HMIS REPORT INSTRUCTIONS for Long-term Homeless Projects

The quarterly LTH HMIS report should include complete information for all individuals and households served from July 1, 2009 through June 30, 2010. The LTH report is due to Minnesota Housing by August 3, 2010. **Email all *seven* PDF files to: LTH.HMIS@state.mn.us**

The LTH reports are generated using the Advanced Reporting Tool (ART) and include the following information (in 7 separate report documents in the LTH and Barriers Report folders):

1. **LTH _ Entry/Demographics:**
   - Number of participants and households served
   - Household composition
   - Age, race, ethnicity and gender
   - Disability and military service information
   - Homeless status at entry
   - Living situation before program entry and length of stay
   - State, county, city and length of time since last permanent residence

2. **LTH _ Exits:**
   - Length of time in program for people who have exited and for people still in the program
   - Reason participant left program
   - Reason participant left residence
   - Reason subsidy ended
   - Destination, tenure and subsidy in new housing

3. **LTH _Current Household Residence:**
   - Housing Status – ***must be either site-based supportive housing or scattered site***
   - County and metro city of current residence

4. **LTH_ Current Income:**
   - Total monthly household income and breakouts of wage and non-wage income
   - Sources of income and non-cash assistance
   - Change in income from entry to exit

5. **LTH_ Housing Cost and Subsidy:**
   - Client portion of rent
   - Percent of household income paid for rent
   - Subsidy received and source

6. **LTH_ Services:** Types of services provided – one required for each household

7. **Barriers to Housing Stability:** Tenant and Income Barriers

NOTE: This is located in a separate folder in ART (Barriers Report)

TO PREPARE DATA FOR THIS REPORT:

1. Enter the required information in HMIS (ServicePoint) for all households served with LTH funding (see *Basic Instructions for Entering LTH data into ServicePoint* on the MN HMIS website).

2. Update information that has changed since a household entered the program:
   - LTH Assessment- changes in income (for all adults or unaccompanied youth); housing status/residence, housing cost and subsidy information (in head of household record).

3. If households have moved or exited the program, make sure to enter the exit information in HMIS.
   - Exit form: enter exit date, reason for leaving, destination, and update all residence and subsidy information for all households and changes in income (for all adults or unaccompanied youth)
   - Service Transactions – enter end dates on services that have ended

4. Update information in household records that was incomplete or inaccurate on the last report.

5. Run LTH data checking and summary reports in ART. Review and correct data in ServicePoint.
   - The data checking reports have instructions for reviewing data. Generally look for blank fields (missing data) and duplicate data for the same household.
   - In the summary reports look for "X Missing" or blank fields – that means that information is missing in your data. Also look for "error" in data fields – that means something is not working correctly in your report (some will be highlighted in red). Call the Wilder HMIS help line if you can't figure out the problem.

