


HOMESWORK STARTS WITH HOME

HMIS USER GUIDE

The Homework Starts with Home (HSWH) program provides Homelessness Prevention and Rapid Re-Housing services. HSWH is unique because it receives funding from Minnesota Housing’s FHPAP and LTH-HTF programs, as well as philanthropic partners. Because of the funding sources involved, the data entry workflow will look familiar to users that have worked with either FHPAP or LTH-HTF.

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Keep an eye out for important alerts as you read through these instructions.

OPEN A CLIENT RECORD IN HMIS

When recording the services provided to a client, search for an existing record in HMIS. If there is no existing record, create a new one for the client.

SEARCH FOR AN EXISTING CLIENT RECORD

1. Login to Minnesota’s HMIS and click on **Enter Data As**. Select the [Homework Starts with Home provider](#) you will be using to enter data.

WHICH EDA SHOULD I USE?

Unlike the traditional FHPAP or LTH-HTF workflows, you will not choose a HSWH provider based on its funding source. Instead, you will select the type of project delivering services to the client.

Residence Prior to Project Entry (Night before Project Start Date)	Project Type	Example Providers
Housed, but at imminent risk of losing their housing	Homelessness Prevention	West Central- HP -WCC-HSWH
Staying or living with friends or family	Rapid Rehousing Doubled Up HA	West Central- RRH -WCC-HSWH- Doubled Up HA
Literally homeless	Rapid Rehousing	West Central- RRH -WCC-HSWH- RRH HA

2. Open [ClientPoint](#). If you have the client’s ID number, enter it into the [Client ID #](#) field and click on **Submit**. Otherwise, type the client’s information into the [Client Search](#) boxes and click on **Search**.
 - a. If the client appears in the [Client Results](#) table, click on their name and continue on to the section [Complete the Universal Profile](#).
 - b. If the client does not appear in the [Client Results](#) table, try searching for them using different combinations of information. For clients that do not appear in the results table after three tries, follow the instructions in the section [Create a New Client Record](#) to add them to HMIS.


CREATE A NEW CLIENT RECORD




1. Type the client’s information into the [Client Search](#) boxes. It is important to fill out these boxes as completely as possible.
2. Click on **Search**. (ServicePoint requires this step before a new client record can be created.)
3. Type the word **SHARED** into the [Alias](#) field for a client that has agreed to statewide data sharing. If they have not consented to share their information with other agencies, refer to the [General HMIS Instructions](#) for directions on creating a closed record.

4. Click on **Add New Client With This Information**, then select **Ok** in the confirmation pop-up to continue with creating the record.
5. Continue on to the section **Complete the Universal Profile**.
 - a. If there are additional household members being served with this client, refer to the **Households How-To Guide** for instructions on searching for an existing household or creating a new household.




COMPLETE THE UNIVERSAL PROFILE

1. When you open a client’s profile, the **Back Date Mode** pop-up will appear. Enter the date that the client was enrolled in your program and click on **Set New Back Date**.
2. Select the **Client Profile** tab and scroll down to the **Universal Profile** assessment. Complete any missing fields and update any incorrect information.

Universal profile 

Relationship to Head of Household	<input type="text" value="Self (head of household)"/> G
Date of Birth	<input type="text" value="02"/> / <input type="text" value="18"/> / <input type="text" value="1970"/>    G
Date of Birth Type	<input type="text" value="Full DOB Reported (HUD)"/> G
Gender	<input type="text" value="Male"/> G
Race 1	<input type="text" value="Asian (HUD)"/> G
Ethnicity	<input type="text" value="Non-Hispanic/Non-Latino (HUD)"/> G
If Native American, of which tribe are you an enrolled member?	<input type="text" value="-Select-"/> G
Agency's client ID #	<input type="text"/> G

It is the responsibility of the agency with the first signed ROI to enter the date signed below. Do not override.

Date of ROI Consent	<input type="text" value="01"/> / <input type="text" value="01"/> / <input type="text" value="2018"/>    G
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3. Scroll down to the bottom of the page and click **Save**.

