



HMIS USER GUIDE FOR DHS LTHSSF PROJECTS

Minnesota Department of Human Services
Supportive Services Only (SSO)

Contents

Data Entry Quick Reference.....	2
Data Collection Forms.....	5
Families.....	5
Individuals.....	5
Program-Specific Data Elements	5
Military Disability Status Rating	5
Client’s Residence.....	6
Housing Cost.....	9
Housing Subsidy	11
Updating Client’s Residence, Housing Cost, and Housing Subsidy	13
Self-Sufficiency Outcomes Matrix (SSOM)	14
Reporting Guidelines	17
Data Check Reports	17
Funder Required Reports	21
Matrix Summary Reports (Calendar-Year Cycle).....	22

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, enter the word **SHARED** in the **Alias** field.
 - 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 **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**. (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**. Select **Basic** from the **Type** drop-down menu.
 - a. If entering a household, check the box next to each client included in the entry.
4. For each client included in the entry, complete the data elements on the **MN: Ending LTH All-Inclusive** 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. Click on **Measurements Tab**. Select "Add New Measurement". Complete all domains on an initial **Self-Sufficiency Matrix (SSOM)**.
 - a. The Self-Sufficiency Matrix is required for all adults (18+) in the household. If there are any additional adults in the household, go to their record and complete their SSOM.

UPDATES ARE REQUIRED EVERY 6 MONTHS AFTER ENTRY. IN ADDITION, DATA ELEMENTS SHOULD BE UPDATED WHEN A CHANGE OCCURS.

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**.
 - a. For updates required every 6 months after entry, select **6 Month Review** for "Interim Review Type." For updates prompted by a change, select **Update**.
 - b. If serving a household, be sure to include all applicable household members in the entry by checking the boxes next to their names.
4. Update the following data elements when a change has taken place on the **MN: Ending LTH All-Inclusive Assessment** in the Entry / Exit Interim Review pop-up.
 - a. Head of Household: Client's Residence, Housing Cost, and Housing Subsidy Information.
 - b. Head of Household and other adults (18+): Monthly Income, Non-Cash Benefits, and Health Insurance.
 - c. All household members: Disabilities.
5. Complete this step every 6 months after entry. Click on the **Measurements Tab**. Select **Add New Point of Measurement**. Select **Interim** as the "Point of Measurement". Complete all domains on the **Self-Sufficiency Matrix (SSOM)**.

The Self-Sufficiency Matrix is required for all adults (18+) in the household. If there are any additional adults in the household, go to their record and complete their Self-Sufficiency Matrix.

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 LTH Assessment** for each household member.
4. Click on the **Measurements Tab**. Select **Add New Point of Measurement**. Select **Final** as the "Point of Measurement". Complete all domains on a Final **Self-Sufficiency Outcomes Matrix (SSOM)**.

The Self-Sufficiency Matrix is required for all adults (18+) in the household. If there are any additional adults (18+) in the household, go to their record and complete their Self-Sufficiency Matrix.

FOR MORE INFORMATION ABOUT DHS LTHSSF REPORTS, REFER TO THE USER GUIDE SECTION TITLED **REPORTING GUIDELINES**.

1. Click on **Reports** to open the **Report Dashboard**. Select **ART**.
2. Run data quality reports for the counting reports on a regular basis (at least quarterly) for DHS LTHSSF, which are located here:
 - a. Public Folder → SSA Report Gallery → LTH → LTH Data Check Reports

*When running a report, Helpdesk can see the reports you **SCHEDULE** but cannot see the reports you **VIEW**.*

DATA COLLECTION FORMS

DATA COLLECTION FORMS FOR LTHSSF 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 (MN) 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

[LTHSSF HOUSEHOLD ENTRY](#)

[LTHSSF HOUSEHOLD INTERIM](#)

[LTHSSF HOUSEHOLD EXIT](#)

INDIVIDUALS

[LTHSSF SINGLE ENTRY](#)

[LTHSSF SINGLE INTERIM](#)

[LTHSSF SINGLE EXIT](#)

PROGRAM-SPECIFIC DATA ELEMENTS

PROGRAM-SPECIFIC DATA ELEMENTS ARE CHOSEN BY YOUR FUNDER AND ARE OFTEN UNIQUE TO THE TYPES OF PROJECTS THEY FUND.