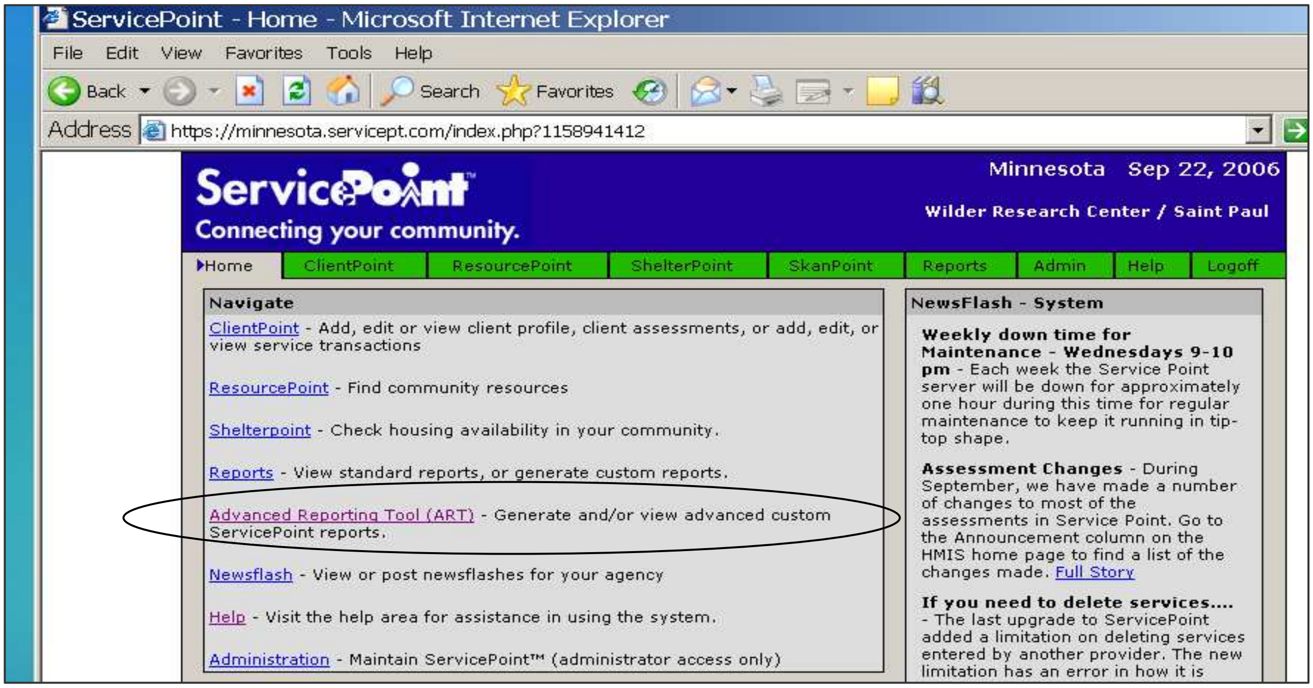
6. After checking and correcting data, run data checking and summary reports again. Review and correct data as needed in ServicePoint.

IMPORTANT NOTE: The Advanced Reporting Tool (ART) uploads data from ServicePoint each night, so if you make changes to data in ServicePoint you have to wait until the next day to run reports that will include the changes.

Wilder HMIS Help desk: If you have technical questions about using HMIS or ART (the report tool in Business Objects) please contact the Wilder HMIS help desk at:
Phone 651-280-2700 and ask for HMIS help, or email hmis@wilder.org

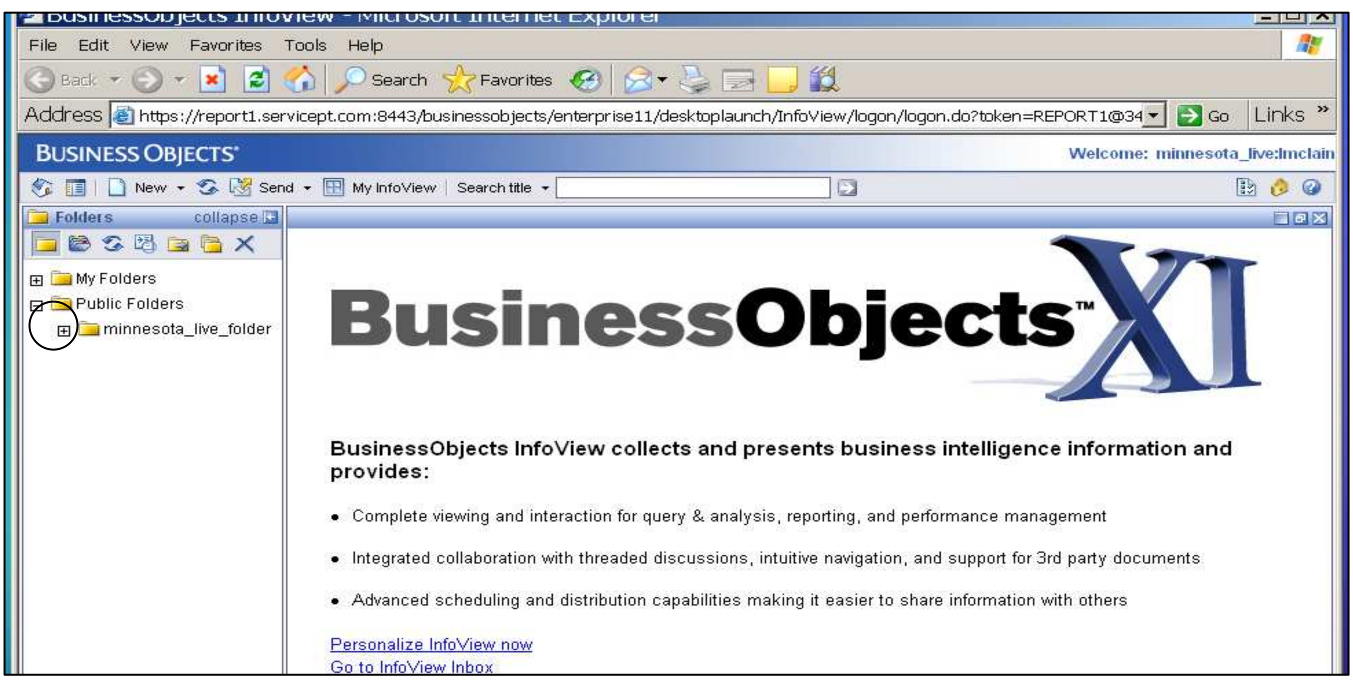
Running the LTH Report using ART (Advanced Reporting Tool)

