

## What to Enter and When for HOPWA Clients

### 1. STRMU Clients

- a. All STRMU clients must have a “H STRMU Enrollment” service to be established as a STRMU client
  - i. Complete all custom fields listed
- b. All STRMU clients must have 1 “H STRMU Update” service for EVERY STRMU service (i.e. payment) received, including completion of the Housing Service Type custom field
  - i. If any of the client information listed on the Update service was different from the Enroll service, then complete the custom field on the Update service
- c. All STRMU clients **must** have a “H STRMU Exit” service dated either when they left STRMU or at the end of the contract year (3/31), including the STRMU Exit Outcome custom field

### 2. TBRA Clients

- a. All TBRA clients must have a “H TBRA Enrollment” service to be established as a TBRA client
  - i. Complete all custom fields listed
- b. All TBRA clients must have 1 “H TBRA Update” service for EVERY TBRA service (i.e. payment) received, including completion of the Housing Service Type custom field
  - i. If any of the client information listed on the Update service was different from the Enroll service, then complete the custom field on the Update service
- c. If a TBRA client is leaving the TBRA program at the end of (or during) the contract year, then they **MUST** have a “H TBRA Exit” service completed, including the Non-STRMU Exit Outcome custom field
- d. If a TBRA client is continuing in the TBRA program to the next contract year, then **do not** complete a “H TBRA Exit” service for them. But **do** make sure that the information on their last “H TBRA Update” service is accurate.

### 3. PHP Clients

- a. All PHP services should be entered under “HOPWA Permanent Housing Placement” service name.
- b. There are no Enroll, Update, or Exit services for PHP.

### 4. All HOPWA Clients

- a. Beneficiaries – Enter all qualifying beneficiaries on the “HOPWA (Household Beneficiaries)” custom subform for each client.

## Current custom reports to identify your HOPWA clients

1. **STRMU Clients**
  - a. **HOPWA STRMU Entry, Update, and Exit** – run for the contract year (4/1-3/31) to see a summary of STRMU service entry by client. The report shows each client's MOST RECENT STRMU Enrollment, Update, and Exit services, plus the number of beneficiaries currently entered. *All clients should have 1 of each of these services.* If a client does not have an Exit service listed, one needs to be entered before the end of the contract year.
  - b. **HOPWA STRMU Individual Services** – run for the contract year to see a detail listing of each STRMU Update service entered.
  
2. **TBRA Clients**
  - a. **HOPWA TBRA Entry, Update, and Exit** – run for the contract year to see a summary of TBRA service entry by client. Same data as the STRMU report. All clients should have an Enrollment and Update service listed. Clients who are *leaving* TBRA must have an Exit service also.
  - b. **HOPWA TBRA Individual Services** – run for the contract year to see a detail listing of each TBRA Update service entered.
  
3. **PHP Clients**
  - a. **HOPWA PHP Individual Services** – run for the contract year to see a detail listing of each PHP service.