

HPRP/HMIS Tip of the Week 4

Change in ServicePoint: Service Transactions

If you have entered service transactions in the past week or so, you will notice there has been a change in the entry screen for service transactions. There is a new field called HPRP Financial Assistance Start Date. See Figure 1.

The screenshot shows the Service Transaction Entry Form. A callout bubble points to the 'HPRP Financial Assistance Start Date' field, which is circled in red. The bubble contains the text: 'Tada! New field added. This field keeps ServicePoint in compliance with HUD's new data standards. This is a required field for financial service transactions only...'. The form includes sections for Household members, Multiple Services, Provider, Service List, and Services. The Service List section contains various input fields and dropdown menus, including Start Date, End Date, HPRP Housing Relocation & Stabilization Service, HPRP Financial Assistance Type, HPRP Financial Assistance Start Date, Source 1, Source 2, Status, Outcome, Cost of Service 1, Cost of Service 2, and If Need Not Met, Reason.

Figure 1: Service Transaction Entry Form

The rationale behind this change is compliance with HUD's new Data Standards. In the Data Standards on page 89, it states, "For one-time payments of rental assistance for a current month or first month and for one-time or multiple payments of rental assistance for consecutive months, the start date in the Financial Assistance Provided record must correspond to the first day of the month for which rental assistance applies and the end date must correspond to the last day of the last month for which rental assistance applies."

Adding this field does help with compliance, but since there is no Financial Assistance end date, it is still a little tricky. Here I will define for you what each date should mean:

Start Date: This date/time still must be after the Entry date/time and will refer to the date/time the client was approved for the financial assistance.

End Date: This date/time still must precede the Exit date/time and will refer to the date/time the client's financial service ends.

HPRP Financial Assistance Start Date: This date/time refers to the date/time the client's financial assistance will begin covering the client. This date does not have to fall within the Entry/Exit dates/times.

Let's look at a couple of examples:

Scenario 1: *Client approved on June 8, needs two months' arrearages plus current month's rent paid. Expecting to check in with client again soon.*

[Entry Date = June 8, no exit date]

Service Transaction #1: (current month)

Start Date = June 8	End Date = June 8	Financial Asst. Start Date = June 1
---------------------	-------------------	-------------------------------------

Service Transaction #2: (arrearages)

Start Date = June 8	End Date = June 8	Financial Asst. Start Date = April 1
---------------------	-------------------	--------------------------------------

Scenario 2: *Client approved June 8, needs utility deposit for move-in date of June 15. Not expecting to see client back.*

[Entry Date = June 8, Exit Date = June 8]

Service Transaction #1:

Start Date = June 8	End Date = June 8	Financial Asst. Start Date = June 15
---------------------	-------------------	--------------------------------------

There is no tracking of an end date for the Financial Assistance (yet?). The thinking is it is assumed that rent and utilities are on a monthly basis, so if the financial assistance start date for the current month's rent is June 1, then the number of days that person was covered by HPRP monies would be 30. If the start date is in a month previous to the current month, then it would be assumed it is arrearages, and the days would be calculated up to the last day before the current month.

There is no official guidance out on this from Bowman, and the entry form could change based on feedback. So if you have comments or questions, please ask!

Comments, questions, and feedback are welcome. If you would like to not receive HPRP HMIS Topic of the Week anymore or would like to be included, please email genelledenzin@cohhio.org.