

HMIS USER GUIDE FOR VA SSVF PROJECTS

HOMELESSNESS PREVENTION (HP) | RAPID RE-HOUSING (RRH)

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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

1. Enter **EDA mode** as the correct provider and open the client's record in **ClientPoint**.
2. Make sure that the client is not already in HMIS by searching for different combinations of their information.
 - a. If you are provisionally accepting a referral from your CoC's Coordinated Entry System for a housing opening, select your project provider (the project that has an opening the client may be filling at your agency) when entering EDA mode.
3. If no records match, fill out all of the search prompts and click on **Add New Client With This Information**.
 - a. If the client has consented to participate in statewide data sharing, type the word **SHARED** in the **Alias** field. If you have additional questions about verifying and documenting statewide data sharing, [refer to this document](#).
 - b. If receiving a Coordinated Entry referral, you can go directly to the client's record using the client ID given to you by your CoC's Priority List Manager.
4. 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, you can select Clients entering on the day of data entry should use the **Current System Date**. (The date can be changed by clicking on **Back Date** in the top-right corner of the screen.)
 - a. If receiving a Coordinated Entry referral, you do not need to Back Date at this point. Please refer to the steps given in the "CES in HMIS Written Instructions" document for your CoC's workflow.
5. 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**.
6. 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.

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, you can select **Current System Date**.
 - 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 **VA** 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 **VA SSVF MAC-V Entry 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**.
5. Add Non-Financial and Financial Service Transactions in the Service Transaction Tab. (see instructions in Entering Service Transactions).

Update information as needed for SSVF.

1. Enter **EDA mode** as the correct provider and open the client's record in **ClientPoint**.
2. Backdate to the date of update (in pop-up or by clicking on "Back Date").
3. Update data elements (for each household member) on the **VA SSVF MAC-V Assessment** in the **Assessments tab**.

Updates include:

1. Client's Residence (update client's residence information for duration of enrollment)
2. Occupying Permanent Housing: Complete at entry and update every 90 days while in program. To update, back date as needed to each additional 90 days after program entry and record appropriate response.
3. SSVF HP Targeting Criteria (Homelessness Prevention projects only)
4. VAMC Station Number -DROPDOWN ONLY, TEXT FIELD RETIRED

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 **VA SSVF MAC-V Exit Assessment** for each household member.
4. **End all service transactions** from the Summary tab (or the Service Transactions tab)

RUN A REPORT

For more information about VA SSVF Reports, refer to the user guide section titled Reporting Guidelines.

1. Click on **Reports** to open the **Report Dashboard**. Select **SSVF Export** under the Custom Reports section.
2. Fill out the prompts in the **Report Options** section, then Click **Quality Report**.
3. Click on the blue numbers in the **Error Count** to identify clients with data quality issues.

All data corrections need to be done by the 1st of every month. SSVF staff and ICA must have the reports uploaded to the repository by the 5th business day of each month.

DATA COLLECTION FORMS

ICA does not create or maintain Data Collection Forms for SSVF.

PROGRAM-SPECIFIC DATA ELEMENTS

Program-specific data elements are 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 [VA Provider Data Guide](#).

V1 VETERAN INFORMATION

Veteran Information	
Year entered military service *	Year separated from military service
11/01/1987	11/01/1993
<input type="button" value="Add"/>	Showing 1-1 of 1

Veteran Information

Year entered military service *	<input type="checkbox"/>	03 / 05 / 1979				
Year separated from military service	<input type="checkbox"/>	04 / 18 / 1979				
World War II	<input type="checkbox"/>	No (HUD)				
Korean War	<input type="checkbox"/>	No (HUD)				
Vietnam War	<input type="checkbox"/>	No (HUD)				
Persian Gulf War	<input type="checkbox"/>	No (HUD)				
Afghanistan	<input type="checkbox"/>	No (HUD)				
Iraq Freedom	<input type="checkbox"/>	No (HUD)				
Iraq Dawn	<input type="checkbox"/>	No (HUD)				
Other Peace-keeping Operations or Military Interventions	<input type="checkbox"/>	No (HUD)				
Branch of the Military	<input type="checkbox"/>	Army (HUD)				
Discharge Status	<input type="checkbox"/>	Honorable (HUD)				

Data Collection Point: Project Start




Data Collected About: Head of Household (All Veterans)

Project Type Availability: PH - Rapid Re-Housing, Homelessness Prevention

Data Collection Instructions: Record the Year Entered and Year Separated for the Veteran’s longest continuous period of service.