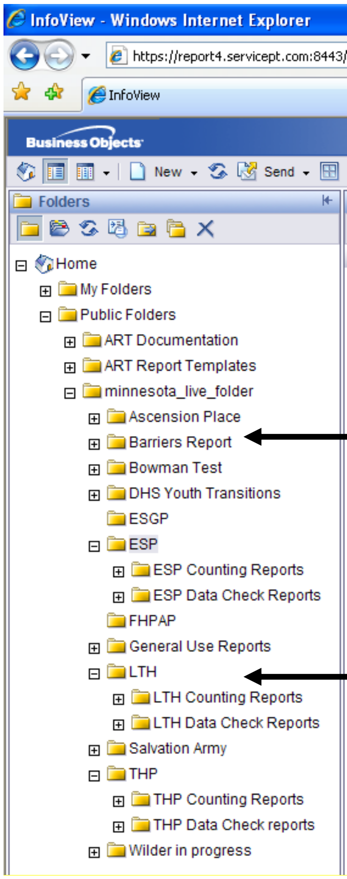
To access the Advanced Reporting Tool (ART), log on to ServicePoint. Click on the Advanced Reporting Tool section (as shown below). You can also access ART from the Reports page, but this is the most direct route.



This is the Advanced Reporting Tool (ART)

- All public reports are stored in the minnesota_live_folder
- Click on the + to open the folder





