LTH Interim Review

Data Entry Instructions

Beginning July 1, 2014, LTH programs will need to make sure that an 'interim review' has been recorded for all adults and unaccompanied youth that have been in the program six months or more and have not exited. If a client has had a change for disability, income, non-cash benefits, residence information, housing cost or subsidy during the past 6 months then those changes should be entered in the 6 month LTH interim assessment. If no changes have occurred, an interim assessment should still be created but no changes will need to be recorded.

In order to make sure each adult or unaccompanied youth who has been in the program for more than 6 months have been properly updated, the user should begin using the Interim Review function in ServicePoint.

Reviews should be done twice a year. This will be now done on a slightly different schedule than previously. Clients should have an interim review done at the same time as their interim matrix updates are done--every six months, within the same month as their six month or anniversary date. For example, if a client entered the program on April 12th they should have a matrix measurement and interim review completed each October and April until they exit.

Instructions for using the Interim Review are given below.

Note: To accommodate this change and new requirement, we have attempted to set up ServicePoint for known LTH providers—but it is likely that a few were missed. If you read the instructions below and your screen does not show the Interim Review, please call the HMIS Helpdesk (651-280-2780 or 1-855-280-2780) and we will see that your screen gets properly configured.

Following are instructions for using the Interim Review
1. EDA to correct provider
2. In client record, click on the client's "Entry-Exit" tab
3. Find the appropriate Entry/Exit record (LTH provider)
4. Click on the 'Interim Reviews' icon in the "Interims" column
5. An "Interim Reviews" pop-up will display. Click Add Interim Review
6. The Add Interim Review pop-up will display.
    - Check the boxes to include all adult and unaccompanied youth household members (or the box to include the whole family) that have been in the program six months or more and have not exited.
    - Set the interim review type to "6 month".
    - Select the appropriate date.
        - Six months after entry or anniversary date
        - Anniversary date
    - Then click Save & Continue.
7. The Entry/Exit Interim Review pop-up will display.
    - Note: Because you are entering data for an LTH program, the interim review should be the "LTH All-Inclusive" assessment.

- Update the assessment if there are changes to disability, income, non-cash benefits or LTH sub-assessments that need to be entered. Click Save.
  - LTH Sub assessments:
    - Current Residence
    - Housing Cost
    - Housing Subsidy
  - Repeat for each adult household member who has updates to make. Switch between household members on the left hand side.
- If there are no changes for this household or you are done with making changes to all adult household members, scroll to the bottom and click "Save and Exit".

8. The "Interim Reviews" pop-up will display. This will show you the date and type of the review, as well as the client count included in the review. Confirm that the information is correct and click "Exit".

9. Now you'll be back at the "Entry/Exit" tab dashboard. The Entry/Exit record will now show that an Interim Review has been completed. This number will increase each time you complete an interim review.