

HMIS USER GUIDE FOR DHS OEO ESP PROJECTS

Emergency Shelter (ES) | Street Outreach (SO)

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QUICK REFERENCE GUIDE

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

1. Enter **EDA mode** as the correct provider and search for the client's record in **ClientPoint**.
 - a. If entering data for a household, be sure to search for the head of household.
2. If no records match, fill out all of the search prompts and click on **Add New Client With This Information**. Clients that have consented to statewide data sharing should have the word **SHARED** typed in the **Alias** field.
3. When prompted, enter the date of the client's entry into the project and select **Set New Back Date**. If the client entered the project today, **Current System Date** can be selected.
 - a. The date can be changed by clicking on **Back Date** in the top-right corner of the screen.
4. Select the **Client Profile** tab and enter any information missing from the **Universal Profile Assessment**.
 - a. If a client has agreed to statewide data sharing, enter a **Date of ROI Consent**.
5. If the client is being served with other household members, click on the **Households** tab and either add them to an existing household or create a new household.

ENTER A CLIENT INTO A PROJECT

1. Enter **EDA mode** as the correct provider and open the client's record in **ClientPoint**.
 - a. If entering data for a household, be sure to search for the head of household.
2. When prompted, enter the date of the client's entry into the project and select **Set New Back Date**. If the client entered the project today, **Current System Date** can be selected.
 - a. The date can be changed by clicking on **Back Date** in the top-right corner of the screen.
3. Click on the **Entry / Exit** tab and select **Add Entry / Exit**.
 - a. If entering a household, check the box next to each client included in the entry.
 - b. Select **HUD** from the **Type** drop-down menu.
 - c. If necessary, adjust the **Project Start Date**, then select **Save & Continue**.
4. For each client included in the entry, complete the data elements on the **HUD ESG All-Inclusive A** assessment in the **Entry/Exit Data** pop-up.
 - a. If entering data for multiple household members, save time by clicking on **Add Household Data** and completing the **Household Data Sharing** assessment.

UPDATE A CLIENT'S INFORMATION	<p>Emergency Shelter Only: All clients that have been served by a project for one year or more must have an annual assessment completed within 30 days of the client's or the head of household's anniversary date.</p> <ol style="list-style-type: none"> 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 Interims icon for the correct Entry/Exit. 3. In the Interim Reviews pop-up, click on Add Interim Review. <ol style="list-style-type: none"> a. Select Annual Assessment from the Interim Review Type drop-down menu. b. If serving a household, be sure to include all applicable household members in the entry by checking the boxes next to their names. 4. In the Entry/Exit Interim Review pop-up, review the HUD CoC & ESG Update (2017) – MN assessment answers. Update any answers that are no longer correct with the latest accurate information.
EXIT A CLIENT FROM A PROJECT	<ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> 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 HUD assessment for each household member.
RUN A REPORT	<p>For more information about DHS OEO ESP Reports, refer to the user guide section Reporting Guidelines.</p> <ol style="list-style-type: none"> 1. Click on Reports to open the Report Dashboard. Select ESG CAPER. 2. Fill out the prompts in the Report Options section, then click on Build Report. 3. Review sections 6a – 6f to identify data quality issues. 4. Click on Download to get a zip archive containing the CSV files required for submission to Sage.

DATA COLLECTION FORMS

DATA COLLECTION FORMS FOR DHS OEO ESP 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).

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

[Household ESG Entry – Emergency Shelter, Street Outreach, and Safe Haven Projects](#)

[Household ESG Interim](#)

[Household ESG Exit](#)

INDIVIDUALS

[Single ESG Entry – Emergency Shelter, Street Outreach, and Safe Haven Projects](#)

[Single ESG Interim](#)

[Single ESG Exit](#)

PROGRAM-SPECIFIC DATA ELEMENTS

PROGRAM SPECIFIC DATA ELEMENTS HAVE BEEN CHOSEN BY YOUR FUNDER AND ARE OFTEN UNIQUE TO THE TYPES OF PROJECTS THEY FUND. MORE INFORMATION ABOUT THESE DATA ELEMENTS CAN BE FOUND IN THE [HMIS DATA STANDARDS MANUAL](#).

