



Provider Naming Convention

For the ServicePoint database, a **provider** is a technical term for a component of the database used to organize data into groups for data entry and reporting purposes. Providers are the heart of ServicePoint. An agency will have 2+ providers to keep track of; understanding your agency's providers and where to enter your client data is crucial to client confidentiality and correct reporting. Providers can be used to subset data, for example, separating family enrollment from individual enrollment to streamline reporting. This document is designed to clearly lay out the naming convention to assist staff responsible for standardizing provider names and creating new providers (State System Administrator Wilder Research); the secondary goal is to assist you in understanding the naming convention for providers in the database and assist the State System Administrator in keeping the provider names up-to-date.

Project Provider Naming Convention



Closed Designation

If a provider is inactive or closed, a closed designation appears at the front and end of a provider name. If provider is inactive or has closed, the provider name will begin with *zz-* and end with *-Closed ##/##/##*. The date of closure or estimated date of closure should be included. Use only 1 digit to represent month or date when applies; the year should only be 2 digits (*-Closed 1/6/14*). If date of closure is entirely unknown, do not include a date.

Example: *zz-CCSPM-HP-SLC-HUD-ESG-St. Louis-Prevention-Closed 1/6/14*

If provider is active, the provider name will begin with component 1 agency name or abbreviation; if the closed designation does not apply, start provider name with Component 1.

Component 1: Agency Name or Abbreviation

Project providers will typically use the agency abbreviation or acronym. For "parent" providers, or providers used to group providers, there is a different naming convention (see page 5 – 6 of this document).

Component 2: Project Type

Most project types or funding components have standard HUD abbreviations that were adopted.

Project Type	Component Abbreviation
Coordinated Entry	CE
Day Shelter	DS
Emergency Shelter	ES

FHPAP's Project Type (used for any FHPAP funded project)	HPA
Homelessness Prevention	HP
Other	Other
Permanent Housing – Housing Only	PH HO
Permanent Supportive Housing (disability required for entry)	PSH D
Permanent Supportive Housing with Services (no disability required for entry)	PSH S
Permanent Supportive Housing (used when it is unknown to State System Administrator (Wilder) whether a disability is required or not)	PSH
Rapid Re-Housing (for HUD RRH projects)	PH RRH
Rapid Re-Housing	RRH
Safe Haven	SH
Services Only	SSO
Street Outreach	SO
Transitional Housing	TH

Component 3: CoC of Service

Minnesota is divided into 13 (including the Suburban Metro Area that is divided into 4) Continuum of Care regions. Only 1 CoC is assigned to a provider in most cases. If agency serves in more than 1 CoC region, it is the CoC of service that appears in the project provider name. If a provider is using county designations, do not repeat the CoC abbreviation and put the counties in alpha order (ex. Use *SMC C/SC*; do not use *SMC C/SMC SC*). CoC Coordinators made recommendations to the abbreviations; therefore, some CoCs are further divided into county designations, although the county designations were not faithfully followed.

CoC Region	County, if applies (optional)	Component Abbreviation
Hennepin (MN-500)		HCC
Ramsey (MN-501)		RCC
Southeast (MN-502)		SEC
		SMC
Suburban Metro Area (MN-503)	Anoka	SMC A
	Carver	SMC C
	Dakota	SMC D
	Scott	SMC SC
	Washington	SMC W
Northeast (MN-504)		NEC
	Aitkin	NEC A
	Carlton	NEC CA
	Cook	NEC CO
	Itasca	NEC I
	Lake	NEC L
	Koochiching	NEC K
Central (MN-505)		CNC
	Benton	CNC B
	Cass	CNC CA
	Chisago	CNC CH

	Crow Wing	CNC CR
	Isanti	CNC I
	Kanabec	CNC K
	Mille Lacs	CNC MI
	Morrison	CNC MO
	Pine	CNC P
	Sherburne	CNC SH
	Stearns	CNC ST
	Todd	CNC T
	Wadena	CNC WA
	Wright	CNC WR
Northwest (MN-506)		NWC
West Central (MN-508)		WCC
St. Louis (MN-509)		SLC
		SWC
	Nobles	SWC NOB
	Rock	SWC ROCK
	Jackson	SWC JACK
	Pipestone	SWC PIPE
	Murray	SWC MUR
	Cottonwood	SWC COTT
	Lincoln	SWC LINC
	Lyon	SWC LYON
Southwest (MN-511)	Redwood	SWC RW
	Granite Falls	SWC GF
	Renville	SWC REN
	McLeod	SWC MCL
	Meeker	SWC MEEK
	Kandiyohi	SWC KANDI
	Chippewa	SWC CHIP
	Lac qui Parle	SWC LQP
	Swift	SWC SWIFT
	Big Stone	SWC BIGS

