

Tenant Based Rent Assistance (TBRA) service entry instructions

Update: 12/19/2018

OFFICE OF FAMILY AND ADULT
HOMLESSNESS

Why are TBRA service items important?

Although HUD does not require HMIS for TBRA *funded projects*, Commerce is using **HMIS TBRA** service item data for entry into the [HUD Integrated Disbursement and Information System](#) (IDIS). A Department of Commerce staff person receives a regular HMIS TBRA report and enters data from the report into IDIS. Entering standardized TBRA service data in HMIS provides a more efficient and useful report for IDIS data entry proposes.

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Before adding TBRA services

The client must have a Client Profile and be enrolled in the TBRA project. If you do NOT understand this or need a tutorial, contact your [HMIS Trainer](#) first.

Rent Assistance is only recorded in the Head of Household project record.

A partial example of HMIS TBRA report used for IDIS data entry:

Client Unique Id	Enrollment Bedroom Number	Service Item	Expense Amount	HH Total Client	Enrollment HH Type
21 [REDACTED] B	2 bedrooms	Rent Assistance (TBRA)	\$491.00	2	Single parent (A single parent household)
68 [REDACTED] E	1 bedroom	Rent Assistance (TBRA)	\$250.00	2	Elderly (One or two person household)
68 [REDACTED] E	1 bedroom	Utility Payment	\$23.00	2	Elderly (One or two person household)
43 [REDACTED] 6	0 bedrooms/Efficiency	Rent Assistance (TBRA)	\$555.00	1	Single, non elderly (One-person household)
43 [REDACTED] 6	0 bedrooms/Efficiency	Tenant Rent (Tenant Paid)	\$75.00	1	Single, non elderly (One-person household)
91 [REDACTED] C	3 bedrooms	Security Deposit	\$125.00	4	Two parents (a two-parent household)
71 [REDACTED] H	1 bedrooms	Rent Assistance (TBRA)	\$605.00	2	Single parent (A single parent household)
91 [REDACTED] Q	1 bedrooms	Utility Deposit	\$100.00	1	Other. Any household not included

Changes in 2018

All of these changes are explained in these instructions:

- If a service is ongoing (more than one consecutive month), you will NOT have to add another service item entry. Instead, you will use the placeholder Service End Date per the instructions below. This will allow the service entry to carry over for TBRA reports.
- Tenant paid amounts are tracked as a separate service item vs. as a note.
- Utility Deposits are tracked as a separate service item.
- The enrollment screen now has a drop-down for Household Type and Number of Bedrooms (eliminating the need for codes in service item notes).


Please follow the following instructions to ensure your HMIS TBRA service data is entered correctly.

Instructions

TBRA Enrollment

Before enrollment:

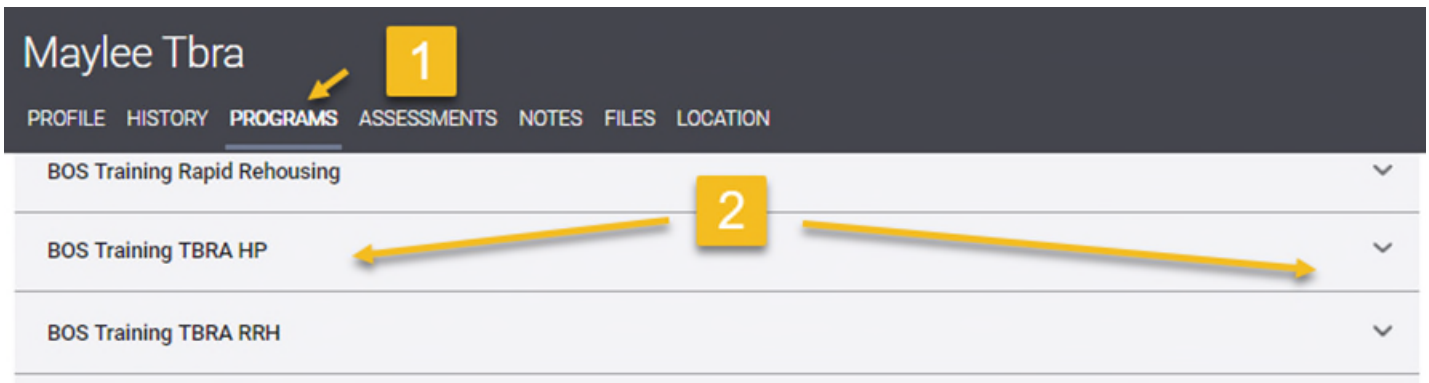
- Ensure each client profile is complete and accurate.
- For group households, ensure all other household members were added to the household, and the head of household is correct. Contact your HMIS Trainer for household management instructions.