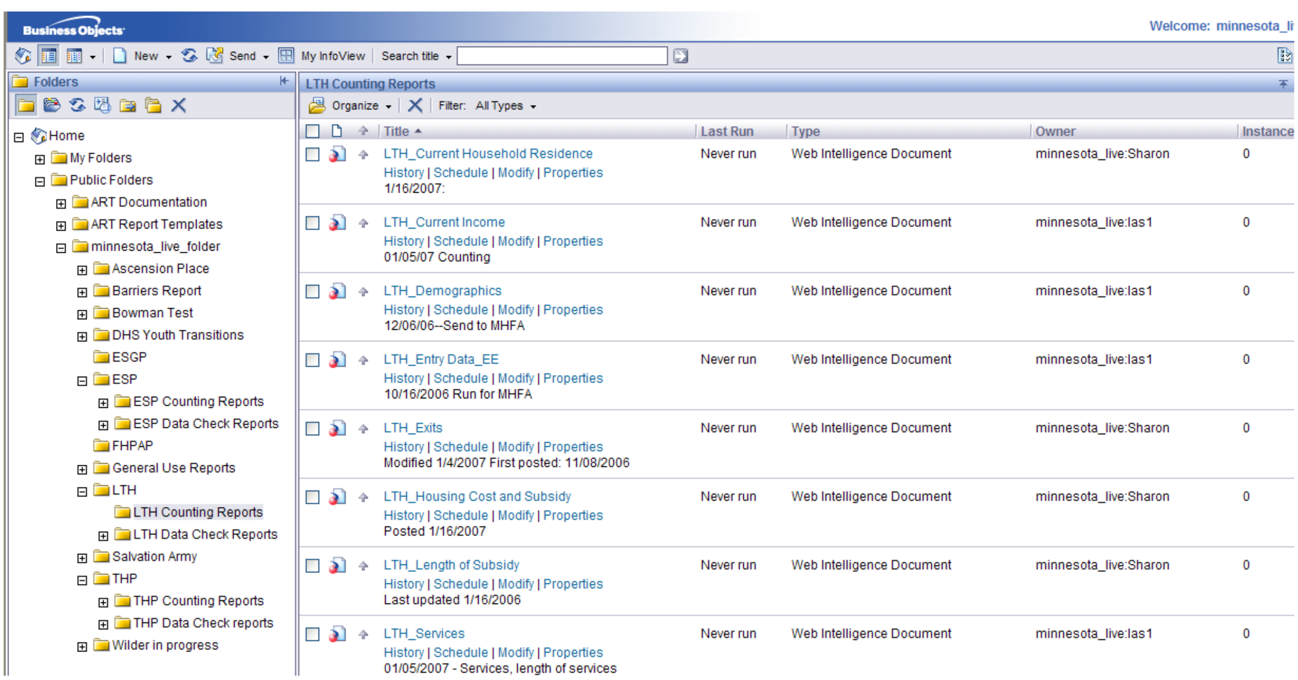
- You now see a list of all funding source or agency reports
- To see reports for each funding source, click on the <u>name</u> of the folder

<u>Barriers Report</u>: Click on the Barriers Report name to see the Barriers Counting Report and the Barriers Data Check Report.

For the remaining LTH reports, click on the folder label: **LTH**

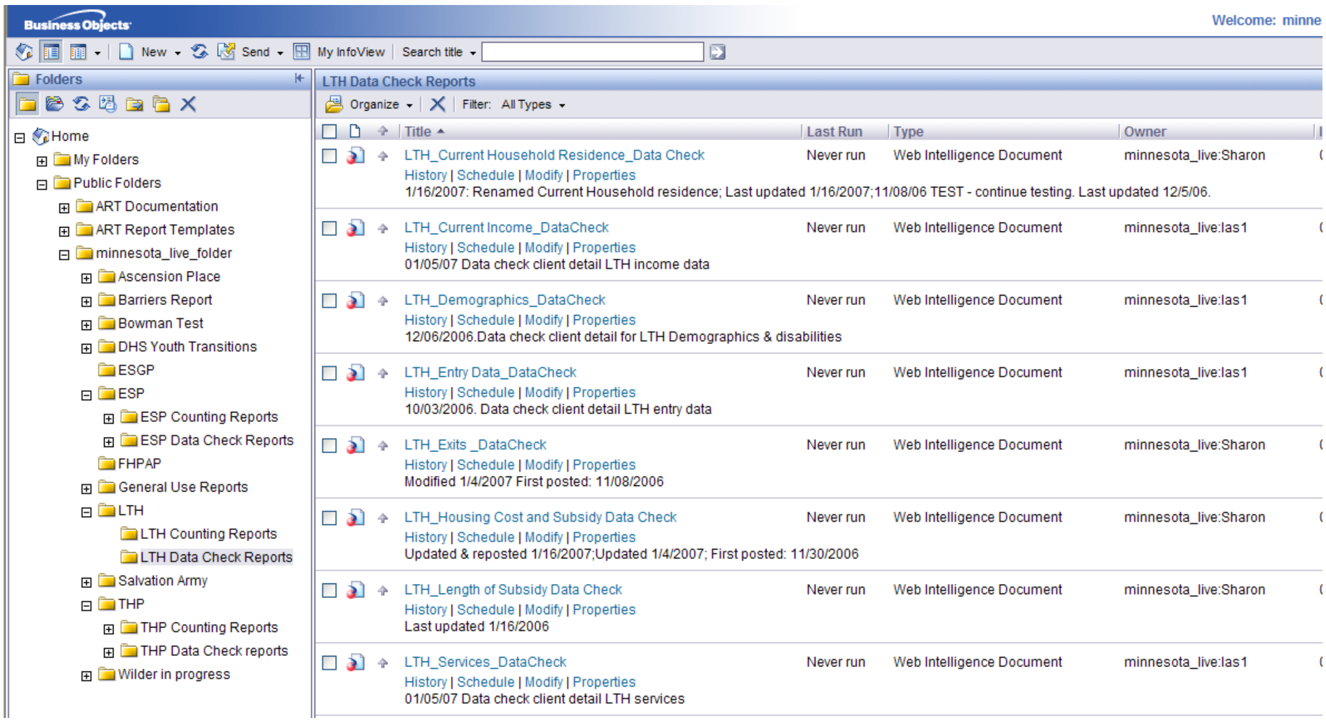
- The LTH Counting reports are the summary reports you will submit to your funder.
- The LTH Data Check Reports are for checking individual household data. DO NOT SEND THESE TO your funder!

