

MN HOUSING FHPAP

TIP SHEET

ENTRY/EXIT TIPS

- The program entry date can be the date of intake or the date the first service was received
- The program exit date must be at least one day after the program entry date
- The program exit date must be the same date or later that the last service transaction period
 - For example: If you provided a rental assistance service from 1/1/2019 to 1/31/2019 the exit date should be on or after 1/31/2019

SERVICE TRANSACTION TIPS

- The service end date must be at least one day after the service start date, even if it is a one-time service.
- For housing-related services, use the time period that the assistance applies to.
 - For example: For rental assistance, use the first and last days of the rental period, often a single month. The end date may be in the future.
- All service start and end dates must fall within the Entry/Exit time period.
- Only financial assistance service transactions are required to be reported (i.e. services with a monetary value).
- Case management does not need to be reported as a service.
- Funding source [FHPAP] and Amount should be reported for each service entered.

The following is a list of FHPAP approved service transactions in HMIS and their definitions

- **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.

REPORT TIPS

- FHPAP is split into 2 categories- Homeless Assistance (30 days or less) and Short/Medium-Term Assistance (more than 30 days)
 - FHPAP reports contain Total All Programs tables, as well as tables that split these two categories
- FHPAP Demographics and Entry Data Check reports are not required by MN Housing. They are provided to assist in data clean up.