MILITARY DISABILITY STATUS RATING

Data Collected About: All adults age 18+ who respond Yes to “Did you serve on Active Duty, or in the National Guard or Reserves?”



Data Collection Point: Project Start

Rationale: To collect information about military-related disability status.

Data Collection Instructions: Ask during Initial Assessment as part of Veteran status question series.

DATA ENTRY STEP-BY-STEP

1. While completing **the MN: Ending LTH All-Inclusive Assessment** at Entry, answer this question if the client indicates they served on Active Duty, in the National Guard, or Reserves.

Does client have military disability status rating?
-Select- ▼
G

RESPONSE CODES

Field	Dependency	Response Category/Data Type
A Does client have military disability status rating	No	1 Yes
		2 No

CLIENT'S RESIDENCE

Data Collected About: Head of Household (Including Singles and Unaccompanied Youth) in Scattered or Site Based Supportive Housing

Data Collection Point: Project Start, Update (as things change or every 6 months), and at Exit

Rationale: To track a client's residence while enrolled in a specific project.

Data Collection Instructions:

- Record **all** moves that change the Current Residence Status while client is in your project.
- If the client moves, but maintains the same Residence Status, you are not required to add a new entry. (For example, moves from one apartment to another while Residence Status is still Scattered site supportive housing).
- For LTH Highly Mobile Students, the Client Street Address is field is required.
- Client Residence records should cover the entire time a client is in the project, with no gaps and no overlaps.

DATA ENTRY STEP-BY-STEP

1. Confirm you are in EDA mode the correct provider, in the Head of Household's record, and on the correct assessment (Entry, Update, or Exit).
2. Click **Add** in the bottom left-hand corner of the **Client's Residence sub-assessment**.

Client's Residence							
	Start Date *	Client Street Address	APT #	Client's County	Home Phone Number (optional)	End Date (move-out)	Current Residence Status
	04/01/2016	123 Juniper Lane	22	Ramsey			Scattered site supportive housing
	06/22/2015	444 Lexington Avenue South	202	Ramsey		03/31/2016	Site based supportive housing

Showing 1-2 of 2

3. In the pop-up, answer the applicable data elements. Note **required** elements are highlighted yellow. You are encouraged to fill in as many of the fields as you are able and/or are valuable to your program, however.

- a. **Start Date:** Enter the date they moved into the residence while enrolled in your project
- b. **Client Street Address** (Required for LTH Highly Mobile Students)
- c. **APT #**
- d. **Development Name**
- e. **City**
- f. **Client's County**
- g. **Client's State**
- h. **Zip:** This will automatically populate City, County, and State!
- i. **Address Data Quality**
- j. **Home Phone Number**
- k. **End Date (move-out):** Only add an end date if moved out of residence
- l. **Current Residence Status**

Client's Residence

Start Date * 11 / 01 / 2017

All address fields should be recorded for LTH Highly Mobile Students program.

Client Street Address

APT #

Development name (Optional)

City

Client's County

Client's State (optional) -Select-

Zip

Address Data Quality -Select-

Home Phone Number (optional)

End Date (move-out)

Following question added for LTH use only:

Current Residence Status -Select-

4. Click on Save.

PROGRAM EXIT

At **Program Exit**, complete the additional Client's Residence questions for Heads of Households (including singles and youth):

Current Residence-Remaining questions for clients in site based or scattered site supportive housing only.

Did the household stay in their apartment when they exited the program?	<input type="text" value="-Select-"/>
If applicable, reason for leaving housing	<input type="text" value="-Select-"/>
If Other, specify	<input type="text"/>

RESPONSE CODES

Client’s Residence:

Field	Dependency	Response Category/Data Type
A Start Date	No	1 Date field
B Client Street Address	No	1 Text field
C APT#	No	1 Text field
D Development name (Optional)	No	1 Text field
E City	No	1 Text field (or auto-filled based on zip)
F Client’s County	No	1 Text field (or auto-filled based on zip)
G Client’s State (optional)	No	1 Text field (or auto-filled based on zip)
H Zip	No	1 Text field
I Address Data Quality	No	1 Full Address Reported
		2 Incomplete or estimated address reported
		3 Client doesn’t know
		4 Client refused
		5 Data not collected
J Home Phone Number (optional)	No	1 Text field
K End Date (move-out)	No	1 Date field
L Current Residence Status	No	1 Site based supportive housing
		2 Scattered site supportive housing
		3 Transitional housing for homeless
		4 Emergency shelter
		5 Hotel/motel without emergency shelter
		6 Living with family
		7 Living with friends
		8 Foster care/group home
		9 Hospital
		10 Psychiatric facility
		11 Substance abuse treatment center, including detox
		12 Place not meant for habitation
		13 Jail, prison, or juvenile facility
		14 Other
		15 Don’t know
		16 Refused

