USER GUIDE FOR MINNESOTA HOUSING FHPAP PROJECTS

RRH HOMELESS ASSISTANCE (RRH HA) | RRH HOMELESS ASSISTANCE DOUBLED-UP (RRH HA Doubled-up) | PREVENTION | STREET OUTREACH (SO)

Contents

DATA ENTRY QUICK REFERENCE

This section provides simplified instructions for common data entry tasks. For more information about entering data into HMIS, please refer to the General HMIS Instructions document available on the MN HMIS website.

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 3 different combinations of their name using the Name fields.
3. If no records match, fill out all of the search prompts and click on **Add New Client with This Information**. Clients that have consented to statewide data sharing should have the word **SHARED** typed in the **Alias** field.
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 **Current System Date**.
    a. The date can be changed by clicking on **Back Date** in the top-right corner of the screen.
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.

Enter a Client into a Project	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 and the head of household's record. 2. When prompted, enter the date of the client's entry into the project and select **Set New Back Date**. Clients entering on the day of data entry should use the **Current System Date**. a. The date can be changed by clicking on **Back Date** in the top-right corner of the screen. 1. 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 **Basic** from the **Type** drop-down menu. c. If necessary, adjust the **Project Start Date**, then select **Save & Continue**. 2. For each client included in the entry, complete the data elements on the **MN: FHPAP All-Inclusive Prevention; MN: FHPAP All-Inclusive-Homeless Assistance RRH; or MN: FHPAP All-Inclusive Outreach** in the **Entry/Exit Data** pop-up. b. If entering data for multiple household members, save time by clicking on **Add Household Data** and completing the **Household Data Sharing Assessment**.
Add a Service Transaction	1. Create S**ervice Transaction(s)** by clicking **"Add Multiple Services"** in the **Service Transactions Tab.** 2. Add the Service Transaction **from the Head of Households** record. a. Be sure to include all applicable household members in the service transaction by checking the boxes next to their names. 3. Start and End Dates of Service Transactions must fall between their Entry and Exit Date recorded in the Entry/Exit tab. 4. Only services with a financial value (rent, deposit, etc.) that client receives are required. a. **Types of services** include; Rent Payment Assistance, Mortgage Payment Assistance, Rental Deposit Assistance, Utility Service Payment Assistance, Transportation Expense Assistance, and Undesignated Temporary Financial Assistance. 5. For **"Funding Source",** select **FHPAP** and enter the amount.

UPDATE A CLIENT'S INFORMATION	Updates are optional for MN HSG-FHPAP 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 **Interims** icon for the correct Entry/Exit. 3. In the **Interim Reviews** pop-up, click on **Add Interim Review** and select **Update** for **Interim Review Type.** 4. Update the following data elements for each household member in the **Entry/Exit Interim Review** pop-up: a. All clients: Health Insurance and Disabilities sub-assessments; Health Insurance Y/N data element, Residential Move-In Date (In permanent housing and Date of move-in) (RRH projects only) b. Primary clients and adults (18+): Monthly Income and Non-Cash Benefits sub-assessments and Y/N data elements, Domestic Violence, Contact (SO projects only) and Date of Engagement (SO projects only) c. Adults (18+): "Does client have a disability of long duration?", Monthly Income, Non-Cash Benefits and Health Insurance sub-assessments.
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 **Exit FHPAP Prevention, Exit FHPAP Homeless Assistance RRH Assessment, or Exit FHPAP Outreach** for each household member. a. Be sure to update housing status and Housing Move-in Date (RRH only) for each client. b. If exiting a household, be sure to complete each individual exit assessment. 4. **End all service transactions** from the Summary Tab (or the Service Transactions Tab).
RUN A REPORT	1. Click **Connect to ART** in the top right corner of your screen (below back date). 2. Funder required reports include the **FHPAP Entry Exit and Income Report** and the **FHPAP Demographics and Entry Counts**, which are located here: a. Public Folder → SSA Report Gallery → FHPAP → FHPAP Counting 3. For more information about MN-HSG FHPAP Reports, refer to the user guide section titled Reporting Guidelines.