ENROLL A CLIENT IN YOUR PROGRAM

When a client enrolls in your program, create a new program entry on the Entry/Exit tab; adults and heads of household must also have an initial self-sufficiency outcomes matrix (SSOM) recorded for them in the Measurements tab.

CREATE A PROGRAM ENTRY

1. From your **Home Page Dashboard**, click on **Enter Data As** and select the **Homework Starts with Home** provider you will be using to enter data.

2. Open the client’s record. When prompted to enter a [Back Date](#), enter the date that the client enrolled in your program and click on [Set New Back Date](#).
 - a. If entering information for a household, open the head of household’s record.
3. Click on the [Entry/Exit](#) tab, then select [Add Entry/Exit](#).

Entry / Exit						
Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count
Add Entry / Exit		No matches.				

4. In the [Project Start Data](#) pop-up, complete the following fields:
 - a. [Household Members](#): Check the box next to all household members who should be included in the Entry/Exit.
 - b. [Provider](#): Your Homework Starts with Home provider.
 - c. [Type](#): Basic
 - d. [Project Start Date](#): The client’s date of enrollment.

Entry Data - (1001245)

Household Members

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

(234162) Couple With No Children

(1001244)

(1001245)

Entry Data - (1001245) 12, Test

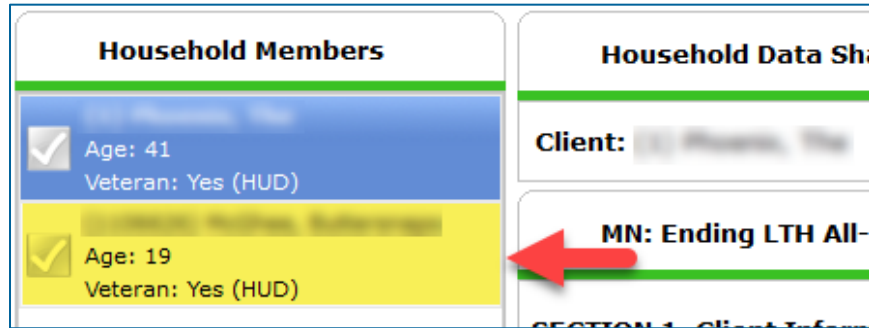
Provider * Suburban Homework Starts with Home-RRH-RCC-HSWH (DO NOT USE) (5456) Search My Provider Clear

Type * Basic

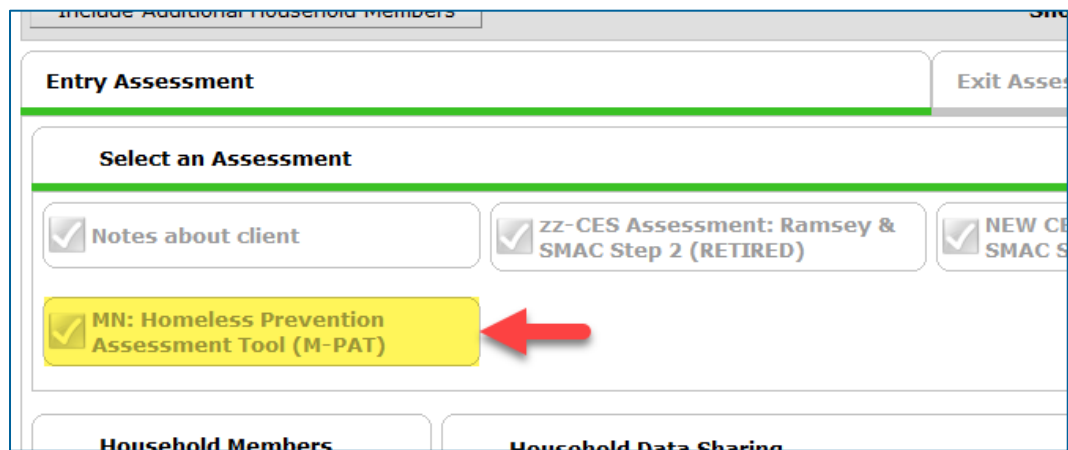
Entry Date * 01 / 01 / 2019 12 : 00 : 00 AM

5. Click [Save and Continue](#) to proceed to the entry assessment.
6. Complete the assessment [Entry: Homework Starts with Home](#), filling out any missing fields and updating any old information.
 - a. If the client moved into housing at program entry, enter a [Housing Move-In Date](#).