Client Residence at Exit:

Field	Dependency	Response Category/Data Type
A Did the household stay in their apartment when they exited the program?	No	1 Left Current residence at exit
		2 Left residence before exit
		3 Will remain in current residence at exit
B If applicable, reason for leaving housing	Field A, Response 1 or 2	1 Successful completion of residential program
		2 Subsidy ended
		3 Leaving damaged or substandard housing (including fire)
		4 No longer meets eligibility requirements for residence
		5 Non-compliance with residential program rules
		6 Unit does not meet needs (incl. accessibility or size)
		7 On-site services do not meet needs
		8 Location or neighborhood does not meet needs
		9 Conflict with other roommates or neighbors
		10 Cannot afford rent
		11 Leaving project-based voucher for tenant-based voucher
		12 Discharged or reached time limit
		13 Hospitalized or moved to residential treatment program
		14 Incarcerated
		15 Legal eviction/UD for criminal/drug activity
		16 Legal eviction/UD for lease violation, other than criminal or drug
		17 Legal eviction/UD for non-payment of rent
		18 Notice to vacate or non-renewal for criminal/drug activity
		19 Notice to vacate or non-renewal for lease violations, other than criminal or drug
		20 Left service area or residential program
		21 Death
		22 Unknown/Disappeared
		23 Other (Specify)
C If Other, specify	Field B, Response 23	1 Text field

HOUSING COST



Data Collected About: Head of Household (including Singles and Youth) in Site Based or Scattered Site Supportive Housing

Data Collection Point: Project Start, Update (as things change or every 6 months), and Exit

Rationale: To track changes to the amount a client pays for rent.

Data Collection Instructions:

- Housing Cost records should cover the entire time a client **is in housing** with no gaps and no overlaps. Collect information on and enter the full amount that the client is responsible for, even if it is \$0.00.
- Required only while households are residing in site-based or scattered supportive housing.

DATA ENTRY STEP-BY-STEP

1. Confirm you are in EDA mode to the correct provider, in the Head of Household’s record, and on the correct assessment (Entry, Update, or Exit).
2. Confirm the client is in site based or scattered site supportive housing.
3. Click Add in the bottom left-hand corner of the Housing Cost box.

	Start Date *	Amount client pays for rent	End Date
	11/01/2017	US\$350.00	
	01/01/2017	US\$100.00	10/30/2017

Add Showing 1-2 of 2

4. In the pop-up, answer the applicable data elements.
 - a. **Start Date:** Enter the date they moved into the residence while enrolled in your project, or the date the amount the client is paying for rent changes
 - b. **Amount Client Pays for Rent:** Enter to the nearest dollar (If the client does not contribute to their rent, enter “0”)
 - c. **End Date:** Add if the previous amount client pays for rent has ended and you are about to add a new entry

Housing Cost

Start Date * 11 / 01 / 2017

Amount client pays for rent 350

End Date / /

Save Save and Add Another Cancel

5. Click on Save.

RESPONSE CODES

Housing Cost:

Field	Dependency	Response Category/Data Type
A Start Date	No	1 Date Field
B Amount Client Pays for Rent	No	1 Text Field
C End Date	No	1 Date Field

HOUSING SUBSIDY

Data Collected About: Head of Household (including Singles and Youth) in Site Based or Scattered Site Supportive Housing

Data Collection Point: Project Start, Update (as things change or every 6 months), and Exit

Rationale: To track a client’s housing subsidy while enrolled in a specific project

Data Collection Instructions:

The client’s housing subsidy records should cover the entire time a client is enrolled in the project, with no gaps or overlaps.