LTH Counting Reports: When you click on the <u>LTH Counting Reports</u> folder name, you will see the summary (or counting) reports that you need to run, save and email to your funder (MN Housing or DHS). In addition to the Barriers Counting Report, there are six reports here that you will need to run, save and submit (see descriptions on page 1):



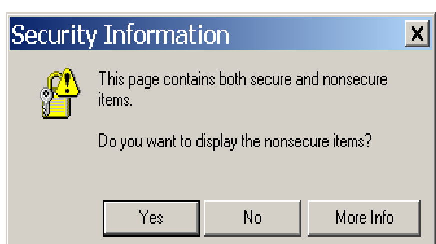
Data checking reports

Click on the LTH-Data Check Reports folder name to open it up and see the data checking reports. There are six data checking reports. Each data check report coincides with the summary reports above.



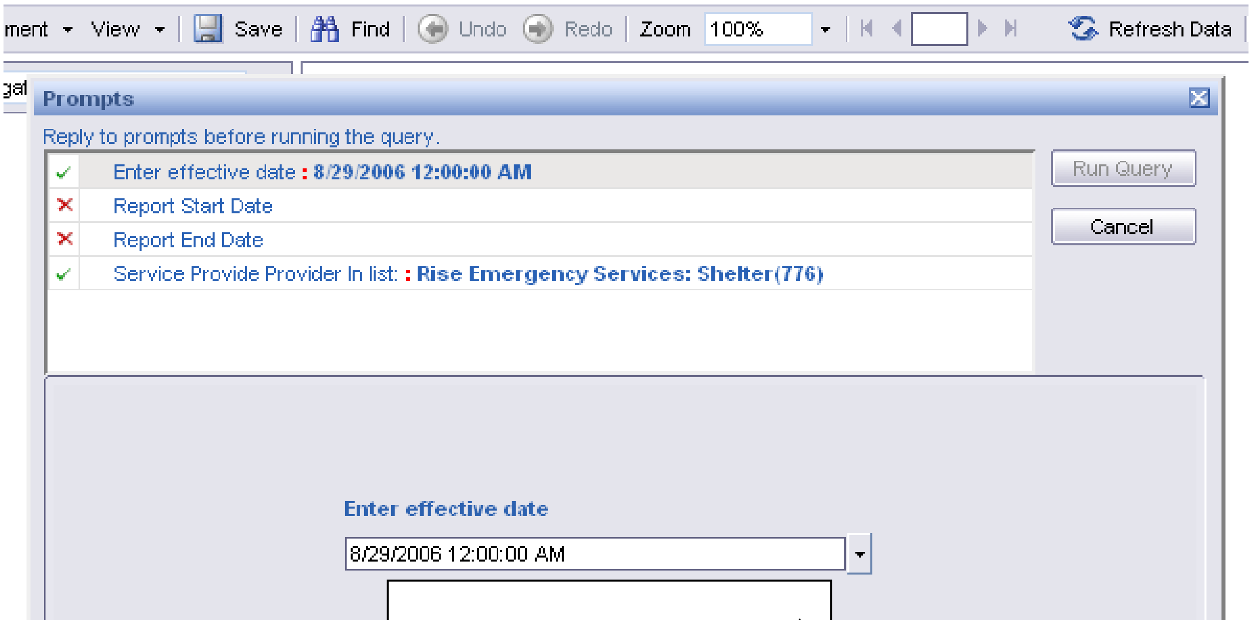
To start the process of running a report, click on the name of the report:

The first time you click on a name of a report you will see:



Click “Yes”

REPORT PROMPTS:



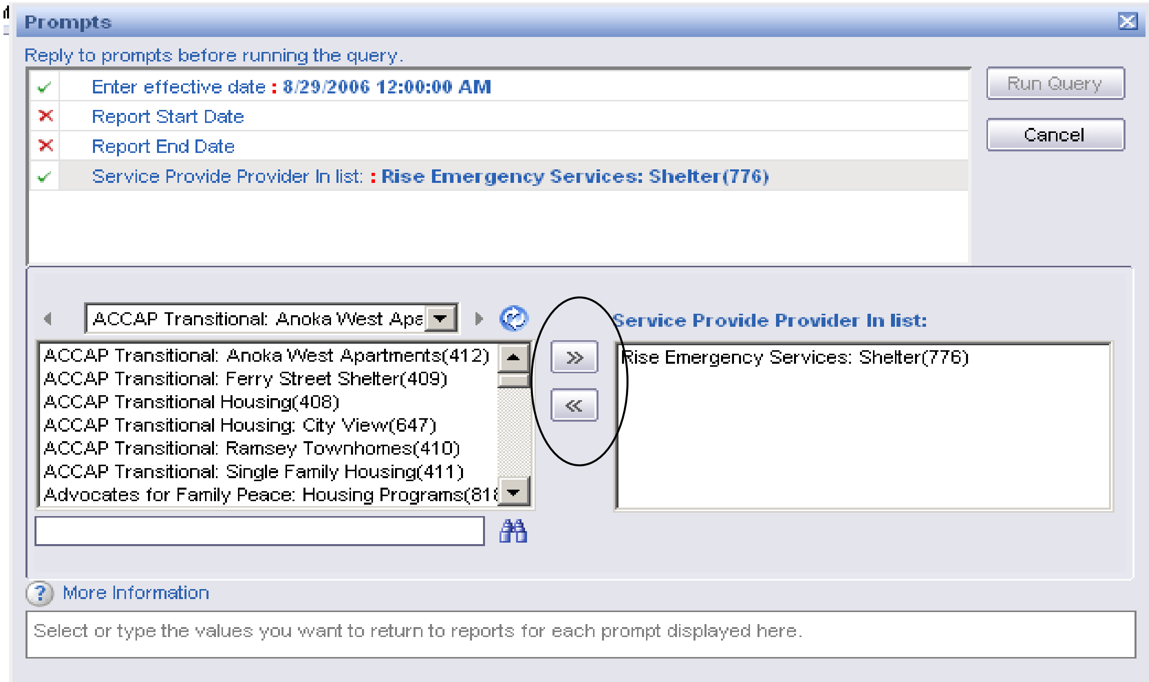
Enter information here ↑

Enter the information for each prompt. Once you have data in the box, the red X becomes a green ✓ to show it is complete.

- **Do not use the Calendar function to select dates-** the report will have errors.
- **Enter Effective Date: the day you are running the report** (this will pull the most recent updated or corrected data into the report).
  - The Entry, Exit, and Barriers Reports do not have Effective Dates.
- **Enter Report Start Date: (For this report July 1, 2009)**
- **Enter Report End Date: (for this report July 1, 2010)**

Note that you must use January 1 for the end date to include activities that occurred on June 30