- b. If there are multiple household members, complete this entry assessment for each person. You can quickly switch between household members by selecting their names from the [Household Members](#) list on the left side of the assessment pop-up. (Remember to click on **Save** after completing each assessment!)



- 7. When you are finished, scroll to the bottom of the assessment and click on **Save**.
- 8. At this time, you can review or complete Minnesota’s [Homeless Prevention Assessment Tool \(M-PAT\)](#) by choosing it from the [Select an Assessment](#) section near the top of the assessment pop-up. For more information about the M-PAT, check out its [User Guide](#) on the [Forms and Instructions](#) page of Minnesota’s HMIS website.

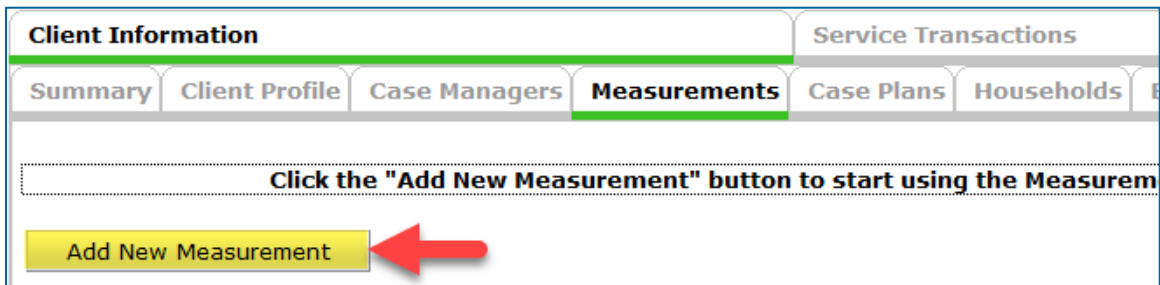


- 9. When are finished entering and reviewing information, close the entry assessment by clicking on **Save & Exit**.

CREATE AN INITIAL MATRIX

- 1. From your [Home Page Dashboard](#), click on **Enter Data As** and select the [Homework Starts with Home](#) provider you will be using to create the matrix. (This should be the same provider as the one listed in the client’s [Entry/Exit](#) tab.)
- 2. Open the client’s record. When prompted to enter a [Back Date](#), enter the date that the client enrolled in your program and click on **Set New Back Date**.

- Click on the **Measurements** tab, then select **Add New Measurement**.



- Review the fields in the **Measurement** pop-up. The provider should be your **Homework Starts with Home** provider and the date should be the same as the client’s program enrollment date. When you have confirmed that the information is correct, click on **Continue**.
- Complete the initial matrix. When you are finished, select **Save and Exit**.
 - If you have questions about a matrix domain, click on its **magnifying glass**.



- Repeat steps 2 – 5 for all other adult household members.

UPDATE A CLIENT’S INFORMATION

Clients enrolled in the Homework Starts with Home program are required to have a review completed every 6 months; adults and heads of household must also have an interim matrix filled out. Additionally, when a client moves into permanent housing or reports a change, like an increase in income, an interim update must be recorded.

CREATE AN INTERIM UPDATE

Add a new interim update when a client moves into permanent housing or reports a change.

- From your **Home Page Dashboard**, click on **Enter Data As** and select the **Homework Starts with Home** provider you will be using to enter data.
- Open the client’s record. When prompted to enter a **Back Date**, enter the date that the client reported a change and click on **Set New Back Date**.