Component 4: Funder & Component 5: Funder Program

Funder (Component 4)*	Funder Program (Component 5)	Component 4 and 5 Abbreviation
U.S. Department of Housing and Urban Development	Continuum of Care	HUD-CoC
	Emergency Solutions Grant	HUD-ESG-[Grantee]
	Housing Opportunities for Persons with AIDS	HUD-HOPWA
	Rural Housing and Stability Program	HUD-RHASP
	Rural Housing Stability Assistance Program	HUD-RHSP
	Veteran's Affairs Supportive Housing	HUD-VASH
U.S. Department of Health and Human Services	Projects for Assistance in Transition from Homelessness	HHS-PATH
	Runaway and Homeless Youth	HHS-RHY
U.S. Department of	Grant Per Diem	VA-GPD

Veterans Affairs	Supportive Services for Veteran Families	VA-SSVF
Other (Federal Programs)	Community Services Block Grant	<>CSBG
Minnesota Department of Human Services	Group Residential Housing	DHS-GRH
	Healthy Transitions and Homeless Prevention	DHS-HTHP
	Long-Term Homelessness Supportive Services Fund	DHS-LTHSSF
Minnesota Department of Human Services-Office of Economic Opportunity	Emergency Services Program	DHS-OEO ESP
	Transitional Housing Program	DHS-OEO THP
	Homeless Youth Act	DHS-OEO HYA
Minnesota Housing	Family Homeless Prevention and Assistance Program	MN HSG-FHPAP-[Grantee]
	Ending Long-Term Homelessness	MN HSG-LTH
	Homeless and Highly Mobile Students	MN HSG-HHMS
	Ending Long-Term Homelessness Rental Assistance	MN HSG-LTH RA
	Ending Long-Term Homelessness Bridges	MN HSG-LTH Bridges
Non-Participating Providers (Primarily Domestic Violence Providers, or misc. private funding)	<>	NPP<>
Non-Mandated Providers (Entering data into HMIS, although not required by a funder)	Dakota County Levy Funding (Emergency Shelters)	DC Levy Other

*Although it is not recommended for one project provider to report to more than one funder, projects that have multiple funders using a single project provider will follow above protocol; first and second funder will be separated using a forward slash (/). HUD funding should be prioritized first, then State funding; otherwise maintain alpha order. Example: AEOA-RRH-SLC-HUD-CoC/DHS-OEO THP-Apt 6

Component 6: Optional – Project Name, Grantee, HUD #

This component is the name funder’s uses to refer to the provider. FHPAP and ESG should have a grantee named for component 6. This component is an optional field and does not required a <> null designation if not used.

Component 7: Optional – Agency’s Reference Name

An agency can choose what to have entered here for a quick reference point. This, for example, can be a location, program name, building number. This component is an optional field and does not required a <> null designation if not used.

Common Terms	Abbreviation
Apartments	Apt
Community Action Program	CAP

Coordinated Assessment	CA
City	Ci
County	Co
Emergency Services	Em Svc
Housing	Hsg
Human Services	HumSvcs
Housing and Redevelopment Authority	HRA
Mental Health Center	MHC
Permanent Supportive Housing—for Chronically Homeless	PSHCH
Program	Pgm
Supportive Housing	SPH
Supportive Services	SS
Townhomes	Twnh
Vouchers	Vch
Youth Foster Care	YFC
HeatShare	HS

Quality Standards

- A dash (-) will separate the 7 components of the agency’s name.
- Adhere to spaces in the component abbreviations throughout this document.
- If component 1 – 5 does not apply to a provider, a placeholder (<>) indicating that the component does not apply or is null will appear. Note that the “<>” will not be enclosed with dashes.

Agency Grouping Provider Naming Convention

Agency Grouping Providers that group subordinate providers and should not contain data will use the standard abbreviations, but will not use the standard placeholder for null naming elements. These providers will be identified by the notation “(no data entry)” at the end of the name.

Example: Arrowhead Economic Opportunity Agency (AEOA)-SLC (no data entry)

- Closed Designation, if applies
- Full Agency Name (legal agency name)
space
- Agency Abbreviation (to be used in subordinate provider names) appears in parenthesis (if an abbreviation is used, if no abbreviation is used, a placeholder is not need here.)
dash
- CoC(s) of Service - if agency serves multiple CoC’s, all will be listed alphabetical order, separated by a slash
space
- Add (*no data entry*) to indicate to users that data should not be entered here
- Closed Designation, if applies

Parent Provider Naming Convention

Any parent providers where data is not to be entered (minus the Agency Grouping Provider) should follow this naming convention.

Example: AEOA-SLC (no data entry) to indicate to users that data should not be entered here

- Agency Name or Abbreviation
- CoC of Service
- Optional - Name agency uses to reference provider (building number, location)
- Add (*no data entry*) to indicate to users that data should not be entered here

Your agency's provider list can be found here:

https://drive.google.com/folderview?id=0B4qcCR7ArFznRDFCOVFKaV9PQ2M&usp=drive_web. If you notice a provider name does not follow these conventions or you have an update to the provider name, please contact us.