DATA ENTRY STEP-BY-STEP

1. Confirm you are in EDA mode the correct provider, in the Head of Household’s record, and on the correct assessment (Entry, Update, or Exit).
2. Confirm the client is in site based or scattered site supportive housing.
3. Click Add in the bottom left-hand corner of the Housing Subsidy Information sub-assessment.
4. In the pop-up, answer the applicable data elements.
 - a. **Start Date:** enter the start date of the subsidy. This should be the current residence start date.
 - b. **Primary Source of Subsidy:** Select from the dropdown list. Select “No Subsidy” if a subsidy is not being utilized.
 - c. **End Date:** Add if the previous housing subsidy has ended and you are about to add a new entry.
5. Click on Save.

PROGRAM EXIT

At **Program Exit**, complete the following Housing Subsidy questions for Heads of Household (including singles and youth) in Site Based or Scattered Site Supportive Housing:

What was the client's subsidy status at program exit?	<input type="text" value="-Select-"/>	G
If subsidy ended at exit, Reason Subsidy Ended	<input type="text" value="-Select-"/>	G
If Other, specify	<input type="text"/>	G

DATA RESPONSE CODES

Housing Subsidy Information:

Field	Dependency	Response Category/Data Type
A Start Date	No	1 Date Field
B Primary Source of Subsidy	No	1 No Subsidy
		2 Bridges
		3 County Funded
		4 GRH
		5 HOME
		6 HOPWA
		7 MHFA Rental Assistance
		8 Property Subsidy
		9 SHP Leasing
		10 Section 8
		11 Shelter Plus Care
		12 Sons of Bridges
		13 Other (specify)
C If Other, specify	Field B, Response 13	1 Text Field
D End Date	No	1 Date Field

Housing Subsidy Information Exit:

Field	Dependency	Response Category/Data Type
A What was the subsidy status at program exit?	No	1 Subsidy ended at exit (answer next questions)
		2 Subsidy ended before exit
		3 Current subsidy will continue

		4 Did not have subsidy
B If subsidy ended at exit, Reason Subsidy Ended	Field A, Response 1	1 No Subsidy
		2 Bridges
		3 County Funded
		4 GRH
		5 HOME
		6 HOPWA
		7 MHFA Rental Assistance
		8 Property Subsidy
		9 SHP Leasing
		10 Section 8
		11 Shelter Plus Care
		12 Sons of Bridges
		13 Other (specify)
C If Other, specify	Field B, Response 13	1 Text Field

UPDATING CLIENT’S RESIDENCE, HOUSING COST, AND HOUSING SUBSIDY

Update the following program-specific data elements when completing the required 6-month Interim Review if a change has occurred since the last update, and in addition, when the following occur:

Current Residence: when the client's residence changes

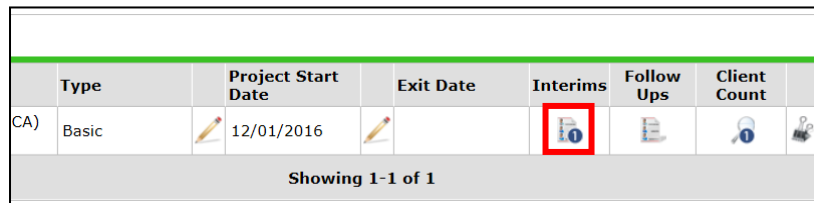
Housing Subsidy Information: when the client's housing subsidy changes

Housing Cost: when the amount the client pays for rent changes

Sub-assessment records should cover the entire time a client is in the project, with no gaps and no overlaps.

DATA ENTRY STEP-BY-STEP

- 1) Enter EDA mode to the correct provider and enter the Head of Household’s record.
- 2) In the **Entry/Exit** tab, locate the appropriate Entry/Exit record.
- 3) Click on the **Interim Review** icon in the Interims column.



- 4) In the Interim Review pop-up, click on **Add Interim Review**.

- 5) If updating when the change occurs, create an Interim Review and select the type as **Update**. If updating at the 6-month required Interim Review, create an Interim Review and select the type as **6 Month Review**
 - a. Remember! If creating the required 6-month Interim Review, include all applicable household members. The 6-month Interim Review is required for all adults (18+) and youth heads of households.
- 6) Enter the **Review Date**
 - a. If creating a required **6 Month Review**, enter a date within the month the review is required, and the update is applicable for.
 - b. If creating an **Update**, enter the date of the information change.
- 7) Locate the sub-assessment you are updating and add an End Date to the previous entry. To do so, click on the Edit Pencil to the left of the entry.

Housing Cost			
	Start Date *	Amount client pays for rent	End Date
	12/01/2016	US\$500.00	

Showing 1-1 of 1

- 8) Add an End Date. No information should be changed, only an End Date should be added. After adding an End Date, click Save and Add Another.