3. Select the **Entry/Exit** tab and click on the **Interims** icon.

	Type		Project Start Date		Exit Date	Interims	Foll Up
Community Alliance	Basic		05/18/2019				
Residential Program	Basic		05/17/2019				
Community Alliance	HUD		04/02/2019		04/17/2019		
Community Alliance	RHY		03/13/2019		03/14/2019		
Community Alliance	HUD		03/11/2019				

4. Click on **Add Interim Review** in the **Interim Reviews** pop-up.

Interim Reviews

Interim Reviews Associated with this Entry / Exit

Review Date	Review Type	Client
<div style="display: flex; justify-content: space-between; align-items: center;"> Add Interim Review No matches. </div>		

5. In the **Add Interim Review** pop-up, complete the following fields:

i To include Household members associated with the Entry / Exit for this Interim Review, click box beside each name.

(234162) Couple With No Children

(1001244) (Entry Date: 01/16/2019 11:10 AM) A

(1001245) (Entry Date: 01/16/2019 11:10 AM)

Interim Review Data




Entry / Exit Provider	Institute for Community Alliances (2019-01-16 11:10 AM)
Entry / Exit Type	HUD
Interim Review Type B	Update ▼
Review Date * C	07 / 12 / 2019 📅 ↻ 🕒 2 : 13 : 56 PM ▼

- a. **Household Members:** Check the box next to all household members who should be included in the update.
- b. **Interim Review Type:** Update
- c. **Review Date:** The date the client reported a change.

6. Click on **Save & Continue** to proceed to the update assessment.
7. Complete the assessment [Update: Homework Starts with Home](#), filling out any missing fields and updating any old information.
 - a. If the client moved into housing, enter their [Housing Move-In Date](#).

(Permanent Housing Projects Only) For Heads of Household in Perm

For clients with a Project Start Date in a permanent housing project, permanent housing unit.













Housing Move-in Date / /    G

- b. If there are multiple household members, complete this update assessment for each person. You can quickly switch between household members by selecting their names from the [Household Members](#) list on the left side of the assessment pop-up. (Remember to click on **Save** after completing each assessment!)
8. When you are finished, scroll to the bottom of the assessment and click on **Save & Exit**. Then, click on **Exit** to close the Interim Reviews pop-up.

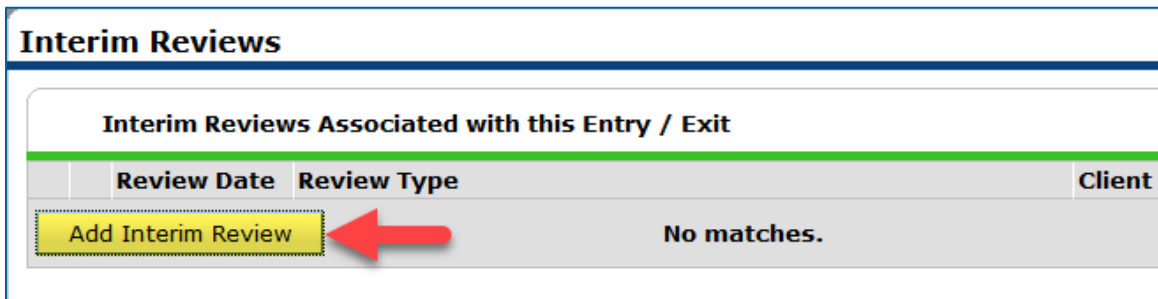
COMPLETE A 6 MONTH REVIEW

Every 6 months add a new interim 6 month review that includes all household members.

