



# HMIS USER GUIDE FOR DHS OEO ESP PROJECTS

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Homelessness Prevention (HP) | Rapid Re-Housing (RRH)

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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	<ol style="list-style-type: none"> <li>1. Enter <b>EDA mode</b> as the correct provider and search for the client’s record in <b>ClientPoint</b>.             <ol style="list-style-type: none"> <li>a. If entering data for a household, be sure to search for the head of household.</li> </ol> </li> <li>2. Make sure that the client is not already in HMIS by searching for different combinations of their information.             <ol style="list-style-type: none"> <li>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.</li> </ol> </li> <li>3. If no records match, fill out all of the search prompts and click on <b>Add New Client With This Information</b>.             <ol style="list-style-type: none"> <li>a. If the client has consented to participate in statewide data sharing, enter the word <b>SHARED</b> in the <b>Alias</b> field.</li> <li>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.</li> </ol> </li> <li>4. When prompted, enter the date of the client’s entry into the project and select <b>Set New Back Date</b>. If the client entered the project today, you can select <b>Current System Date</b>. (The date can be changed by clicking on <b>Back Date</b> in the top-right corner of the screen).             <ol style="list-style-type: none"> <li>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.</li> </ol> </li> <li>5. If the client is being served with other household members, click on the <b>Households</b> tab and either add them to an existing household or create a new household.</li> </ol>
ENTER A CLIENT INTO A PROJECT	<ol style="list-style-type: none"> <li>1. Enter <b>EDA mode</b> as the correct provider and open the client’s record in <b>ClientPoint</b>.             <ol style="list-style-type: none"> <li>a. If entering data for a household, be sure to search for the head of household.</li> </ol> </li> <li>2. When prompted, enter the date of the client’s entry into the project and select <b>Set New Back Date</b>. If the client entered the project today, you can select <b>Current System Date</b>.             <ol style="list-style-type: none"> <li>a. The date can be changed by clicking on <b>Back Date</b> in the top-right corner of the screen.</li> </ol> </li> <li>3. Click on the <b>Entry / Exit</b> tab and select <b>Add Entry / Exit</b>.             <ol style="list-style-type: none"> <li>a. If entering a household, check the box next to each client included in the entry.</li> <li>b. Select <b>HUD</b> from the <b>Type</b> drop-down menu.</li> <li>c. If necessary, adjust the <b>Project Start Date</b>, then select <b>Save &amp; Continue</b>.</li> </ol> </li> <li>4. For each client included in the entry, complete the data elements on the <b>HUD ESG All-Inclusive B</b> assessment in the <b>Entry/Exit Data</b> pop-up.             <ol style="list-style-type: none"> <li>a. If entering data for multiple household members, save time by clicking on <b>Add Household Data</b> and completing the <b>Household Data Sharing</b> assessment.</li> </ol> </li> </ol>

UPDATE A CLIENT'S INFORMATION	<p>Clients participating in a <b>Homelessness Prevention</b> project must have their information updated every 3 months. <b>Rapid Re-Housing</b> projects are required to update information for clients on an annual basis, within 30 days of a client's or head of household's anniversary date.</p> <ol style="list-style-type: none"> <li>1. Enter <b>EDA mode</b> as the correct provider and open the client's record in <b>ClientPoint</b>.</li> <li>2. Click on the <b>Entry/Exit</b> tab, then select the <b>Interims</b> icon for the correct Entry/Exit.</li> <li>3. In the <b>Interim Reviews</b> pop-up, click on <b>Add Interim Review</b>. <ol style="list-style-type: none"> <li>a. Select <b>Annual Assessment</b> (RRH projects) or <b>90-Day Review</b> (HP projects) from the <b>Interim Review Type</b> drop-down menu.</li> <li>b. If serving a household, be sure to include all applicable household members in the entry by checking the boxes next to their names.</li> </ol> </li> <li>4. In the <b>Entry/Exit Interim Review</b> pop-up, review the <b>HUD CoC &amp; ESG Update (2017) – MN</b> assessment answers. Update any answers that are no longer correct with the latest accurate information.</li> </ol>
EXIT A CLIENT FROM A PROJECT	<ol style="list-style-type: none"> <li>1. Enter <b>EDA mode</b> as the correct provider and open the client's record in <b>ClientPoint</b>.</li> <li>2. Click on the <b>Entry/Exit</b> tab, then select the <b>edit pencil</b> (in the <b>Exit Date</b> column) next to the correct entry. <ol style="list-style-type: none"> <li>a. If exiting a household, be sure to include all applicable household members in the exit by checking the boxes next to their names.</li> <li>b. Enter the correct <b>Exit Date</b> and <b>Destination</b>, then click on <b>Save &amp; Continue</b>.</li> </ol> </li> <li>3. Complete the <b>Exit HUD</b> assessment for each household member.</li> </ol>
RUN A REPORT	<p>For more information about DHS OEO ESP Reports, refer to the user guide section <a href="#">Reporting Guidelines</a>.</p> <ol style="list-style-type: none"> <li>1. Click on <b>Reports</b> to open the <b>Report Dashboard</b>. Select <b>ESG CAPER</b>.</li> <li>2. Fill out the prompts in the <b>Report Options</b> section, then click on <b>Build Report</b>.</li> <li>3. Review sections <b>6a – 6f</b> to identify data quality issues.</li> <li>4. Click on <b>Download</b> to get a zip archive containing the CSV files required for submission to Sage.</li> </ol>