DATA COLLECTION FORMS

Data collection forms for MN-HSG FHPAP projects can be found by following the links provided below or visiting the Forms and Instructions page on the Minnesota HMIS website. These forms may change as new data standards are released by HUD, so you should redownload them occasionally to ensure you are using the latest versions.

FAMILIES

Household FHPAP Entry

Household FHPAP Exit

Household FHPAP Entry/Exit Combined

INDIVIDUALS

Single FHPAP Entry

Single FHPAP Exit

Single FHPAP Entry/Exit Combined

Street Outreach Single FHPAP Entry/Exit Combined

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 the MN-HSG FHPAP data elements can be found on Minnesota's HMIS Data Standards Guide.

HOUSING STATUS

Field Names	Data Types/Response Categories
Homeless and At-Risk of Homelessness Status	Category 1 – Homeless
	Category 2 – At imminent risk of losing housing
	Category 3 – Homeless only under other federal statutes
	Category 4 – Fleeing domestic violence
	At-risk of homelessness
	Stably housed
	Client doesn't know
	Client refused

Project Type Applicability: Rapid Re-Housing, Homeless Prevention, and Street Outreach

Data Collected About: All clients

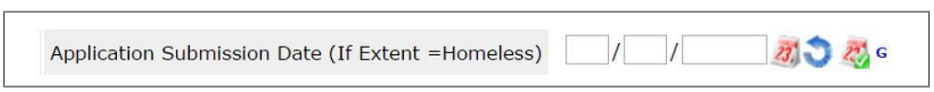
Data Collection Point: At FHPAP project Entry and Exit

Rationale: To identify the housing status and risk for homelessness for persons just prior to project entry, including whether persons are homeless, housed and at risk of homelessness, or in a stable housing situation.

Note: **"Stably Housed" should not** be checked at **entry**. Clients must be experiencing a housing crisis to be eligible for this program. Housing Status prior to entry must be Category 1, 3, or 4 for RRH or category 2 or at-risk for Prevention.

Data Collection Instructions: Record for the night before project entry.

APPLICATION SUBMISSION DATE


Application Submission Date (If Extent =Homeless) / /

Project Type Applicability: Rapid Re-Housing, Homeless Prevention, and Street Outreach

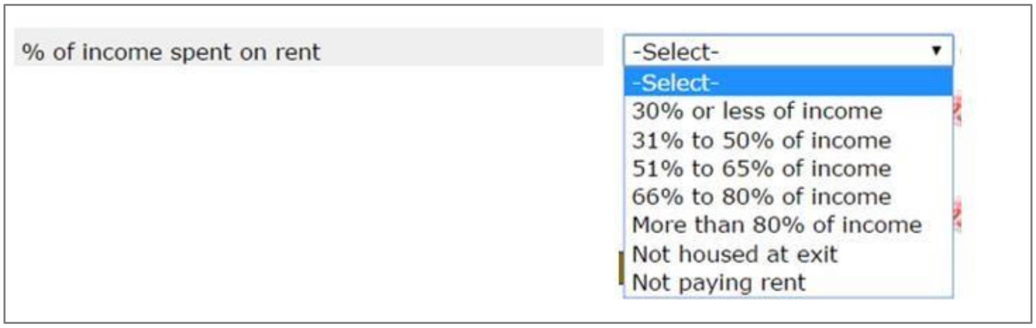
Data Collected About: Head of Household

Data Collection Point: Required at Project Entry.

Rationale: This tracks number of days from application submission date to Housing Move-in Date.

Data Collection Instructions: Use the date that potential clients complete and submit the application form to the agency. Collect only for those that meet the MN definition of homelessness.