<<Response Codes>>

V2 SERVICES PROVIDED

Services		
Start Date	End Date	Provider
 11/14/2017		MACV SSVF Metro-RRH-HCC-VA-SSVF
 11/14/2017		MACV SSVF Metro-RRH-HCC-VA-SSVF
 08/19/2017	09/01/2017	TSA St. Cloud-ES-CNC ST-HUD-ESG-DHS OEO

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Data Collection Point: Occurrence Point (date service is provided)

Project Type Availability: PH - Rapid Re-Housing, Homelessness Prevention

Data Collected About: Head of Household (All Veterans)

Data Collection Instructions: If you meet with a participant 5 times during the course of enrollment to provide case management, there should be a record for each date.

Data Entry Instructions: Add a service/add multiple services on the date it is provided.

Services should be attached to the head of household’s record. Do not create duplicate records of a single service for each household member.

V3 FINANCIAL ASSISTANCE

Type of SSVF Service	-Select-
SSVF Financial Assistance Type	Security deposit
SSVF Financial Assistance Amount	\$ 300.00

Data Collection Point: Occurrence Point (date provided)

Project Type Availability: PH - Rapid Re-Housing, Homelessness Prevention

Data Collected About: Head of Household (All Veterans)

Data Collection Instructions:

- Add a financial service on the date the check is cut.
- There should be a separate record of financial assistance for each check that is cut; the date of financial assistance should be the date that the check is cut.
- If a check is returned or not cashed, delete the record in HMIS.

Data Entry Instructions: Enter financial assistance under the head of household’s record. Do not create duplicate records of a single instance of financial assistance for each household member; after a household is discharged, it should be possible to determine, based on HMIS data, how much financial assistance the household received.

V4 PERCENT OF AMI (SSVF ELIGIBILITY)

Monthly Income (HUD)		HUD Verification <input checked="" type="checkbox"/>			
	Start Date*	Source of Income	End Date (record ONLY if income changes or ends)	Monthly Amount	Receiving Income Source?
	08/19/2017	Other (HUD)			No
	08/19/2017	Alimony or Other Spousal Support (HUD)			No
	08/19/2017	Child Support (HUD)			No
	08/19/2017	Worker's Compensation (HUD)			No
	08/19/2017	SSI (HUD)			No

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Total Monthly Income

Percentage of AMI (NEW - Use this one)

Data Collection Point: Project Start

Project Type Availability: PH - Rapid Re-Housing, Homelessness Prevention

Data Collected About: Head of Household (All Veterans)

Data Collection Instructions: Record the household income as a percentage of Area Median Income (AMI). Select a category based on the SSVF Income Eligibility Calculation using the SSVF Income Eligibility Worksheet:

SSVF Income Eligibility Calculation Worksheet					
To be eligible for SSVF, households must be at or below 50% of the Area Median Income (and meet other SSVF eligibility requirements). Grantees may use this sample worksheet to determine whether an applicant household meets the SSVF income eligibility threshold. A copy of this worksheet should be kept in the SSVF participant case file. For additional information on SSVF eligibility requirements and documentation standards, see the SSVF Program Guide.					
Household Member Number	Household Member Name				Age of Household Member
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
Total Household Members (Household size)					
50% of Area Median Income (AMI) for Household Size					\$ -
Household Member Number/Name	Sources of Household Income	Gross Documented Current Income Amount	Frequency of Income	Number of Payments per Year	Annual Gross Income (gross income amount X # of payments per year)
	Earned Income (for ADULT household members only)	\$ -			\$ -
	Earned Income (for ADULT household members only)	\$ -			\$ -
	Earned Income (for ADULT household members only)	\$ -			\$ -
	Self-employment/business income	\$ -			\$ -
	Self-employment/business income	\$ -			\$ -
	Interest & Dividend Income	\$ -			\$ -
	Income from Assets	\$ -			\$ -
	Pension/Retirement Income	\$ -			\$ -
	Pension/Retirement Income	\$ -			\$ -
	Unemployment & Disability Income	\$ -			\$ -
	Unemployment & Disability Income	\$ -			\$ -
	TANF/Public Assistance	\$ -			\$ -
	TANF/Public Assistance	\$ -			\$ -
	Alimony, Child Support and Foster Care Income	\$ -			\$ -
	Alimony, Child Support and Foster Care Income	\$ -			\$ -
	Armed Forces Income	\$ -			\$ -
	Armed Forces Income	\$ -			\$ -
	Other (specify):	\$ -			\$ -
	Other (specify):	\$ -			\$ -
Total Annual Gross Income from all Sources					\$ -
50% of Area Median Income for Household Size					\$ -
Variance (If less than AMI, then household is income eligible)					\$ -
<i>Is the household at or below 50% Area Median Income?</i>					<i>YES-Income Eligible</i>
					<i>NO-Not Income Eligible</i>

Please note that although ‘Greater than 50%’ is a response category defined in the HMIS Data Standards, households with income greater than 50% of the Area Median Income are ineligible for SSVF. Responses of ‘Greater than 50%’ will negatively impact data quality.