## 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 – All Other Project Types](#)

[Household ESG Interim](#)

[Household ESG Exit](#)

### INDIVIDUALS

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[Single ESG Entry – All Other Project Types](#)

[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](#).

### 4.18 HOUSING ASSESSMENT DISPOSITION

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Assessment Disposition	<input style="width: 95%;" type="text" value="Referred to emergency shelter/safe haven"/> <span style="float: right; font-size: 0.8em;">▼ G</span>
If Other Assessment Disposition, specify	<input style="width: 95%;" type="text"/> <span style="float: right; font-size: 0.8em;">G</span>

**Project Type Applicability:** 12: Homelessness Prevention and 13: Rapid Rehousing

**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.

W5 HOUSING ASSESSMENT AT EXIT

Housing Assessment at Exit	Client became homeless - moving to a shelter or other place unfit for human habitation
If Able to maintain housing at entry, Subsidy Information	-Select-
If Moved to new housing unit, Subsidy information	-Select-

**Project Type Applicability:** 12: Homelessness Prevention

**Data Collected About:** All Clients

**Data Collection Point:** Project Exit

**Rationale:** To determine whether clients exiting prevention projects have remained stably-housed.

**Data Collection Instructions:** Determine the response value that best describes the client’s housing circumstances from project entry to project exit.

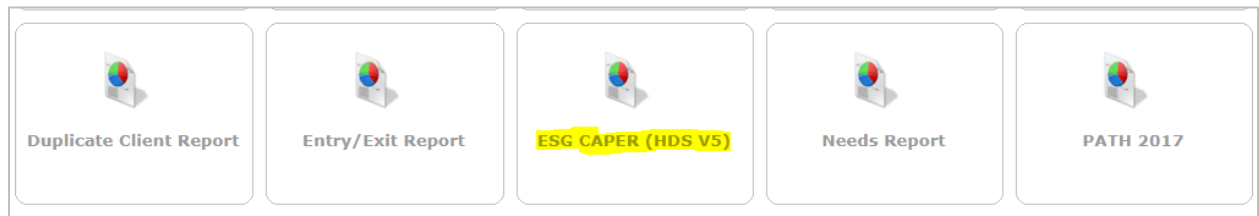
REPORTING GUIDELINES

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)

This provider AND its subordinates  This provider ONLY

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

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

**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	Tester, Training A	1	1	0	7%
SSN (3.2)	Showing 1-1 of 1		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%

## 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) Search My Provider Clear

This provider AND its subordinates  This provider ONLY

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

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

Build Report Download Clear

**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 1<sup>st</sup> – December 31<sup>st</sup>, is due February 15<sup>th</sup>
    - 1st annual report, covering July 1<sup>st</sup> – June 30<sup>th</sup>, is due August 15<sup>th</sup>
  - Second year of biennium:
    - 2nd semi-annual report, covering July 1<sup>st</sup> – December 31<sup>st</sup>, is due February 15<sup>th</sup>
    - 2nd annual report, covering July 1<sup>st</sup> – June 30<sup>th</sup>, is due August 15<sup>th</sup>

- 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.