

HMIS USER GUIDE: YOUTH HOMELESSNESS

DEMONSTRATION PROGRAM (YHDP)

RAPID RE-HOUSING (RRH)

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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**.
 - a. 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**.
 - a. If entering a household, check the box next to each client included in the entry.
 - b. Select **HUD** from the **Type** drop-down menu.
 - c. If necessary, adjust the **Project Start Date**, then select **Save & Continue**.
4. For each client included in the entry, complete the data elements on the **YHDP Entry Assessment** 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**.

Data elements required for collection at annual assessment must be entered no more than **30 days before or after** the anniversary of the head of household's Project Start Date. Updates should also be completed for any changes in information for the client.

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. Select **Annual Assessment** from the **Interim Review Type** drop-down menu.
 - i. For updates prompted by a change in a client's information, 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. In the **Entry/Exit Interim Review** pop-up, review the **YHDP Update Assessment** answers. Update any answers that are no longer correct with the newest accurate information.

EXIT A CLIENT FROM A PROJECT	<ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> 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 YHDP Exit Assessment for each household member.
RUN A REPORT	<p>For more information about YHDP-required reports, refer to the user guide section titled Reporting Guidelines.</p> <ol style="list-style-type: none"> 1. Click on Reports to open the Report Dashboard. Select CoC-APR. 2. Fill out the prompts in the Report Options section, then click on Build Report. 3. Review sections 6a – 6f to identify data quality issues. 4. Click on Download to get a zip. archive containing the CSV files required for SAGE submission.

DATA COLLECTION FORMS

DATA COLLECTION FORMS FOR YHDP 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), SO YOU SHOULD REDOWNLOAD THEM OCCASIONALLY TO ENSURE YOU ARE USING THE LATEST VERSIONS.

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.

INDIVIDUALS

[SINGLE YHDP ENTRY/EXIT COMBINED- PERMANENT HOUSING PROJECTS](#)

[SINGLE YHDP INTERIM](#)

PROGRAM-SPECIFIC DATA ELEMENTS

Program-specific data elements for YHDP are chosen by each CoC, so these may vary. YHDP data elements will be specified on each Entry, Update, and Exit Assessment that is assigned to your CoC’s providers.

For a full list of RHY-specific data elements, which may be included in your CoC’s YHDP assessment, visit the [HMIS User Guide for HHS RHY Projects](#).

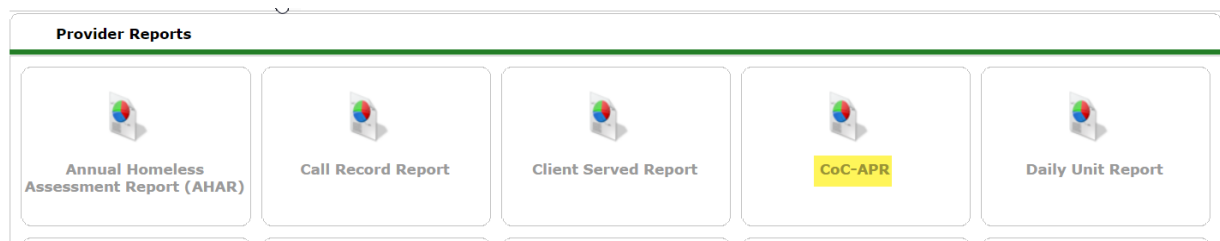
REPORTING GUIDELINES

This section introduces the data quality and funder-required reports for YHDP 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. A [Guide to the CoC APR](#) is available for additional guidance on using the APR for Data Quality and for submission.

DATA QUALITY REPORTS

Name: CoC APR

Location: Reports → Provider Reports → CoC-APR



Required Prompts: Provider, Program Date Range, Entry/Exit Types (YHDP projects are instructed to select HUD as the Entry/Exit type)

Report Options
Use Previous Parameters

Provider Type

Provider Reporting Group

Provider *

Please choose a provider.