V5 LAST PERMANENT ADDRESS

Client's Residence						
Start Date *	Client Street Address	APT #	Client's County	Home Phone Number (optional)	End Date (move-out)	Current Residence Status
11/14/2017	123 Wisconsin Street	3	Barron			

Showing 1-1 of 1

Data Collection Point: Project Start

Project Type Availability: PH - Rapid Re-Housing, Homelessness Prevention

Data Collected About: Head of Household

Data Collection Instructions: Record the head of household’s last permanent address. For Prevention clients, this will be their current address. For Rapid Re-Housing participants, this is not the location where the participant is currently staying, but the address of the last place they were permanently housed. This should never be the address of a shelter or a reference to a location like the streets or a park – it should be the address where the client was last in housing that might be categorized as permanent, such as:

- An apartment or house rented by the client, with or without a subsidy;
- A home owned or rented by someone else (e.g., the client’s parents, a friend, etc.) where the client lived.

V6 VMAC STATION NUMBER

VAMC Station Number

Data Collection Point: Project Start

Project Type Availability: PH - Rapid Re-Housing, Homelessness Prevention

Data Collected About: Head of Household (All Veterans)

Data Collection Instructions: The service number requires no input from the client. The list of VAMC Station Numbers can be found on the HMIS_CSV_Specifications document located on the Homelessness Data Exchange.

Data Entry Instructions: This data element has been revised to offer a drop-down option for selecting the VA Medical Center (VAMC) Station Number that corresponds to the grantee’s service location.

V7 SSVF HP TARGETING CRITERIA

Data Collection Point: Project Start

Project Type Availability: Homelessness Prevention

Data Collected About: Head of Household (All Veterans)

Data Collection Instructions: The data element contains nineteen separate questions or field names.

Data Entry Instructions: Enter the results of SSVF Homelessness Prevention Stage 2 Targeting Criteria Screening as of the date of Project Start for all heads of households.

P4 CONNECTION WITH SOAR

Connection with SOAR	Yes (HUD) G
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Data Collection Point: Project Start, Annual Assessment, Project Exit

Project Type Availability: PH - Rapid Re-Housing, Homelessness Prevention

Data Collected About: All Adults

Data Collection Instructions: Record for all adults in the household any connection to a [SOAR program](#). Update the connection status anytime between project, annual assessment, and project.

R4 LAST GRADE COMPLETED

Last Grade Completed (HUD)	Grade 12 / High school diploma G
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Data Collection Point: Project Start

Project Type Availability: PH - Rapid Re-Housing, Homelessness Prevention

Data Collected About: Head of Household and All Adults

Data Entry Instructions Enter the last grade completed by choosing the appropriate answer from the dropdown question.

R6 EMPLOYMENT STATUS

Employed? (HUD)	-Select- G
If Yes, Type of Employment	-Select- G
If No, Why not Employed	-Select- G

Data Collection Point: Project Start, Project Exit

Project Type Availability: PH - Rapid Re-Housing, HP - Homelessness Prevention

Data Collected About: Head of Household and All Adults

Data Entry Instructions Enter the employment status using the dropdowns.


ENTERING SERVICE TRANSACTIONS


Note: You must be on the HOH record (Primary Client) when entering Service Transactions, both Financial and Non-Financial.


Client Information


Service Transactions


Service Transaction Dashboard



Add Need



Add Service


Add Multiple Services


Add Referrals


View Previous Service Transactions


View Shelter Stays


View Entire Service History

Household Members

To include Household members for this Service, click the box beside each name. Only members from the SAME Household may be selected.

