

MOVE UP GUIDE FOR HMIS

Move Up Minnesota strives to create additional housing opportunities for individuals experiencing homelessness through the adoption of PHA waiting list preferences. While there are other steps in the process, this document addresses the HMIS component of the workflow.

CONFIRM

Move Up Minnesota has a set of baseline criteria to be met before a client can participate. **Before taking any action in HMIS**, confirm that the criteria are met. The criteria are listed on the first page of the Move Up Minnesota Assessment Tool.

RELEASE OF INFORMATION

Once confirmation is made, a client needs an HMIS record that can be shared statewide; clients need a Release of Information (ROI) recorded in HMIS.

To confirm whether a specific client is open or closed, you will need to check the client’s record in HMIS.

1. Enter Data As to your ServicePoint provider and bring up the client’s record.
2. Click on the Client Visibility lockbox located in the top-right corner of the client’s record.



3. If you see the visibility group, “Statewide Data Sharing Group,” the client record is shared statewide.

Visibility Groups		Deny Groups	
Group ID	Group Name	Group Type	Last Updated
7582	St. Andrew's Community Resource Center Agency Visibility Group	Public	10/03/2016
5446	St. Andrew's Community Resource Center-SMC W (no data entry)(2584) - Children Included	Public	10/03/2016
8476	Statewide Data Sharing Group	Public	10/03/2016
7674	Suburban Metro Area CoG Visibility Group	Public	10/03/2016

Add Visibility Group Showing 1-4 of 4

If the client record has fewer than seven (7) digits, or the record is not shared statewide, an ROI will need to be signed by the client and a new record should be created. You can refer to this Minnesota’s HMIS Knowledge Base article for complete details on [correctly documenting a consented ROI](#).

UPLOAD FORMS

Minnesota Move Up requires two forms to be uploaded to a client’s HMIS record. They are the Referral Form and the Assessment Tool. To upload the required forms for the Minnesota Move Up program, refer to the Minnesota’s HMIS Knowledge Base article for complete details on [attaching a document in ClientPoint](#).