PERCENT OF INCOME SPENT ON RENT



Project Type Applicability: Rapid Re-Housing and Homeless Prevention

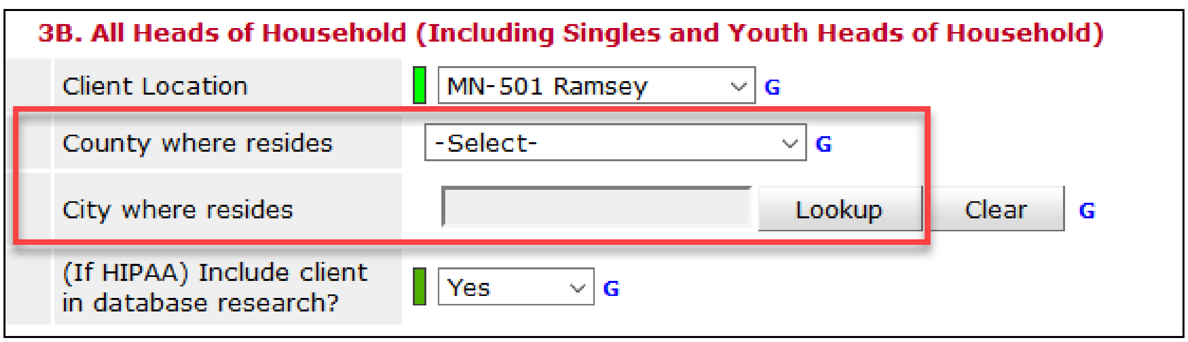
Data Collected About: All Adults (18+) and Head of Household Only

Data Collection Point: Required at Project Exit

Rationale: To determine the percent of income spent on rent upon exiting the project into stable living.

Data Collection Instructions: At project exit, collect information about how much of a client's income will be spent on rent. Record this data using the dropdown menu.

COUNTY AND CITY WHERE RESIDES



Project Type Applicability: Rapid Re-Housing and Homeless Prevention

Data Collected About: All Adults (18+) and Head of Household Only

Data Collection Point: Required at Project Entry and Exit

Data Collection Instructions: At project entry and exit, collect the County and City in which the client resides.

SERVICES WITH A FINANCIAL VALUE

Project Type Applicability: Rapid Re-Housing, Homeless Prevention, and Street Outreach

Data Collected About: Heads of Household

Data Collection Point: Project Entry, Project Exit, and when services are provided in the interim.

Rationale: Service Transactions are required to track amount of financial services provided through FHPAP funding.

Data Collection Instructions:

You are required to track services that have an attached financial value (such as rental assistance).

- **Rent Payment Assistance** (BH-2800.7000): Short-term rent 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.

Start and End Dates of Service Transactions must fall between their Entry and Exit Date recorded in the Entry/Exit tab.

REPORTS

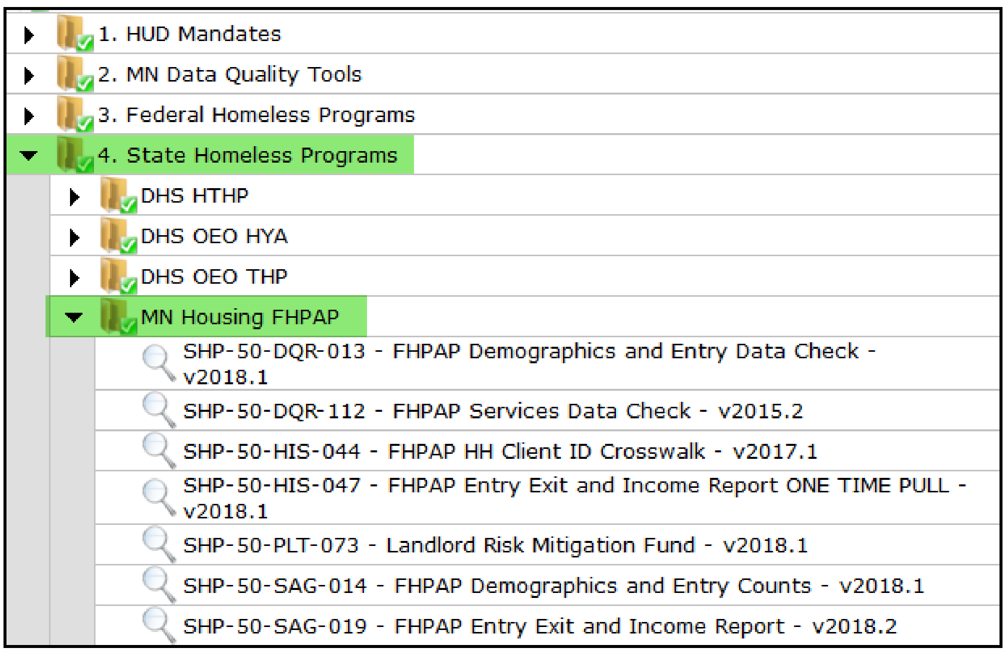
This section introduces the data quality and funder-required reports for MN Housing FHPAP projects. Users should run data quality reports regularly to ensure that accurate information is being provided to funders and other agencies. For information about reporting periods, due dates, and changes to requirements, refer to communications from funders.

