

*Example of the HPH eligibility form that can be run as a report from HMIS*

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**High Priority Homeless – Eligibility Confirmation Form (HMIS Report)**

<b>Purpose</b>	The purpose of this form is to confirm that the client identified below meets the criteria of "High Priority Homeless" as defined by Minnesota Housing. This form should be placed in the client's paper file or uploaded into the "File Attachments" of the client's ServicePoint profile so it is readily available for review for funder monitoring and compliance.
<b>High Priority Homeless - Definition</b>	Households (individuals, families with children or youth) prioritized for permanent supportive housing through the Coordinated Entry (CE) system.

<b>Client ID</b>	<i>Field will be auto filled from HMIS (provider enters client ID to run report)</i>
<b>Client First Name</b>	<i>Field will be auto filled from HMIS</i>
<b>Client Last Name</b>	<i>Field will be auto filled from HMIS</i>

<b>Date Referred to Priority List</b>	<i>Field will be auto filled from HMIS</i>
<b>Date of Acceptance</b>	<i>Date of Service: Created at provisional acceptance by provider</i>
<b>Project Start Date</b>	<i>For provider selected in Provider prompt</i>

<b>VI-SPDAT Score</b>	<i>Field will be auto filled from HMIS</i>
<b>Disabling Condition</b>	<i>Field will be auto filled from HMIS</i>
<b>LTH?</b>	<i>Field will be auto filled from HMIS</i>
<b>Chronic?</b>	<i>Field will be auto filled from HMIS</i>
<b>Months Homeless (MN)</b>	<i>Field will be auto filled from HMIS</i>
<b>Months Homeless (HUD)</b>	<i>Field will be auto filled from HMIS</i>

The service provider runs this report once the household is accepted for tenancy for the LTH/HPH unit or the household is accepted into the Housing Trust Fund (HTF) LTH Rental Assistance Program.

NOTE: This report is still under development by ICA and will be completed before January 1, 2019. ICA will provide instructions on how to run the report once it is complete.