Couple With No Children (Primary Client)

Service Provider *	<input style="width: 90%;" type="text"/>	<input type="button" value="Search"/>	<input type="button" value="My Provider"/>	<input type="button" value="Clear"/>
Creating User	<input style="width: 90%;" type="text"/>			
Start Date *	<input type="text" value="02"/> / <input type="text" value="02"/> / <input type="text" value="2018"/>	<input type="button" value="↺"/>	<input type="button" value="↻"/>	<input type="button" value="↺"/>
End Date	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>	<input type="button" value="↺"/>	<input type="button" value="↻"/>	<input type="button" value="↺"/>
Service Type *	<input style="width: 90%;" type="text" value="Basic Needs (B)"/>	<input type="button" value="Look Up"/>		
Provider Specific Service	<input type="text" value="-Select-"/>			

Service Type=Basic Needs

1. Save & Continue (Select and Save only one service type at a time)
2. If entering a non-financial assistance service, select from the Type of SSVF Service drop-down menu.

3. If you select Assistance Obtaining VA Benefits, a second dropdown will appear for you to select the type of VA Benefit.
4. Scroll down and hit Save & Exit. Do not add a financial assistance service at the same time.
5. If entering a financial assistance service, follow the steps above. Select from the SSVF Financial Assistance Type drop-down menu and enter the Amount. A separate entry (i.e. Security deposit, Rental Assistance, Utility Fee Payment, etc.) must be completed for each financial service provided. Add VA for the funding source and the amount again under Funding Sources.
6. Scroll down and hit Save & Exit. Do not add a non-financial assistance service at the same time.

Service Provider *	MACV SSVF Metro-RRH-HCC-VA-SSVF (3511)
Creating User	[User Name]
Start Date *	11 / 14 / 2017 12 : 00 : 00 AM
End Date	/ / : :
Service Type *	Basic Needs (B)
Provider Specific Service	-Select-
Service Notes	<div style="border: 1px solid gray; height: 50px;"></div>

Type of SSVF Service	-Select-
SSVF Financial Assistance Type	Security deposit
SSVF Financial Assistance Amount	\$ 300.00

REPORTING GUIDELINES

This section introduces the data quality and funder-required reports for VA SSVF projects. Users should run Quality Reports from within the SSVF Export 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

Name: Quality Report

Location: SSVF Export

Required Prompts: Provider or Reporting Group, check “This provider only” and Operating Year Date Range Start and End Dates. (See above.)

SSVF Export

Reporting Group	MACV SSVF Duluth-HP-SLC-VA-SSVF (3493)	Choose Reporting Group	Clear
Provider		Search	My Provider
		Clear	
	<input type="radio"/> This provider AND its subordinates <input checked="" type="radio"/> This provider ONLY		
Operating Year Date Range	10 / 01 / 2017	01 / 19 / 2018	
	<input type="button" value="Quality Report"/> <input type="button" value="Export Report"/>		

SSVF Export

1. **Data Quality Instructions:** Data Correction: Run the Quality Report (within the canned report) for SSVF found here: **Reports > Custom Reports > SSVF Export Dashlet**. Click on the hyperlinks for the client ids that are showing corrections needed. Please make sure to make any data entry corrections before the first of the month. SSVF staff and ICA must upload the report to the repository by the 5th business day of the month.

SSVF Export

Reporting Group		Choose Reporting Group	Clear
Provider	MACV SSVF Mankato-HP-SWC-VA-SSVF (3501)	Search	My Provider
	<input type="radio"/> This provider AND its subordinates <input checked="" type="radio"/> This provider ONLY		
Operating Year Date Range	10 / 01 / 2017 <input type="button" value="↺"/> <input type="button" value="↻"/> <input type="button" value="↻"/> 02 / 02 / 2018 <input type="button" value="↺"/> <input type="button" value="↻"/> <input type="button" value="↻"/>		
<input style="border: 1px dashed gray;" type="button" value="Quality Report"/>		<input type="button" value="Export Report"/>	

Data Quality Overview			
Field	Collected For	Total Records	Error Count
Clients not enrolled in HP or RRH	n/a	0	0
Social Security Number	All Clients	1	0
Date of Birth	All Clients	1	0
Gender	All Clients	1	0
Race	All Clients	1	0
Ethnicity	All Clients	1	0
Client Location - CoC Code	Head of Household	1	0
Income as a Percent of AMI	Head of Household	1	0
Homelessness Prevention Score	Head of Household	1	0
VAMC Station Number	Head of Household	1	0
Client Entering From Streets, ES, or SH	Adults/HoH	0	0
Approximate Date Started (If Yes for above)	Adults/HoH & Entering=Y	0	0
Number of Times on Streets/ES/SH in Past 3 Years	Adults/HoH	0	0
Total Number of Months Homeless in Past 3 Years	Adults/HoH & 1+Times	0	0