- **Select Provider (your LTH program/project)**

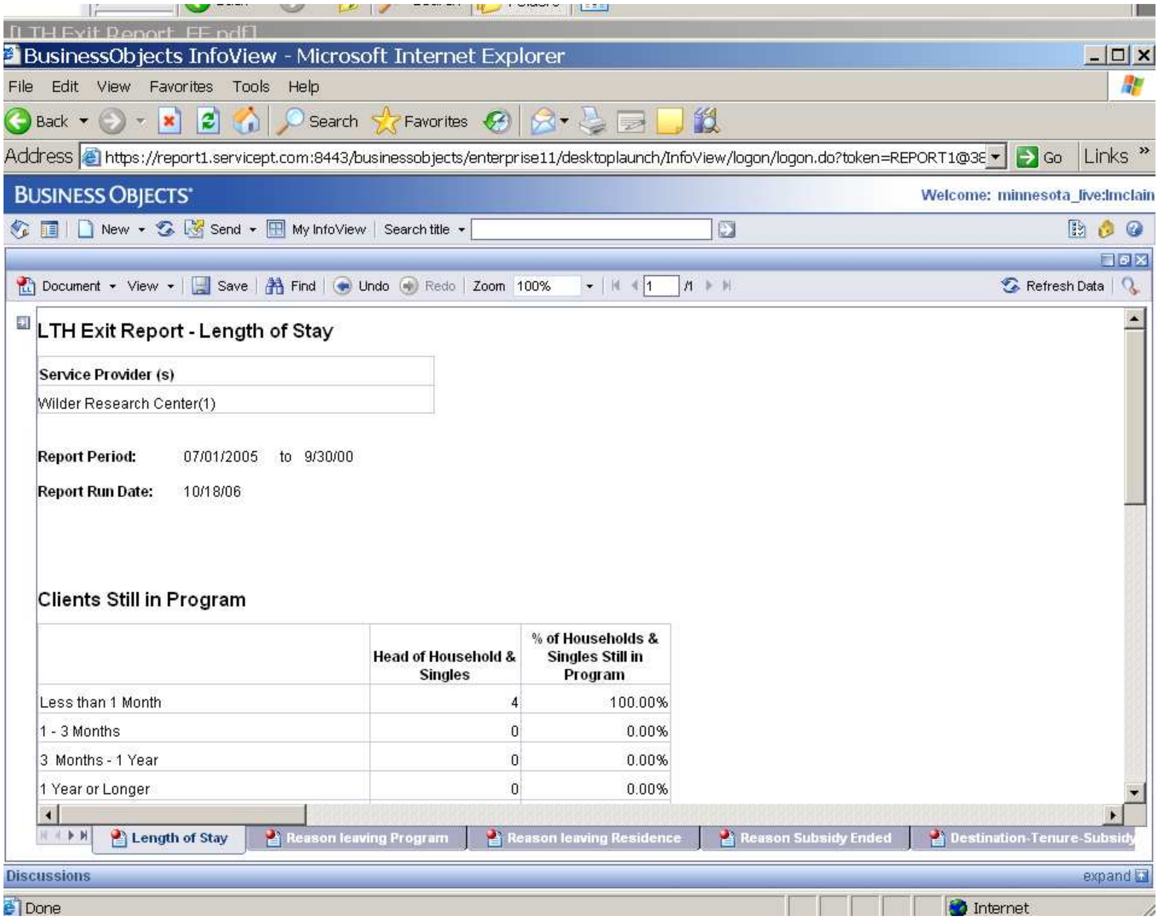


- Use the arrow buttons in the middle to move providers back and forth between sections.
- Move the LTH provider name(s) to the box on the right side.
- You can add multiple providers to the list

When all prompts have been entered, the ✓ will be green (or when you have updated information in all prompts). Click on RUN QUERY.

VIEW REPORTS

It will take a minute or two for the report to run. This is what you will see when a report opens:



REVIEW REPORTS
You can review the report on the screen or save it and print it out. Review all LTH Counting reports for accuracy.