Housing Cost

Start Date* 12 / 01 / 2016

Amount client pays for rent 500

End Date

Print Recordset Save **Save and Add Another** Cancel

- 9) Fill out the applicable fields in the sub-assessment according to the **Program-Specific Data Elements, Data Entry Step-by-Step** section of this document.
 - a. The Start Date of the new entry should be one day AFTER the End Date for the previous entry. After completing all applicable fields, click on Save. **There should be no gaps or overlaps in entries.**

SELF-SUFFICIENCY OUTCOMES MATRIX (SSOM)

The SSOM can be a useful engagement tool to work with participants to identify needs and goals. Additionally, the reports generated from this data provide a record of individual participant needs, progress, and outcomes and how they change over time.

Data Collected About: Head of Household (including Singles and Youth) and All Adults (Age 18+)

Data Collection Point: Project Start, Update (every 6 months), and Exit

Data Collection Instructions:

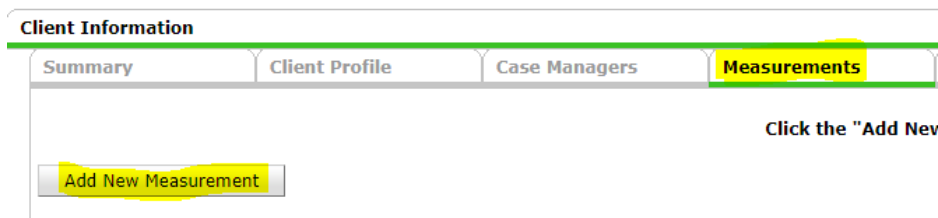
- Complete every six months.

- All domains are required to have a 1-5 response unless the client is not parenting or does not have school-aged children. Answer N/A for Child Care and/or Children’s Education domains. For detailed information on assessing domains, contact DHS directly.
- Ask the client how they would rank themselves, while showing/reading them each option in each of the categories based on the short form, found here: <http://hmismn.org/wp-content/uploads/MN-Self-Sufficiency-Matrix-Short-Form.docx>. The short form matches the information collected in HMIS.
- You should also jot down what you would assign to the client for each. If you and the client disagree on a domain score, select the lower of the two.

DATA ENTRY STEP-BY-STEP

Creating an Initial Matrix at Entry

1. Confirm you are in EDA mode to the correct provider and in the correct client record.
2. In the **Measurements** tab, click on **Add New Measurement**.



3. In the Measurement pop-up, complete the following data elements.
 - a. **Provider:** The provider you are in EDA mode to (double-check to make sure correct!)
 - b. **Measurement Tool:** Select Self-Sufficiency from drop-down if it doesn’t automatically populate
 - c. **Point of Measurement:** Defaults to Initial as you are entering an initial matrix
 - d. **Date:** Should match the Entry Date used in the Entry/Exit tab (Date client entered your project)
 - e. **Information Reported To:** Select a ServicePoint User or type the name of the person the matrix information was reported to by client by first selecting Other

4. Select **Continue**.

5. Complete all domains by either:

- a. Clicking on each **radio button** one-by-one (hovering over the **blue numbers** will have a description of what each indicates)



- b. Clicking on the **magnifying glass** next to the first domain and answering each domain. This provides detailed information about ranking each domain with a score. You’ll click **Submit & Move to Next** between each.

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

- c. Click on **Save & Exit**.

Creating an Interim Matrix at Update and Final Matrix at Exit

1. Confirm you are in EDA mode to the correct provider and in the correct client record.
2. In the **Measurements** tab, click on **Add New Point of Measurement**.



- a. Do not click Add New Measurement as this will prompt you to create a new Initial Matrix.
3. In the Measurement pop-up, complete the following data elements.
 - a. **Provider:** This will default to the same provider selected when you created the Initial Matrix.
 - b. **Measurement Tool:** This will default to the Self-Sufficiency Matrix as that is what was selected when you created the Initial Matrix.
 - c. **Point of Measurement:** Select Interim if completing an update between Entry and Exit; select Final if you are completing the final matrix as client exits your project
 - d. **Date:** A matrix is required every 6 months after client enters your project, and at exit. Use the update date (in 6 month increments) if completing an Interim Matrix or the exit date if completing a Final Matrix.
 - e. **Information Reported To:** Select a ServicePoint User or type the name of the person the matrix information was reported to by client by first selecting Other
 4. Click on Save & Exit.

