

# DHS-HTHP Program HMIS User Guide

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**Purpose:** To provide supplemental data entry and reporting instructions specific to DHS-HTHP.

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# Quick Reference Guide for DHS-HTHP

## *Supportive Services Only (SSO)*

<b>Client Record</b>	<ol style="list-style-type: none"> <li>1. Click on “Enter Data As” (EDA) and select the correct provider to enter EDA mode.</li> <li>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.”</li> <li>3. Backdate to client’s entry date (in pop-up or by clicking on “Back Date”).</li> <li>4. Complete the <i>Universal Profile Assessment</i> for the primary client in the Client Profile tab. ◀</li> <li>5. Create a household in the Household tab if primary client is being served with other household members. ◀</li> </ol> <p><b>Reminder!</b> 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>
<b>Entry</b>	<ol style="list-style-type: none"> <li>1. Enter EDA mode to the correct provider and open the primary client’s record.</li> <li>2. Create an Entry record in the Entry/Exit tab. <ul style="list-style-type: none"> <li>■ If entering a household, be sure to include all applicable household members in the entry by checking the boxes.</li> <li>■ Select <b>Basic</b> for “Type.”</li> </ul> </li> <li>3. Complete data elements (for each household member) on the <i>MN: DHS HTHP Step 1 Assessment</i> in the Entry/Exit Data pop-up. <ul style="list-style-type: none"> <li>■ 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.</li> </ul> </li> </ol>
<b>Updates</b>	<p><i>Updates are required as client makes progress on identified outcomes. Update prior to quarterly report due date.</i></p> <ol style="list-style-type: none"> <li>1. Enter EDA mode to the correct provider and open the primary client’s record.</li> <li>2. Record Outcomes information in the Entry/Exit tab. <ul style="list-style-type: none"> <li>■ Click on the Interims icon next to the HTHP Basic Entry and select 90-Day Review for “Interim Review Type.”</li> <li>■ The “Review Date” should be within the quarterly reporting period.</li> </ul> </li> <li>3. Complete data elements on the <i>MN: DHS HTHP Outcomes Assessment</i>.<sup>Δ</sup></li> </ol>
<b>Exit</b>	<ol style="list-style-type: none"> <li>1. Enter EDA mode to the correct provider and open the primary client’s record.</li> <li>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.</li> <li>3. Complete data elements (for each household member) on the <i>MN: Exit DHS HTHP and OEO HYA Shelter</i> in the Entry/Exit Data pop-up. <ul style="list-style-type: none"> <li>■ If exiting a household, be sure to complete each individual exit assessment.</li> </ul> </li> <li>4. Record updated information on the <i>MN: DHS HTHP Outcomes Assessment</i> by creating a final 90-Day Review (or update one that had already been created that quarter).<sup>Δ</sup></li> </ol>

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

Δ If entering data for the previous quarter, backdate to the last day of that quarter.

Reports – Data Quality

*Data quality reports are for agency use; never send these reports to funder.*

- 1. In Reports, click on ART.**
- 2. Run data quality reports on a regular basis (at least quarterly) for DHS-HTHP located in Public Folder→SSA Report Gallery→DHS HTHP**
  - DHS HTHP Demographics Data Check
  - DHS HTHP Outcomes

Reports – Submit to Funder

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

- 1. In Reports, click on ART.**
- 3. Run reports for DHS-HTHP located in Public Folder→SSA Report Gallery→DHS HTHP**
  - DHS HTHP Demographics Counting Report
  - DHS HTHP Outcomes
- 2. Send reports to funder as PDF email attachments.**

## Data Collection Forms

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

### **Forms:** Last Updated September 6, 2017

- DHS HTHP Single Entry – Emergency Shelter, Street Outreach, and Safe Haven Projects
- DHS HTHP Single Entry – All Other Project Types
- DHS HTHP Single Exit
- DHS HTHP Household Entry – Emergency Shelter, Street Outreach, and Safe Haven Projects
- DHS HTHP Household Entry – All Other Project Types
- DHS HTHP Household Exit
- DHS HTHP Outcomes (NEW 2017 Outcomes Form!)

**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.

## Program Specific Data Elements

(Program Specific Data Elements are data elements you're required to collect that were not covered in the Universal and Common Data Elements (Foundations 115). These data elements were chosen by your funder and are often unique to the program.)

### **Do you create a household?**

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.

## 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

- I. The “MN: DHS HTHP Outcomes” (“Outcomes”) assessment tracks a client’s progress for 12 outcome or goal areas which the client identifies, works towards, and/or completes while in your program. This assessment is in the Interim section on the Entry/Exit tab of the client’s record and should be updated quarterly as the client makes progress.
- II. Data should be recorded for each outcome the client identifies, works towards, and/or completes.
- III. If entering data for the previous quarter, backdate to the last day of that quarter. Backdating can be helpful in certain situations such as entering or updating multiple outcome areas for the same day (such as program entry or exit).
- IV. Best practice is to update outcomes as a client meets a goal so you are prepared for reporting. A new 90-Day Review is required for every quarterly reporting period.
- V. If a youth reenters your program, you can continue to track outcomes started in the previous program entry.
- VI. If a youth is enrolled in your program at any point during the quarterly reporting period, you must create a 90-Day Review and answer/update the MN DHS HTHP Outcomes assessment questions.
  - 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)

### Outcomes Measured

1. Independent Living Skills
2. Transportation
3. Vital Documents Portfolio
4. Employment
5. Education
6. Fiscal Training
7. Housing Assistance
8. Family Reunification and Permanent Connections
9. Extended Foster Care
10. Medical
11. Trauma Screening
12. SEY/Sex Trafficking

## **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.

Reason for Leaving	<p>-Select- ▼</p> <p>-Select-</p> <ul style="list-style-type: none"><li>Completed program</li><li>Non-payment of rent</li><li>Reached Maximum Age Allowed</li><li>Reached maximum time allowed</li><li>Criminal activity / violence</li><li>Voluntarily Withdrew From Program</li><li>Left for Housing Opportunity Before Reaching Maximum Time Allowed</li><li>Non-compliance with program</li><li>Unknown/Disappeared</li><li>Needs could not be met</li><li>Death</li><li>Other</li></ul>
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# Running your Required Reports

## Running Reports

All HTHP reports are located in ART in the Reports section (**Public Folder → SSA Report Gallery (Funder Reports) (Secure) → 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* – Send to funder
- DHS HTHP *Outcomes* - Also acts as a Data Check Report

## 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.

## Status of Outcomes (Outcomes Report)

- Instructions are coming soon for the Outcomes Report.
- Report 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*
  - EDA Provider: *Can be left blank except in rare cases*
  - Enter Start Date: *The first day of the report period*
  - Enter End Date (PLUS 1 Day): *The last day of the report period +1 day*
  - Enter Biennium Start Date: *Leave as is (correct date is pre-populated)*
  - Enter Biennium End Date (PLUS 1 Day): *Leave as is (correct date is pre-populated)*

## Submitting Reports

Reports are due to DHS quarterly. Check your email and the HMIS website ([hmismn.org](http://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. ICA 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](http://hmismn.org) for the most up-to-date information (including contact information) on submitting reports. Visit [hmismn.org](http://hmismn.org) → Forms & Instructions → DHS → DHS HTHP.

**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.**