4.12 CONTACT

Outreach Contacts				
	Date of Contact	Staying on Street, ES, or SH	Start Date *	End Date
	04/15/2017 12:00:00 PM		03/20/2017	
	06/11/2015 12:00:00 PM		06/11/2015	06/11/2015
	02/09/2015 12:00:00 PM		02/09/2015	02/09/2015
	02/01/2015 12:00:00 AM		02/01/2015	02/01/2015

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Project Type Applicability: 4: Street Outreach

Data Collected About: Head of Household and Adults

Data Collection Point: Occurrence Point (At the Time of Contact)

Rationale: To record each contact with people experiencing homelessness by street outreach and other service projects and to provide information on the number of contacts required to engage the client. A contact is defined as an interaction between a worker and a client. Contacts may range from simple a verbal conversation between the street outreach worker and the client about the client’s well-being or needs or may be a referral to service.

Data Collection Instructions: Record the date and location of each interaction with a client. The first Contact with the client will occur at the same point as Project Start Date.

All street outreach projects are expected to record every contact made with each client, including when the Project Start Date or Date of Engagement is recorded on the same day. There may or may not be a contact made at project exit.

4.13 DATE OF ENGAGEMENT

Project Type Applicability: 4: Street Outreach

Data Collected About: Head of Household and Adults

Data Collection Point: Occurrence Point (At the Point of Engagement)

Rationale: To record the date the client became ‘engaged’ in project services after one or more contacts with outreach or night-by-night shelter.

Data Collection Instructions: Record the date a client became engaged by a street outreach project or night-by-night emergency shelter in the development of a plan to address their situation. The date on which an interactive client relationship results in a deliberate client assessment or beginning of a case plan.

Only one date of engagement is allowed between project start and exit. This date may be on or after the Project Start Date and if the client becomes engaged, must be on or prior to the Project Exit Date. If the project has not developed this intensive relationship with the client before exit, Date of Engagement should be left blank.

If the client returns after a project exit, a new Project Start Date and a new Date of Engagement is to be established.

4.18 HOUSING ASSESSMENT DISPOSITION

Assessment Disposition	<input type="text" value="Referred to emergency shelter/safe haven"/> G
If Other Assessment Disposition, specify	<input type="text"/> G

Project Type Applicability: 4: Street Outreach and 1: Emergency Shelter

Data Collected About: Head of Household

Data Collection Point: Project Exit

Rationale: To track client disposition following a brief assessment of critical housing needs, such as at a prevention project. This data element may be used as part of a coordinated assessment system if appropriate for the CoC's system.

Data Collection Instructions: Indicate the appropriate disposition of the client following a housing crisis assessment once at or before project exit. The Housing Assessment Disposition element is only required for projects that are doing coordinated assessments as part of a CoC's coordinated entry system, to capture information and efforts made to house the client for planning purposes.

TRACKING EMERGENCY SHELTER UTILIZATION

EMERGENCY SHELTER PROJECTS RECEIVING DHS OEO ESP FUNDING RECORD CLIENT PARTICIPATION USING A WORKFLOW PROSCRIBED BY THEIR INTERACTIONS WITH CLIENTS. FOR MORE INFORMATION, PLEASE REFER TO THE [EMERGENCY SOLUTIONS GRANTS PROGRAM \(ESG\) HMIS PROGRAM MANUAL](#).

DATA ENTRY WORKFLOW OPTIONS

1. Create an Entry/Exit for each night a client stays in shelter.
 - a. Best for shelters where clients leave every morning and it is unknown whether they will return that night.
 - b. Uses the ClientPoint module.
2. Create an Entry when client comes into shelter and an Exit when they leave.
 - a. Best for shelters where clients tend to stay for longer periods of time.
 - b. Uses the ClientPoint module.
3. Automatically create Entry/Exits and check clients into a bed.
 - a. Uses the ShelterPoint module.
4. Use the Night-by-Night method.
 - a. Refer to the [HMIS User Guide for DHS OEO ESP Projects \(NbN\)](#) for more information.