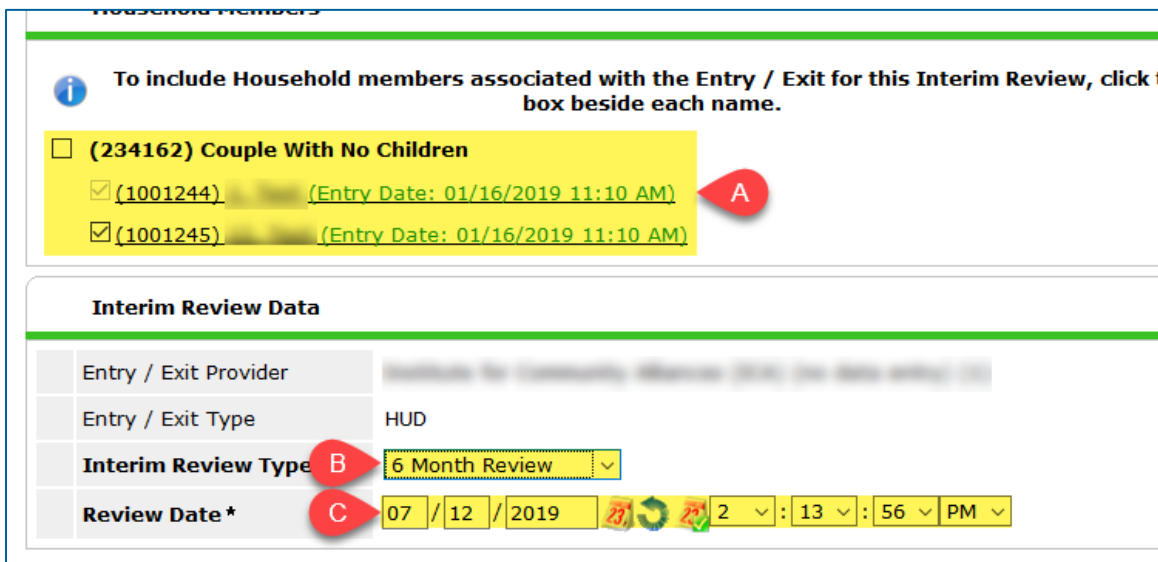
1. From your [Home Page Dashboard](#), click on **Enter Data As** and select the Homework Starts with Home provider you will be using to enter data.
2. Open the client’s record. When prompted to enter a [Back Date](#), enter the date of the client’s 6 month review and click on **Set New Back Date**.
3. Select the [Entry/Exit](#) tab and click on the [Interims](#) icon.

it						
	Type		Project Start Date		Exit Date	Interims
Community Alliance	Basic		05/18/2019			
Residential Program	Basic		05/17/2019			
Community Alliance	HUD		04/02/2019		04/17/2019	
Community Alliance	RHY		03/13/2019		03/14/2019	

4. Click on **Add Interim Review** in the *Interim Reviews* pop-up.



5. In the *Add Interim Review* pop-up, complete the following fields:

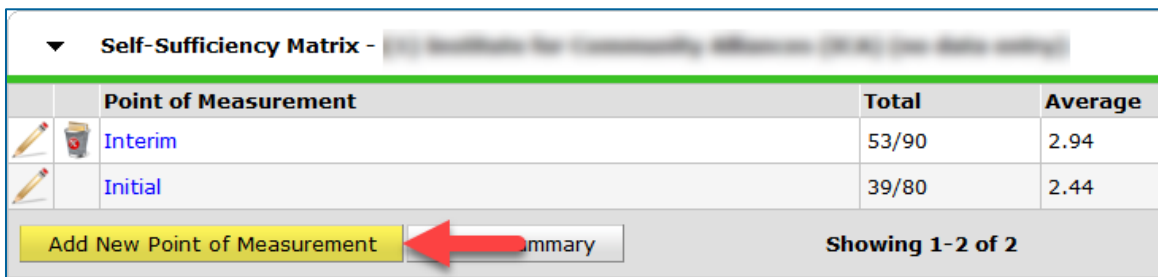


- a. *Household Members*: Check the box next to all household members who should be included in the review.
- b. *Interim Review Type*: 6 Month Review
- c. *Review Date*: The date of the client’s 6 month review.
6. Click on **Save & Continue** to proceed to the update assessment.
7. Complete the assessment *Update: Homework Starts with Home*, filling out any missing fields and updating any old information.
 - a. If there are multiple household members, complete this update assessment for each person. You can quickly switch between household members by selecting their names from the *Household Members* list on the left side of the assessment pop-up. (Remember to click on **Save** after completing each assessment!)
8. When you are finished, scroll to the bottom of the assessment and click on **Save & Exit**. Then, click on **Exit** to close the *Interim Reviews* pop-up.