FUNDER-REQUIRED REPORTS

Name: FHAPAP Demographics and Entry Counts

Location: In reports, click on ART.

Public Folder → SSA Report Gallery → 4. State Homeless Programs → MN Housing FHPAP



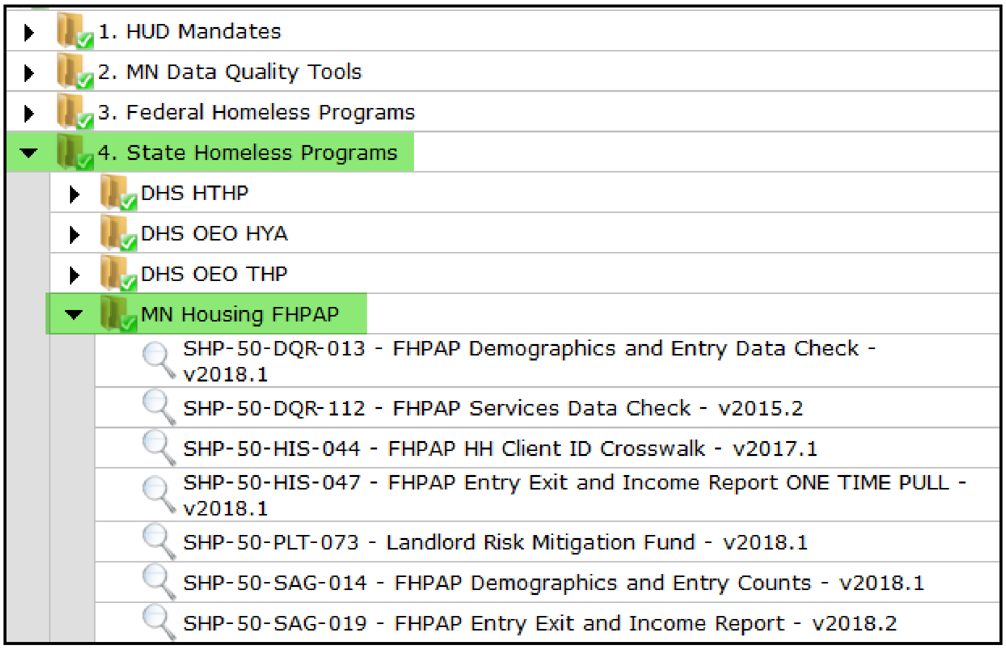
Required Prompts:

Provider(s):	Choose the provider(s) you want to include in the report
Reporting Group(s), if not running by provider:	Can be left blank if not using a Reporting Group
EDA Provider:	Leave blank
Report Start Date:	First day of reporting period
Report End Date PLUS one day:	The last day of the report period +1 day

Name: FHAPAP Entry Exit and Income Report

Location: In reports, click on ART.

Public Folder → SSA Report Gallery → 4. State Homeless Programs → MN Housing FHPAP



Required Prompts:

Provider(s):	Choose the provider(s) you want to include in the report
Reporting Group(s), if not running by provider:	Can be left blank if not using a Reporting Group
EDA Provider:	Leave blank
Report Start Date:	First day of reporting period
Report End Date PLUS one day:	The last day of the report period +1 day

Submission Frequency: The FHPAP Demographics and Entry Counts and FHPAP Entry Exit and Income Reports Biennium-to-Date are due semi-annually in February and August. Quarterly reports are due in February, May, August, and November.

Submission Instructions: Minnesota Housing-FHPAP requires reports to be submitted semi-annually and quarterly. **Rely on funder communication for report periods, due dates or changes to requirements.** FHPAP projects receive their funding through a grantee. Each grantee will have their own process for preparing data. ICA will run grantee reports (for all projects) and submit them to grantees quarterly. Grantees are then required to submit those reports to Minnesota Housing Finance Agency.