Household Members		
Kid Tbra	Not Set	
Maylee Tbra	Not Set *	

Example of a group household of two in household management. The star indicates the head of household.

Enroll into TBRA project: From the head of household profile:

1. Click on the Programs tab.
2. Click on the appropriate TBRA program name or drop-down arrow for it.



Maylee Tbra

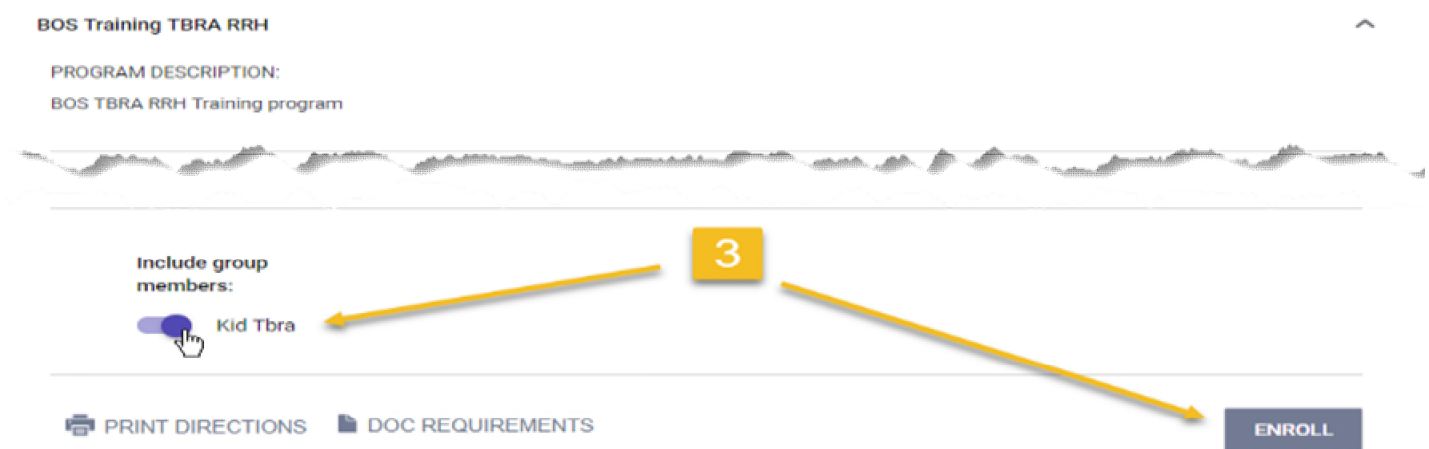
PROFILE HISTORY **PROGRAMS** ASSESSMENTS NOTES FILES LOCATION

BOS Training Rapid Rehousing

BOS Training TBRA HP

BOS Training TBRA RRH

3. For group households, toggle on the other household members enrolling together into the program. For all household types, click Enroll to start enrollment.



BOS Training TBRA RRH

PROGRAM DESCRIPTION:
BOS TBRA RRH Training program

Include group members:

☒ Kid Tbra

PRINT DIRECTIONS DOC REQUIREMENTS

ENROLL

4. Answer the enrollment questions for the head of household (and if a group, other household members) and Save.

Enroll Program for client Maylee Tbra

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Project Start Date

__/__/____ 

Is the Client an Adult or Head of Household?

Yes (Automatically Generated Response)



Is the Program Type a Permanent Housing Program Type?

Yes (Automatically Generated Response)



Household Type TBRA

Select



Household Size

Number of Bedrooms

Select



COMPLETE HOUSING MOVE-IN DATE WHEN CLIENT MOVES INTO A PERMANENT HOUSING UNIT

Housing Move-In Date

__/__/____ 

Example of TBRA RRH blank head of household enrollment screen.