CREATE AN INTERIM MATRIX

Every 6 months add an interim point of measure for the head of household and all adults.

1. From your [Home Page Dashboard](#), click on **Enter Data As** and select the [Homework Starts with Home](#) provider you will be using to create the matrix. (This should be the same provider as the one listed in the client’s [Entry/Exit](#) tab.)
2. Open the client’s record. When prompted to enter a [Back Date](#), enter the date of the client’s 6 month review and click on **Set New Back Date**.
3. Click on the **Measurements** tab and find the [Self-Sufficiency Matrix](#) created by your EDA provider. Then, select **Add New Point of Measurement**.



4. Select **Interim** for the [Point of Measurement](#) and the date of the client’s 6 month review for the [Date](#). Click on **Continue** to proceed.
5. Complete the interim matrix. When you are finished, select **Save and Exit**.
 - a. If you have questions about a matrix domain, click on the [magnifying glass](#) for more information.



6. Repeat steps 2 – 5 for all other adult household members.

RECORD A SERVICE TRANSACTION

The Homework Starts with Home program is unique because it enables agencies to draw from different funding sources to serve their clients. Your agency may have access to LTH-HTF, FHPAP, and philanthropic funds. The source(s) used to provide services with a financial value (like damage deposits) will be accounted for using the Services tab in HMIS.

SERVICE TRANSACTION DATA ELEMENTS

Start Date	<p>The first day where the dollar amount is paying for the service.</p> <ul style="list-style-type: none"> • The Start Date must fall between a client’s Project Start Date and Exit Date in the Entry/Exit tab. • This date can be identical to the client’s Project Start Date.
End Date	<p>The last day where the dollar amount is paying for the service.</p> <ul style="list-style-type: none"> • The End Date must fall between a client’s Project Start Date and Exit Date in the Entry/Exit tab. • The End Date must be at least one day after the Start Date, even if it is a one-time service. • For housing-related services, enter the time period when the funds are being used. For example, rental assistance would have dates matching the first and last days of the month. • The End Date may be in the future.
Service Type	<p>The type of service being provided to the client.</p> <ul style="list-style-type: none"> • Rent Payment Assistance (BH-2800.7000): Short-term rental assistance • Mortgage Payment Assistance (BH-3800.5000): Short-term mortgage assistance • Rental Deposit Assistance (BH-3800-7250): Security deposit/damage deposit assistance • Utility Service Payment Assistance (BV-8900.9300): Assistance for utilities, such as electric, gas, etc. • Transportation Expense Assistance (BT-8300): Bus tokens, cash assistance for car repairs, etc. • Undesignated Temporary Financial Assistance (NT-8900): Use for other cash assistance
Funding Source	<p>The funding source used to provide the service: FHPAP, HTF, or Philanthropic funds. Multiple funding sources may be selected.</p>
Dollar Amount	<p>The dollar amount used to provide the service.</p>

But my agency already submits service transaction information via a draw request to Minnesota Housing!

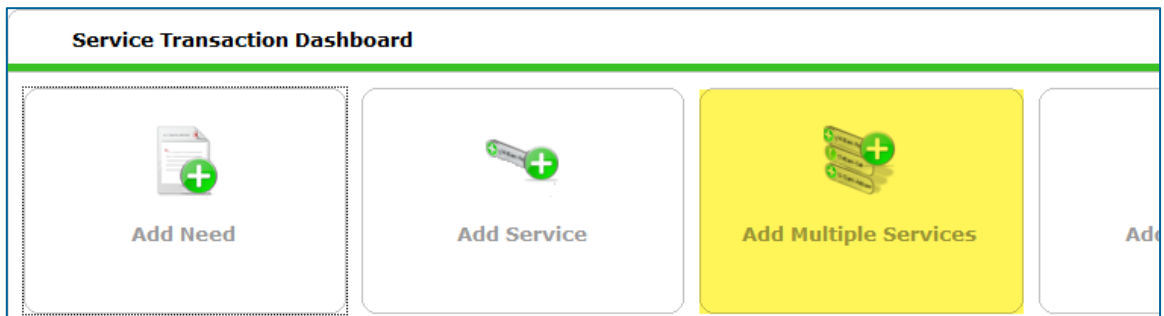
You can opt out of entering this information into HMIS for LTH-HTF. Have your HSWH program manager contact our Helpdesk at mnhmis@icalliances to learn more!