NOTE:

- If a client exits and returns after 6 or more months, create a new initial Matrix in the Measurements tab.
- If a client exits and returns less than six months later, click on the Edit Pencil for the previously entered Final Matrix and change the Point of Measurement to Interim (leave the date the same).

REPORTING GUIDELINES

This section introduces the data quality and funder-required reports for DHS LTHSSF 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 funder.

DATA CHECK REPORTS

The DHS LTHSSF data check reports include client-level information that will assist with finding any data entry errors or discrepancies. **The Data Check reports should never be sent to a funder.** These reports are for cleaning-up and understanding data only.

LTH DEMOGRAPHICS AND ENTRY DATA CHECK

Location: ART. Public Folder → SSA Report Gallery (Funder Reports) (Secure) → State Homeless Programs → MN Housing LTH

Required Prompts: Provider, Enter effective date, Start date, End date

Provider:	Enter the Provider ID(s) you want to run the report for
Reporting Group, if not running by provider:	Do not use unless instructed otherwise
EDA Provider	Do not use unless instructed otherwise
Enter effective date	Enter the last date of the reporting period PLUS one day (should match End Date)
Start date:	Enter the first date of the reporting period
End date:	Enter the last date of the reporting period PLUS one day (should match Effective Date)

Data Quality Instructions: The LTH Demographics and Data Entry Check report is best run in excel to easily navigate sections by tabs. The top of each tab contains data checking instructions or notes which describe how to understand the data detailed in that tab, as well as the report prompts entered to run this report. Included in this report is client-level data check information regarding **entries and exits, demographics, disabilities, housing history, and veteran status** data elements. For a complete list of each data element outlined in this report, please review each tab.

Example:

Report period:	1/1/2017	to	12/31/2017
date run:	1/24/2018	effective date:	1/1/2018
Entries and Exits			
Unduplicated Participants		Unduplicated Households	
Individuals	# of Entries	households	# of Entries
17	17	6	6
Data Checking Instructions			
* Fields marked with an "*" show data exactly as you entered it into ServicePoint. Other fields have been generated in ServicePoint or AR			
Counting Tables:	The above counting table is identical to the table you'll find in the counting reports. The datacheck table below show the data used to compute those counts.		
Participants during this report period (Individuals and Households)	All clients participating during the report period are included on this table.		
	Individuals: Counts the number of Client Entry ID's participating during the report period.		
	Households: Counts the number of Household Entry ID's participating during report period and where "Head" = "H". See the Demographics tab if more than 1 household member has an "H" for "Head". Make sure each household has exactly one head.		

LTH EXITS DATA CHECK

Location: ART. Public Folder → SSA Report Gallery (Funder Reports) (Secure) → State Homeless Programs → MN Housing LTH

Required Prompts: Provider, Report Start Date, Report End Date

Reporting Group, if not running by provider:	Do not use unless instructed otherwise
Provider	Enter the Provider ID(s) you want to run the report for
EDA Provider	Do not use unless instructed otherwise
Report Start Date	Enter the first date of the reporting period
Report End Date	Enter the last date of the reporting period PLUS one day

Data Quality Instructions: The LTH Exits Data Check report is best run in excel to easily navigate sections by tabs. The top of each tab contains data checking instructions or notes which describe how to understand the data detailed in that tab, as well as the report prompts entered to run this report. Included in this report is client-level data check information regarding **length of stay, exit destination, residence status, reason for leaving, and subsidy information** data elements. For a complete list of each data element outlined in this report, please review each tab.

LTH INCOME DATA CHECK

Location: ART. Public Folder → SSA Report Gallery (Funder Reports) (Secure) → State Homeless Programs → MN Housing LTH

Required Prompts: Provider, Enter effective date, Start Date, End Date

Provider:	Enter the Provider ID(s) you want to run the report for
Reporting Group, if not running by provider:	Do not use unless instructed otherwise
EDA Provider	Do not use unless instructed otherwise
Enter effective date	Enter the last date of the reporting period PLUS one day (should match End Date)
Start date:	Enter the first date of the reporting period
End date:	Enter the last date of the reporting period PLUS one day (should match Effective Date)

Data Quality Instructions: The LTH Income Data Check report is best run in excel to easily navigate sections by tabs. The top of each tab contains data checking instructions or notes which describe how to understand the data detailed in that tab, as well as the report prompts entered to run this report. Included in this report is client-level data check information regarding **income and non-cash benefits at entry, current and exit, income change from entry to exit, and income change from entry to current** data elements. For a complete list of each data element outlined in this report, please review each tab.

