES**.

1. Click on **Reports** to open the **Report Dashboard**. Select **ART**.
2. Run data quality reports on a regular basis (at least quarterly) for DHS-HS, using the Core Funder Requirements Report, located in *Public Folder* → *SSA Report Gallery* → *Core Report-ALPHA*

*When running a report, Helpdesk can see the reports you **SCHEDULE** but cannot see the reports you **VIEW**.*

## DATA COLLECTION FORMS

DATA COLLECTION FORMS FOR DHS HOUSING SUPPORT PROJECTS CAN BE FOUND BY FOLLOWING THE LINKS PROVIDED BELOW OR VISITING THE [FORMS AND INSTRUCTIONS](#) PAGE ON THE MINNESOTA HMIS WEBSITE. THESE FORMS WILL CHANGE AS NEW DATA STANDARDS ARE RELEASED ANNUALLY ON JULY 1 (MINNESOTA) AND OCTOBER 1 (HUD), SO YOU SHOULD REDOWNLOAD THEM OCCASIONALLY TO ENSURE YOU ARE USING THE LATEST VERSIONS.

*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.*

### FAMILIES

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[DHS HS HOUSEHOLD ENTRY- Emergency Shelter](#)

[DHS HS HOUSEHOLD EXIT- Emergency Shelter](#)

### INDIVIDUALS

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[DHS HS SINGLE ENTRY- Emergency Shelter](#)

[DHS HS SINGLE EXIT- Emergency Shelter](#)

## PROGRAM-SPECIFIC DATA ELEMENTS

### DOES CLIENT HAVE A DISABLING CONDITION BY DHS HOUSING SUPPORT STANDARDS?

Does client have a disabling condition by DHS Housing Support Standards?

**Data Collected About:** All Household Members

**Data Collection Point:** Project Start

**Rationale:** To specify that a person does not have to be certified as disabled by a federal or state government agency to have a disabling condition. Instead, this can be a condition, illness or injury that limits a person’s self-sufficiency.

**Data Collection Instruction:** Collect information from the client to determine the answer to this question.

#### RESPONSE CODES

Field	Dependency	Response Category/Data Type
Does client have a disabling condition by DHS Housing Support standards?	No	1 Yes
		2 No

### MAXIS ID

MAXIS#

**Data Collected About:** Head of Household

**Data Collection Point:** Project Start

**Rationale:** MAXIS is a computer system used by state and county workers to determine eligibility for public assistance and health care. For cash assistance and food support programs, MAXIS also determines the appropriate benefit level and issues benefits. Recording the MAXIS ID in HMIS allows staff to easily look up client information across systems that they have access to.

**Data Collection Instruction:** Collect MAXIS ID information

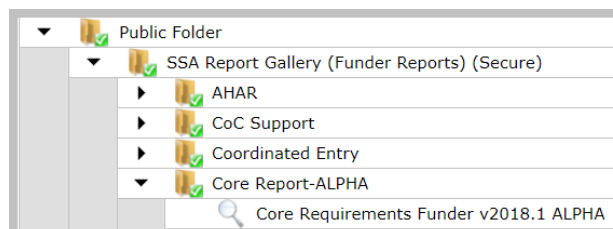
## REPORTING GUIDELINES

THIS SECTION INTRODUCES THE DATA QUALITY AND FUNDER-REQUIRED REPORTS FOR DHS HOUSING SUPPORT 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.

### DATA QUALITY REPORTS

**Report Name:** Core Requirements Funder Report

**Location:** Public Folder -> SSA Report Gallery -> Core Report-ALPHA



**Report Prompts:**

Provider(s):	Enter the Provider ID(s) you want to run the report for
Reporting Group, if not running by provider:	Do not use unless instructed otherwise
EDA Provider	Do not use unless instructed otherwise
Enter effective date	Enter the last date of the reporting period PLUS one day (should match End Date)
Start date:	Enter the first date of the reporting period
End date:	Enter the last date of the reporting period PLUS one day (should match Effective Date)

**FUNDER-REQUIRED REPORTS**

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As of now, ICA will be pulling the required report (Core Report) and send it to DHS on behalf of agencies. Check your email and the HMIS website (<http://hmismn.org/>) to look for notices from DHS to announce report due dates.