CREATE A SERVICE TRANSACTION



Before creating a Service Transaction, make sure your agency has a clear understanding of which funding source was drawn upon to provide the specific service. This information will most likely come from staff at your agency that handle payable vouchers, purchase orders, billing, and other financial transactions.

1. From your [Home Page Dashboard](#), click on **Enter Data As** and select the [Homework Starts with Home](#) provider you will be using to enter data.
2. Open the client’s record. When prompted to enter a [Back Date](#), enter the date that the client began receiving the service and click on **Set New Back Date**.
 - a. If entering information for a household, open the head of household’s record. This is especially important when creating service transactions.
3. Select the [Service Transactions](#) tab and click on **Add Multiple Services**.



4. Check the box next to the name of each household member that was a recipient of the service.
5. Scroll down and enter the service’s **Start Date** and **End Date**. (See important information regarding these two fields in the section [Service Transaction Data Elements](#).)

Number of Services	<input type="text" value="1"/>
Start Date *	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> <input type="text" value="23"/> <input type="text" value="23"/> <input type="text" value="12"/> <input type="text" value="00"/> <input type="text" value="00"/> <input type="text" value="AM"/>
End Date	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> <input type="text" value="23"/> <input type="text" value="23"/> <input type="text" value="12"/> <input type="text" value="00"/> <input type="text" value="00"/> <input type="text" value="AM"/>
Service Type *	<input type="text" value="-Select-"/>

6. Select the appropriate **Service Type**.
7. Click on **Add Funding Source**.

Funding Sources

Source	Amount
<input type="button" value="Add Funding Source"/>	<input type="button" value="Calculate"/> Total: \$0.00

8. Click on the **green plus sign** next to the funding source you are recording information for: HTF, FHPAP, or Philanthropic funds.

Search

Fund Search Results

Fund ▲	Category
Bremer TSA	N/A
CAP	N/A
DHS LTH SS	N/A
ESG (incl. OEO - ESGP)	N/A
FEMA/EFSP	N/A
FHPAP	N/A
HeatShare	N/A

9. Enter the financial service’s dollar amount into the **Amount** field.

Funding Sources

Source	Amount
FHPAP	<input style="width: 80px;" type="text" value="\$"/>
<input type="button" value="Add Funding Source"/>	<input type="button" value="Calculate"/> Total: \$0.00

10. Click on **Save and Exit** when you are finished.

EXIT A CLIENT FROM YOUR PROGRAM

When a client exits your program, you must close their program entry; adults and heads of household must also have final matrices recorded for them in the Measurements tab.

CLOSE A PROGRAM ENTRY

1. From your [Home Page Dashboard](#), click on **Enter Data As** and select the [Homework Starts with Home](#) provider you will be using to enter data.
2. Open the client’s record. When prompted to enter a [Back Date](#), enter the date that the client exited your program and click on **Set New Back Date**.
3. If entering information for a household, open the head of household’s record.
4. Click on the **Entry/Exit** tab, then select the **edit pencil** next to the blank [Exit Date](#) field.

Entry / Exit				
Program	Type		Project Start Date	Exit Date
	HUD		01/16/2019	
	Basic		02/14/2018	

5. In the [Exit Data](#) pop-up, complete the following fields:

Household Members

To update Household members for this Exit Data, click the box beside each name

- (234162) Couple With No Children
- (1001244)
- (1001245)

Edit Exit Data - (1001244) 1, Test

Exit Date *	07 / 12 / 2019 12 : 00 : 00 AM
Reason for Leaving	-Select-
If "Other", Specify	
Destination *	-Select-
If "Other" Specify	

- a. [Household Members](#): Check the box next to all household members who are exiting the program.
 - b. [Exit Date](#): The client’s exit date.
 - c. [Destination](#): Select the most appropriate option.
6. Click **Save and Continue** to proceed to the exit assessment.