LTH HOUSEHOLD RESIDENCE DATA CHECK

Location: ART. Public Folder → SSA Report Gallery (Funder Reports) (Secure) → State Homeless Programs → MN Housing LTH

Required Prompts: Provider, Enter effective date, Start Date, End Date

Provider:	Enter the Provider ID(s) you want to run the report for
Reporting Group, if not running by provider:	Do not use unless instructed otherwise
EDA Provider	Do not use unless instructed otherwise
Enter effective date	Enter the last date of the reporting period PLUS one day (should match End Date)
Start date:	Enter the first date of the reporting period
End date:	Enter the last date of the reporting period PLUS one day (should match Effective Date)

Data Quality Instructions: The LTH Household Residence Data Check report is best run in excel to easily navigate sections by tabs. The top of each tab contains data checking instructions or notes which describe how to understand the data detailed in that tab, as well as the report prompts entered to run this report. Included in this report is client-level data check information regarding the **Current Residence sub-assessment data such as residence start date and status, city, county, and zip code. Also included is data check information regarding resident changes, address (for Highly Mobile Students only), and number of days in permanent housing.** For a complete list of each data element outlined in this report, please review each tab.

LTH HOUSING COST AND SUBSIDY DATA CHECK

Location: ART. Public Folder → SSA Report Gallery (Funder Reports) (Secure) → State Homeless Programs → MN Housing LTH

Required Prompts: Provider, Enter effective date, Start Date, End Date

Provider:	Enter the Provider ID(s) you want to run the report for
Reporting Group, if not running by provider:	Do not use unless instructed otherwise
EDA Provider	Do not use unless instructed otherwise
Enter effective date	Enter the last date of the reporting period PLUS one day (should match End Date)
Start date:	Enter the first date of the reporting period
End date:	Enter the last date of the reporting period PLUS one day (should match Effective Date)

Data Quality Instructions: The LTH Housing Cost and Subsidy Data Check report is best run in excel to easily navigate sections by tabs. The top of each tab contains data checking instructions or notes which describe how to understand the data detailed in that tab, as well as the report prompts entered to run this report. Included in this report is client-level data check information primarily regarding data entered into the Housing Cost and Housing Subsidy sub-assessments looking at **amount client pays for rent, percentage of income spent on rent, income sources, and subsidy sources**. For a complete list of each data element outlined in this report, please review each tab.

MATRIX DATA CHECK LTH

- **Location:** ART. Public Folder → SSA Report Gallery (Funder Reports) (Secure) → State Homeless Programs → MN Housing LTH → Matrix
- **Required Prompts:** Provider, Start Date, End Date

EDA Provider	Do not use unless instructed otherwise
Provider:	Enter the Provider ID you want to run the report for
Start Date	01/01/1999
End Date	Enter the last date of the reporting period PLUS one day

- **Data Quality Instructions:** The Matrix Data Check LTH report is best ran in Excel to easily navigate sections by tabs. The top of each tab contains data checking instructions or notes which describe how to understand the data detailed in that tab, as well as the report prompts entered to run this report. Included in this report is client-level data check information regarding **matrix answer scores, and number of Initial, Interim, and Final matrices by client including the latest matrix date**. For a complete list of each data element outlined in this report, please review each tab.

CLIENT-LEVEL MATRIX REPORTS

There are two Matrix reports available that providers can run for individual clients. **As this is private client data, it should never be emailed or shared publicly!** You can use this information to confirm the data is correctly entered for each client. You can also share it with clients or other program staff within your agency.

1. 1P Client-level Progress Report
2. 2P Revised Client-level Achievement Report-with Final Matrix

Use the standard report period date range for client level reports. Client level reports are best saved as a PDF.

1P Client-level Progress Report

- Includes clients with an initial matrix assessment and at least one interim assessment within the report range. Clients with only an initial matrix will not show up in the report.
- Provides a table and chart for each client comparing their initial and most recent assessments (the most recent assessment may be their final matrix).
- Also provides a list of all matrix assessments completed, dates and scores for each client for reference.