This provider AND its subordinates This provider ONLY

Program Date Range *

/ / to / /

Entry/Exit Types *

Basic Basic Center Program HUD PATH Quick Call RHY Standard Transitional Living Program VA HPRP (Retired)

Entry/Exit

Data Quality Instructions: Sections 6a-6f of the APR are focused on data quality. To view client records flagged as 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
Data Element					
Name (3.1)		2	1	0	5%
SSN (3.2)		8	12	6	41%
Date of Birth (3.3)		2	11	2	23%
Race (3.4)		5	7		19%
Ethnicity (3.5)		5	10		23%
Gender (3.6)		3	7		16%
Overall Score					55%

6b - Data Quality: Universal Data Elements	
Download Results	Exit

Clients in answer cell

6a - Data Quality: Personally Identifiable Information
Client Doesn't Know/Client Refused

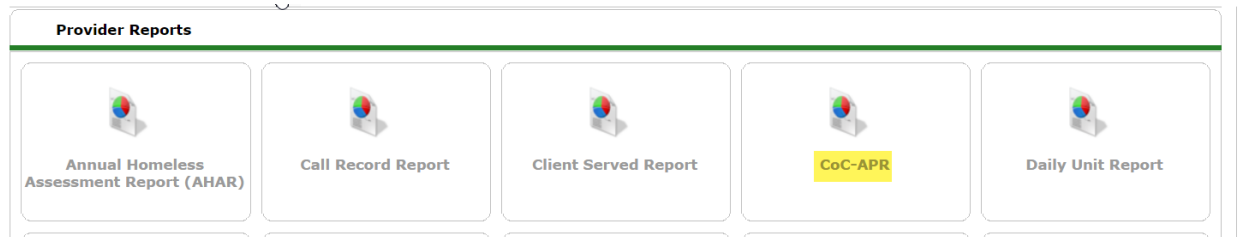
ID	Client
875961	White, Don't Know
875962	White, Refused

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FUNDER-REQUIRED REPORTS

Name: CoC APR

Location: A canned report you can find it under the Reports Tab → Provider Reports → CoC-APR 2018



Required Prompts: Provider, Program Date Range, Entry/Exit Types (YHDP projects are instructed to select HUD as the Entry/Exit type)

Report Options Use Previous Parameters

Provider Type: Provider Reporting_Group

Provider * Please choose a provider. Search

This provider AND its subordinates This provider ONLY

Program Date Range * / / to / /

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

Submission Frequency: Annually, based on your grant year (varies agency to agency)

Submission Instructions: CoC APR is uploaded into Sage

Name: YHDP Supplemental Reporting Tool

What is it?

- The YHDP Supplemental Reporting Tool is a means for YHDP recipient projects to:
 - View and analyze additional data about their project
 - Produce the YHDP Supplemental CSV to upload into their annual performance report (APR) to HUD. The data points used in this tool come from both CoC Program Data Elements and RHY Program Data Elements.

Location: Copies of this tool are available for download in the RESOURCES menu in Sage. (ICA does not support Sage, so you'll have to contact them directly with access questions.)

Submission Frequency: Annually, based on your grant year

Submission Instructions:

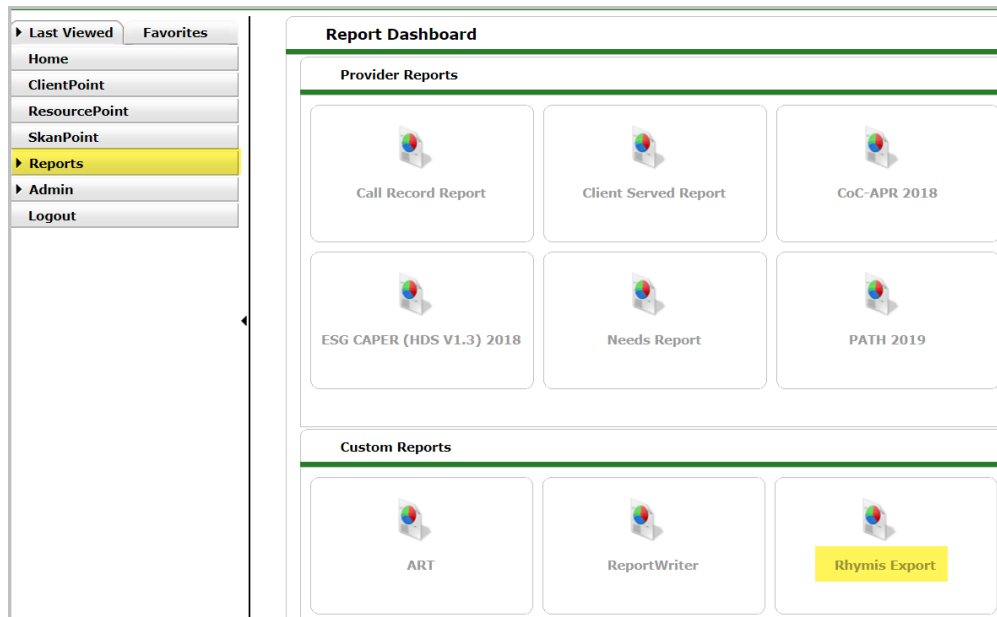
** Full instructions are found within the tool itself**