7. Complete the assessment [Exit: Homework Starts with Home](#), filling out any missing fields and updating any old information.
 - a. If there are multiple household members, complete this entry assessment for each person. You can quickly switch between household members by selecting their names from the [Household Members](#) list on the left side of the assessment pop-up. (Remember to click on **Save** after completing each assessment!)
8. When you are finished, scroll to the bottom of the assessment and click on **Save & Exit**.

CREATE A FINAL MATRIX

1. From your [Home Page Dashboard](#), click on **Enter Data As** and select the [Homework Starts with Home](#) provider you will be using to create the matrix. (This should be the same provider as the one listed in the client’s [Entry/Exit](#) tab.)
2. Open the client’s record. When prompted to enter a Back Date, enter the client’s exit date and click on **Set New Back Date**.
3. Click on the **Measurements** tab and find the [Self-Sufficiency Matrix](#) created by your EDA provider. Then, select **Add New Point of Measurement**.

Point of Measurement		Total	Average
	Interim	53/90	2.94
	Initial	39/80	2.44

Add New Point of Measurement Summary Showing 1-2 of 2

4. Select **Final** for the [Point of Measurement](#) and the client’s exit date for the [Date](#). Click on **Continue** to proceed.
5. Complete the final matrix. When you are finished, select **Save and Exit**.
 - a. If you have questions about a matrix domain, click on its [magnifying glass](#) for more information.

Domains		1	2	3	4	5	N/A
	Shelter/Housing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Employment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Income	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Repeat steps 2 – 5 for all other adult household members.

PROGRAM SPECIFIC DATA ELEMENTS

Program-specific data elements are chosen by your funder and are often unique to the types of projects they fund. Information about FHPAP and LTH-HTF program-specific data elements can be found in the programs’ respective user guides on the [Forms and Instructions](#) page of the MN HMIS website.

RESIDENT KEY

The screenshot shows a web-based form with several input fields. At the top, there is a dropdown menu labeled 'City of prior residence (MN only)' with 'Minneapolis' selected. To its right are 'Lookup' and 'Clear' buttons, and a small blue 'G' icon. Below this is a red heading: '3B. All Heads of Household (Including Singles and Youth Heads of Household)'. Underneath, the 'Resident Key' field is highlighted in yellow and is currently empty. Below that is a 'Client Location' dropdown menu with 'MN 502 SMAC' selected. A small blue 'G' icon is also visible to the right of the 'Resident Key' field.

Data Collected About: Head of Household (including Singles and Youth)

Data Collection Point: Project Start, Interim Update or Project Exit, whenever this information is received

Rationale: To be able to link HMIS data with Minnesota Housing HTF Access database.

Data Collection Instructions:

- This data will not be known by the intake staff or case manager.
- You will not have this number when you first enter someone into the program.
- This is an ID number generated by Minnesota Housing’s Rental Assistance database that is created for each new resident to make payment on behalf of that household. A staff member at your agency uploads a Draw Request to Minnesota Housing, their internal database produces a Resident Key.
- Minnesota Housing is coming up with an internal process to ensure collaboratives receive this information. Your collaborative will be given that number by Minnesota Housing.
- When doing backlogged data entry, add it to the Head of Household’s Entry Assessment in the Entry/Exit tab.

REPORTING REQUIREMENTS

Homework Starts with Home will share reporting requirements with established programs and have unique expectations of its own. Agencies should check with their Homework Starts with Home, FHPAP, and LTH-HTF program contacts for more information.

- FHPAP grantees will need to satisfy reporting expectations for that program. More details can be found in the [Minnesota Housing FHPAP HMIS User Guide](#).
- Housing Trust Fund grantees will need to satisfy LTH-HTF reporting expectations. More details can be found in the [Minnesota Housing LTH HMIS User Guide](#).
- All grantees will have additional reporting requirements. Those requirements will be determined by the Homework Starts with Home team, including the Grand Challenge Research Team. ICA will not be involved in that process.