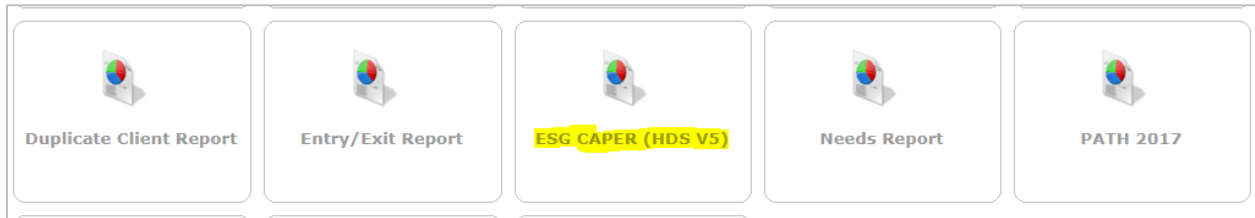
REPORTING GUIDELINES

THIS SECTION INTRODUCES THE DATA QUALITY AND FUNDER-REQUIRED REPORTS FOR DHS OEO ESP PROJECTS. USERS SHOULD RUN DATA QUALITY REPORTS REGULARLY TO ENSURE THAT ACCURATE INFORMATION IS BEING PROVIDED TO FUNDERS AND OTHER AGENCIES.

DATA QUALITY REPORTS

Name: ESG CAPER (HDS V5)

Location: Report Dashboard



Required Prompts: Provider, Program Date Range, Entry/Exit Types

Report Options

Provider Type [Provider](#) [Reporting Group](#)

Provider * Institute for Community Alliances (ICA) (no data entry) (1) Search My Provider Clear

[This provider AND its subordinates](#) [This provider ONLY](#)

Program Date Range * []/[]/[] [↺↻] to []/[]/[] [↺↻]

Entry/Exit Types * [Basic Center Program](#) [HUD](#) [PATH](#) [Quick Entry/Exit](#) [RHY](#) [Standard](#) [Transitional Living Program Entry/Exit](#) [VA](#) [HPRP \(Retired\)](#)

Build Report Download Clear

Data Quality Instructions: Sections 6a – 6f of the CAPER are focused on data quality. To view client records flagged as containing an error, click on the blue number in the desired cell.

6a - Data Quality: Personally Identifiable Information		Client Doesn't Know/Client Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	868504	1	1	0	7%
SSN (3.2)		9	7	0	57%
Date of Birth (3.3)		1	10	0	39%
Race (3.4)		1	3		14%
Ethnicity (3.5)		0	5		18%

Clients in answer cell

6a - Data Quality: Personally Identifiable Information
Client Doesn't Know/Client Refused

Data Element	ID	Client
Name (3.1)	868504	Tester, Training A

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Download Results Exit

FUNDER-REQUIRED REPORTS

Name: ESG CAPER (HDS V5)

Location: Report Dashboard



Required Prompts: Provider, Program Date Range, Entry/Exit Types

Report Options

Provider Type Provider Reporting Group

Provider* Institute for Community Alliances (ICA) (no data entry) (1)

This provider AND its subordinates This provider ONLY

Program Date Range* []/[]/[] to []/[]/[]

Entry/Exit Types* Basic Basic Center Program Entry/Exit HUD PATH Quick Call RHY Standard Transitional Living Program Entry/Exit VA HRRP (Retired)

Submission Frequency:

- As of 01/22/18, the due dates for ESP CAPER reports are as follows:
 - First year of biennium:
 - 1st semi-annual report, covering July 1st – December 31st, is due February 15th
 - 1st annual report, covering July 1st – June 30th, is due August 15th
 - Second year of biennium:
 - 2nd semi-annual report, covering July 1st – December 31st, is due February 15th
 - 2nd annual report, covering July 1st – June 30th, is due August 15th
- DHS OEO should be contacted with any questions regarding reporting dates.

Submission Instructions: Beginning in October 2017, ESP recipients should upload their CAPERs to the Sage HMIS Reporting Repository (Sage). Access to Sage is gained via hyperlinks that are distributed to ESP recipients by DHS OEO.

- Review the [ESG CAPER instructions](#) on the Minnesota HMIS website for a step-by-step explanation on how to run this report, tips on analyzing the report’s contents, and for guidance submitting the CAPER to Sage.