1. Run Rhymis Export

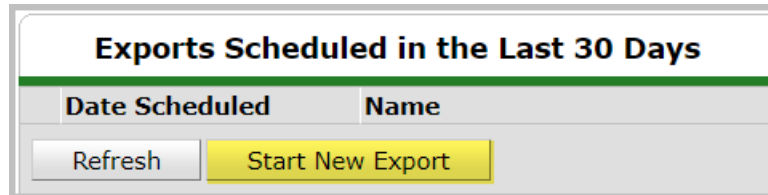
a. ACCESSING THE RHY EXPORT UTILITY

i. Click on the **Reports** module and navigate to the **Rhymis Export** dashboard tile located in the **Custom Reports** section.

1. **Name:** Rhymis Export
2. **Location:** Reports → Custom Reports → Rhymis Export



ii. Clicking on the **Rhymis Export** tile will take the user to the data export utility. To begin the process of creating an export file, click the **Start New Export** button.



b. EXPORT OPTIONS SCREEN

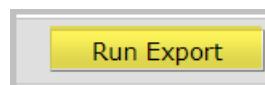
i. Upon clicking on **Start New Export**, the user will be presented with several fields to identify the export as well as filter the data included in the export file.

Export Options	
	Name *
	Description
	Entry Data Type *
	Provider Type *
	Provider *
	Start Date *
	End Date *

ii. **Required Prompts:**

1. **Name** – Allows the user to name the export file. This is a required field.
2. **Description** – This *optional* field provides the user an area to further describe the export.
3. **Entry Data Type** – It is required that the user choose which data to include in the export. The checkboxes allow for the inclusion of RHY data, HUD data, or both.
4. **Provider Type** – Here the user can choose to run the export based on data belonging to a single provider which the user has access to, or a reporting group assigned to them.
5. **Provider/Reporting Group** – This required filter will adjust based on the Provider Type selection. If Provider was selected, the user can search for a provider they have access to per EDA configurations or their own provider. If Reporting Group was selected, the user can select a reporting group assigned to them.
6. **Start Date** – It is required that the user enter a start date to indicate how far back in time they wish to base the data export on.
7. **End Date** – It is required that the user enter an end date to complete the range of time they wish to base the export on.

- iii. Click the **Run Export** button, and the export process will start.



2. Once you have your unopened hashed HMIS CSV file (**Rhymis Export**) saved to your device, open the **Supplemental Reporting Tool** in Microsoft Excel. Go to the **Report** tab, click on **Import 'Hashed' HMIS CSV**, and select the HMIS CSV for your YHDP project in the desired reporting period.
3. When you finish, verify that you selected the right CSV file by checking the project/organization information at the top of the tool (lines 4 to 6). You should see the correct project, reporting

year, organization, CoC Code, and project type. If these data are not correct, check to see if you used the correct CSV file by repeating this step.

4. After **Step 2**, you should see the data from your HMIS CSV automatically fill into the tool's charts. The **Summary Chart** at the top contains all the data gathered by this tool and is the data that can be exported to a CSV file to upload into Sage. For more information about each chart, see the section on *How to Use the Charts in This Tool*, in **section B** below.
5. When you have verified that the information imported into this tool is correct, click on **Export YHDP Supplemental CSV for Sage**. You will then be prompted to save a .zip file that includes all CSV files in the correct format to upload to Sage. Name and save this file to a destination that you will be able to easily find later.