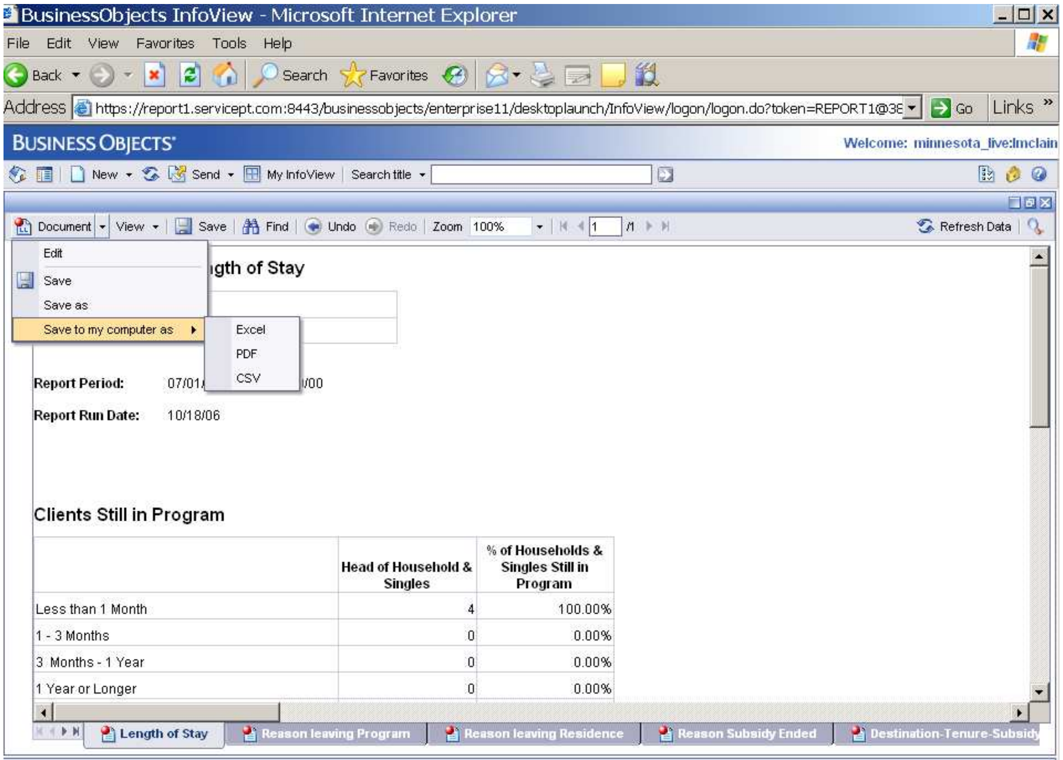
DATA CHECKING REPORTS
Run all data checking reports and review for data completeness and errors (see the specific instructions in the data check reports).

CORRECT DATA
You can have both the report tool and ServicePoint open at the same time to help with correcting and updating information. If there is data that needs to be corrected, go back into ServicePoint and make the corrections to participant records. NOTE: You will have to wait until the next day to run new reports that will include your corrections.

RUN REPORTS AGAIN
Run all the reports again and check for accuracy and completeness. If everything looks good, you are ready to save the reports and submit them via email to your funder (Minnesota Housing or DHS).

SAVING REPORTS

To save, click on “Document” on the tool bar at the top left.



Select “Save to my computer as” and then select to save as a PDF or Excel file. Save the file in a location you can easily find (see the naming file instructions below for the reports you will send to your funder – Minnesota Housing or DHS).

SUBMIT YOUR REPORTS TO MINNESOTA HOUSING

You will submit the saved LTH reports to Minnesota Housing (see list on page 1). Save each LTH report as a PDF file and name each report so that it can be easily identified as follows:

- *your project name_ Report name _ Report end date*
  EXAMPLE: SycamoreSquare_LTHexit_1209
  SycamoreSquare_LTHentry_1209

Email all *seven* PDF files to: LTH.HMIS@state.mn.us

- If you have questions about how to submit your report to Minnesota Housing, contact Carrie Marsh @ (651) 215-6236 or Vicki Farden @ 651-296-8125 or at the email listed above.

- For HMIS and ART technical questions, contact the HMIS help desk:
  Phone 651-280-2700 and ask for HMIS help, or email hmis@wilder.org