New Hampshire Continua of Care – Emergency Solutions Grants (ESG)/ Homelessness Prevention (HP) and Rapid Rehousing (RRH) Programs Supportive Services Form for HMIS

(Required for each client receiving services)

Additional Supportive Services Data

☐ Prevention (at risk, but not homeless) ☐ Homeless (needs RRH/Rapid Rehousing)

Record the Start and End dates of the services provided; where applicable, include the dollar amount. Collect and enter this information when services are provided as a one-time transaction and at least once every three months for programs that provide on-going services for consecutive months. Ensure that the Service dates do not start prior to the Client's Entry Date into HMIS; the Entry Start Date should always coincide with the start of financial assistance.

This data will be input to HMIS. If you need additional forms in order to add services for a client after initial intake, they can be found on the HMIS website at www.nh-hmis.org.

When adding Services information into ServicePoint, it is important to use the correct Funding Source based on the program type (HPRP has been retired):

- ESG Prevention= NH ESG Homeless Prevention
- ESG RRH=NH ESG Rapid Re-housing (RRH)

Project Name: ____**Date:**__________________

Interviewer Name: ____

Client Name: ____**ServicePoint ID #:** _____________

Service	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Amount
Rental payment (includes rental arrears)	___/___/______	___/___/______	$
Rental deposit (security deposit)	___/___/______	___/___/______	$
Housing search (includes rental application and costs for housing inspection)	___/___/______	___/___/______	$
Moving expense	___/___/______	___/___/______	$
Utility deposit	___/___/______	___/___/______	$
Utility service payment	___/___/______	___/___/______	$
Credit counseling	___/___/______	___/___/______	$
Case/care management	___/___/______	___/___/______	$
Transportation (only for ESG prevention)	___/___/______	___/___/______	$
		Total amount	$

When a client exits, be sure to do the following in ServicePoint from the Service Transaction Tab:

- update the End Date; especially watch for Services that have been added quarterly
- change the Need Status to "Closed"
- edit the Outcome of the need related to the service at this time