2P Client-level Achievement Report-with final assessment

- Includes clients with a final assessment during the specified date range.
- Provides a summary table and chart for each client comparing their initial and final assessments.
- Tab B: Includes an overall summary report for all clients who have a final matrix within the reporting period. Shows results by each provider if more than one provider is selected.

FUNDER REQUIRED REPORTS

The below reports will be submitted to DHS on an annual basis. For information about reporting periods, due dates, and changes to requirements, refer to communications from your funder.

- | | |
|---------------------|--|
| Counting | 1. LTH Demographics and Entry Data Counting |
| | 2. LTH Exits |
| | 3. LTH Household Residence |
| | 4. LTH Housing Cost and Subsidy Counting |
| | 5. LTH Income |
| | 6. LTH Program Summary Dashboard |
| Data Quality | 7. LTH Data Quality: Residence, Housing Cost and Subsidy, and Income |

Submission Frequency: Annually in February

Submission Instructions:

Follow this order when running the reports:

- I. Start with the first five counting reports listed above. Review and make any needed updates or corrections to this data.
 - II. Then, run the **LTH Program Summary Dashboard**. This report summarizes a number of pieces of data included in the first two reports, but in a format more focused on quick program overview. (Hence making corrections to the first two reports before proceeding to this one.)
 - III. Once you have confirmed data accuracy for the first six reports, then run the **LTH Data Quality: Residence, Housing Cost and Subsidy, and Income**.
1. Locate the reports within ART: Public Folder → SSA Report Gallery (Funder Reports) (Secure) → State Homeless Programs → MN Housing LTH
 2. Click on the magnifying glass for the report you are going to run.

- Input the prompts accordingly. Note that the prompts for each report may present in a slightly different order, so check your work carefully.

Provider:	Your provider number
Reporting Group, if not running by provider:	n/a
EDA Provider:	n/a
Start date:	First day of reporting period
End date:	One day after last day of reporting period (should match Effective Date)
Effective date:	One day after last day of reporting period (should match Effective Date)

- Click on **Schedule Report**. When you schedule a report, it will save to your ART Inbox. If later on you have questions about the report, Helpdesk staff can simply pull the report in question directly from your inbox.
- For **Report Format**, PDF or Excel are both suitable to the funder. Select the version you prefer for your own review/clean-up efforts.
- For **Interval**, select Once.
- For **Start and End Date** – auto-filled – no need to change.

MATRIX SUMMARY REPORTS (CALENDAR-YEAR CYCLE)

There are a total of three summary matrix reports that will be sent to your funder. One is a summary progress report similar to the client level reports, but with only overall counts. The two other reports focus on summarizing each matrix area at entry and at exit.

- 1-2S Self Sufficiency Matrix Progress Summary
- 3S Summary Report Domains at Population Entry
- 4S Summary Report Domains at Population Exit

Submission Instructions:

- Run and review the Matrix Data Check Report and Provider Level Reports (detailed in the Data Quality section of this document). Do not submit these to the funder!
- Locate the reports within ART: Public Folder → SSA Report Gallery (Funder Reports) (Secure) → State Homeless Programs → MN Housing LTH → Matrix
- Click on the magnifying glass for the report you are going to run.
- Input the prompts accordingly. Note that the prompts for each report may present in a slightly different order, so check your work carefully.

Entry Reports:	
Provider:	Provider ID you want to run the report for
Reporting Group, if not running by provider:	n/a
EDA Provider:	n/a
Start date:	NOTE THIS IS DIFFERENT!! 01/01/1999
End date:	Day after last day of reporting period
Effective date:	Day after last day of reporting period

Summary & Exit Reports:	
Provider:	Provider ID you want to run the report for

Reporting Group, if not running by provider:	n/a
EDA Provider:	n/a
Start date:	First day of reporting period
End date:	Day after last day of reporting period
Effective date:	Day after last day of reporting period

10. Click on **Schedule Report**. When you schedule a report, it will save to your ART Inbox. If later on you have questions about the report, Helpdesk staff can simply pull the report in question directly from your inbox.
 11. For **Report Format**, select PDF if it's the official version you intend to submit to the funder. If you are running it for your own review, select PDF or Excel (whichever suits your review/clean-up efforts).
 12. For **Interval**, select Once.
 13. For **Start and End Date** – auto-filled – no need to change
-