



LTH Matrix

Data Entry Tips

Matrix Basics:

- The Matrix (Measurements) Tab is located near the top in ServicePoint between Case Plans and Assessments.

If you do not see a Measurements Tab, call the HMIS helpline and Wilder staff will set it up for you.

- Complete for all adults 18+ and youth on their own.
- Reminder: make sure to EDA to correct provider.
- To create a new Matrix, click the **Add New Measurement** button.
- Make sure to select the same provider as the one used for the Entry/Exit.
- Select Correct Point of Measurement:
 - First Matrix must be “initial” and completed at program entry (based on status right before entry). The first time you enter a matrix for a provider, it will automatically select “initial”.
 - Date = program entry date.
 - To add follow-up assessments, click **Add New Point of Measurement** to the existing Matrix (confirm there is the correct initial).
 - The **Interim measurement**, is required after the client/household has remained in the program for 6 months and every 6 months thereafter as long as the client/household is in the program
 - Date = 6 months after program entry date or 6 months after the most recent interim date. Should be within the month. Example: client entered on 4/15. The interims should be completed in October and April.
 - **Final measurement** is required at program exit, based on the person’s status and destination after leaving.
 - Date = program exit date
- “Information Reported To” selection allows you to select the person the Matrix information was reported to.
 - If the person is a ServicePoint User, select **ServicePoint User** and that user’s provider level (this will default to where you sit, if selecting yourself do not make any changes) and then select their name in the drop menu.
 - If the person is not a ServicePoint User, select “Other” and then type that person’s name.
 - Select “Continue” to start recording the matrix responses.
- To record responses for the matrix options click on the circle to select the appropriate response OR click on the magnify glass before each domain. Don’t completely leave matrix options blank or it may interfere with reporting.
 - Select **N/A** for options not required by the funder and also for child related questions that don’t apply to the household
- Remember to click **Save & Exit** once you have completed your data entry. Please review your data entry to make sure it is correct before pushing **Save & Exit**.
- If you make mistakes, you can edit your answers. If you change an answer after you save, an “H” will appear next the question. Clicking on the “H” will show you the answer history.



- To see the summary of the matrix assessments over time, click on [Show Summary](#). This page includes summary across initial, interims and possible final assessment as well as bar and line graphs showing progress by ranking and time.
- To print, go to matrix measurement you want to print by clicking on magnifying glass or for summary clicking on “Show Summary” and then click on print icon on the top right hand side of pop-up.
IMPORTANT: uncheck “Include Domain Descriptions Table” and then click on “Print”.

NOTE: If a client leaves an LTH program and returns to that same program, use the following instructions to determine which kind of Matrix (SSOM) assessment should be recorded:

- The client was gone for 6 months or less:
 - Click on the edit pencil for the “Final” matrix and change “Point of Measurement” to be “interim”
 - Enter a new “Interim” Matrix assessment using the client’s NEW entry date and scores.
- The client was gone for more than six months
 - Enter a new “Initial” matrix using the client’s NEW entry date

All Matrix domains are required for LTH except credit. Disability is now required to be entered into ServicePoint. Please see the separate reporting instruction document for information on data check and summary reports required for LTH at <http://www.hmismn.org/forms/LTH-MFHA.php>

For detailed instructions on data collection, see MN Housing’s matrix information page by clicking on [“MHFA Matrix Webpage”](#) link at <http://www.hmismn.org/forms/LTH-MFHA.php>