HMIS LTH/HPH Reports Due
Monday, November 15, 2021

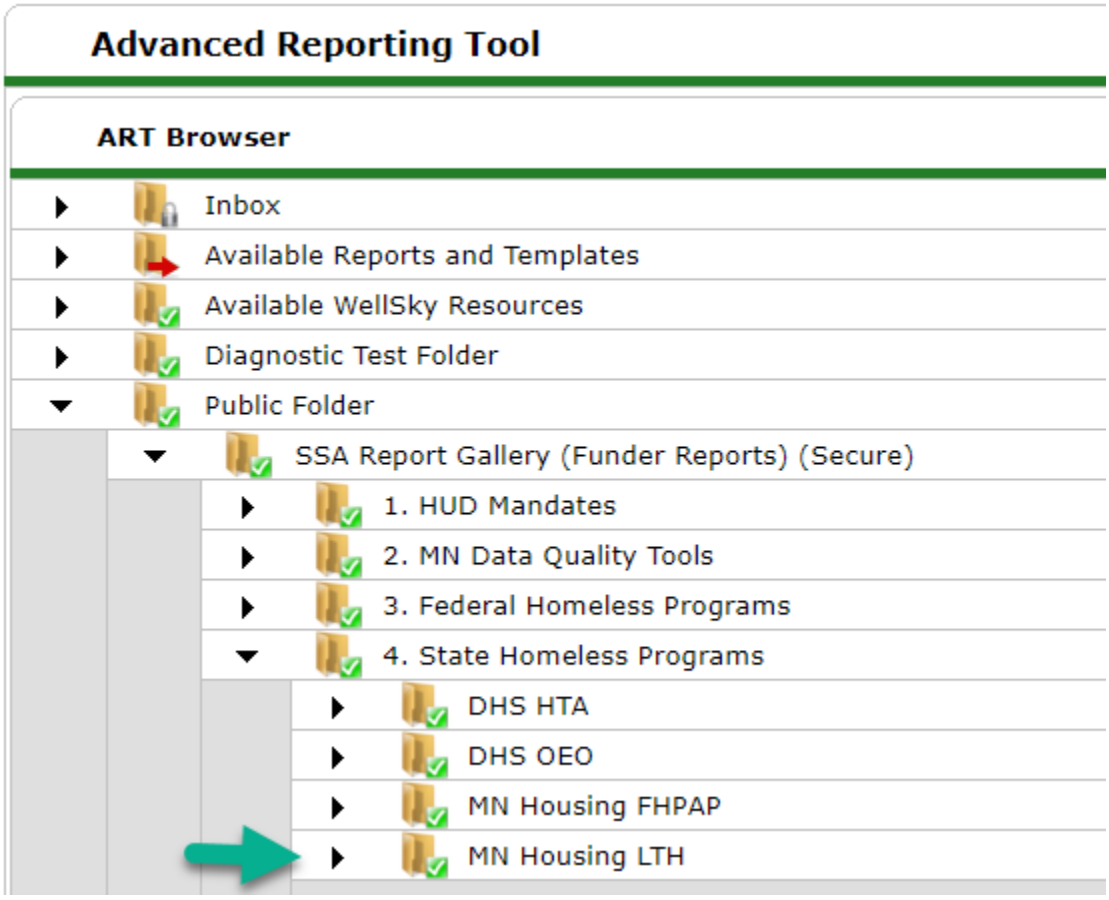
Federal Fiscal Year 10/1/20-9/30/21

All Long-Term Homeless (LTH)/High Priority Homeless (HPH) funded projects must submit reports for federal fiscal year 2020 (10/1/20 – 9/30/21) by Monday, November 15, 2021 by midnight.

How to Submit Reports

1. Update data in HMIS for all LTH/HPH participants served during the year. This includes updating income and benefit information for every household **before** you complete the HMIS reports.

2. Access the required reports in ICA's public folder (screenshot below). View detailed instructions for where to access your reports by referencing the MN HSG LTH User Guide.



3. Run the required reports:
    - MIN-01-SAG-030 – MN Core Homeless Programs
    - SHP-51-SAG-279 - LTH-HPH Supplemental Report[1]
        - This is a new report specific to Minnesota Housing LTH HPH Programs set to be released on October 8, 2021.

[1] Please note the previous release of these instructions incorrectly referenced the name of this report as "SHP-51-SAG-279 – LTH HPH." The correct report name is "SHP-51-SAG-279 – LTH-HPH Supplemental Report"

4. Review the reports for accuracy and make corrections as needed.
    a. Submit the reports to Minnesota Housing. Name the files: your **Project Name_ Report name _ Report end date** (example: CharterHouse_LTH Dashboard_9/30/21).
    b. Email the files to mhfa.lth-hmis@state.mn.us include the name of the project/building in the subject line.

Data Entry Reminders

1. Verify that any households that have **left the program** have been exited from HMIS. Use the entry and exit data checking reports to help ensure your household data is accurate and complete.

2. **Income and benefits** are very important outcome indicators. Update income and benefit information for every household **before** you complete the HMIS reports.
    - Enter all income sources, amounts and benefit information for the household.
    - Use accurate start dates on income and benefit sources so that we can measure **changes** that occur after a household enters your program.
    - Do not put end dates on income or benefits when people exit (unless that income source really is ending). Ending income at exit shows income decreasing for program participants.

3. **Does the client have a disability of long duration?** Answer "Yes" for all people that have a disability, whether it is documented or not.

4. **All** disabilities, including those that require documentation, are entered in HMIS. Enter the start date as the program entry date.

5. **Housing Status – Current Residence**: All projects funded by Minnesota Housing are **site based** or **scattered site supportive housing (i.e., HTF Rental Assistance)**. Please record this correctly.
    - Record an end date when a household moves. Do not record a new housing status if the household is exiting the program. There is a separate question about their destination housing status at exit.
    - **Residence status at exit:** Select either "left residence at exit" or "will remain in current residence." Do not select "left residence before exit." Remember to enter the reason residence ended. This helps us track outcomes.

6. **Housing Cost Assessment:** Enter a start date and the rent amount. Put an end date on the housing cost when it changes and/or at exit.

7. **Housing Subsidy:** Enter a start date and the type of housing subsidy for every household.
    - **Subsidy status at exit**: Select either "subsidy ended at exit," "subsidy will continue," or "did not have a subsidy". Do not select "subsidy ended before exit." Remember to enter the reason the subsidy ended. This helps us track outcomes.

8. **Destination at Exit**: Select the most accurate answer that includes **tenure** and **subsidy** information for the household in their next housing situation. This information is used in a household's new housing to

track positive and negative exits and the number of households **with subsidies**. Use the "other" category only when absolutely necessary.

Questions?

For HMIS and ART technical questions, contact the HMIS help desk.

For questions about how to submit your report to Minnesota Housing, contact mhfa.lth-hmis@state.mn.us.