TBRA Enrollment Questions

Besides standard HMIS project questions, there are a few TBRA specific questions:

- **All Rapid Re-housing (RRH) programs** - please check the [HUD Data Standards Manual](#) Program Start Date and Housing Move-In Date definitions. Contact your HMIS Trainer for HMIS RRH data entry instructions.
- **Household Type TBRA** (collected under the head of household), pick the appropriate choice:

Select

Single, non-elderly (One-person household in which the person is not elderly.)

Elderly (One or two person household with person at least 62 years of age.)

Single parent (A single parent household with a dependent child or children (18 years old or younger.)

Two parents (a two-parent household with a dependent child or children (18 years old or younger.)

Other. Any household not included above, including two or more unrelated individuals.

Household Size (collected under the head of household) = enter the number of people in the household at the time of enrollment.

Number of Bedrooms - (collected under the head of household) pick the appropriate choice (0 bedroom/Efficiency can mean a studio apartment):

Select
0 bedroom/Efficiency
1 bedroom
2 bedrooms
3 bedrooms
4 bedrooms
5+ bedrooms

TBRA Service Tracking

Create/Add ONE service item for each service type as appropriate:

Service category/type	Rent Assistance		Security Deposit	Utility Deposit	Utility Payment
Service items	TBRA Rent Assistance				
	Tenant Rent (Tenant Paid Amount)		Security Deposit	Utility Deposit	Utility Payment

Adding New Services

The client must first be in HMIS and enrolled in the appropriate TBRA program before proceeding.


1. From within the client's TBRA program record, click on Provide Services.
2. Select the down arrows for the appropriate service type and service item.
3. Enter the following Start and End Dates:


TBRA Rent Assistance Tenant Rent		Security Deposits Utility Deposits Utility Payments
Start Date	First Date Service Provided (first of month of service)	Date Service Provided (first of month for rent payment)
End Date	01/01/2030 (upon project exit, date will automatically be changed to the project exit date)	Last date of the payment month. If a Utility Payment is ongoing, use the same end date instructions for Rent Assistance.
Expense Date	Match start date	Match start date

Dates are entered directly into the field or by using the calendar icon to pick a date. The format must be a two-digit month, two-digit day, and four-digit year (ex. 01/01/2030).

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TBRA Rent Assistance

Start Date: 05/01/2018 





End Date: 01/01/2030 

Expense Amount: 0.00

Expense Date: < January 2030 >

Funding Source: No Funding Source 

Service Note


   


Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

For example, a security deposit payment for May 2018 would have a Start Date of 05/01/2018 and End Date 05/31/2018. Rent assistance would have a Start Date 05/01/2018 and End Date 01/01/2030, but when you exit them from the project, the End Date will automatically change to be the project exit date.


4. The Expense Date should match the Start Date.


TBRA Rent Assistance

Start Date: 05/01/2018 

End Date: 01/01/2030 

Expense Amount: 0.00


Expense Date: 05/01/2018 


Funding Source: No Funding Source 

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5. Enter the Expense Amount (no dollar sign) associated with the service.


TBRA Rent Assistance

Start Date: 05/01/2018 

End Date: 01/01/2030 

Expense Amount: 250.50

Expense Date: 05/01/2018 

Funding Source: No Funding Source 

5

6. Do NOT change the Funding Source; leave it as “No Funding Source.”

7. Submit to SAVE the service.

The screenshot shows the 'TBRA Rent Assistance' form. At the top, 'Rent Assistance' is displayed on both sides. The form fields are as follows:

Start Date:	05/01/2018	End Date:	01/01/2030
Expense Amount:	250.50	Expense Date:	05/01/2018
Funding Source:	No Funding Source		
Service Note			

Annotation 6 is a yellow box with the number '6' and an arrow pointing to the 'Funding Source' dropdown menu. Annotation 7 is a yellow box with the number '7' and an arrow pointing to the 'SUBMIT' button at the bottom right of the form.

Editing a Service

1. Go to the project record, then click on the History sub tab and hover over the Service you need to edit.

2. The Edit (pencil) icon will appear when you hover over the Service. Click on the Edit icon.

The screenshot shows the profile for 'Maylee Tbra'. The top navigation bar includes 'PROFILE', 'HISTORY', 'PROGRAMS', 'ASSESSMENTS', 'NOTES', 'FILES', and 'LOCATION'. Below this, a blue bar indicates 'PROGRAM: BOS TRAINING TBRA RRH'. The 'History' tab is selected, and the 'Enrollment' sub-tab is also visible. The 'Program Service History' section contains a table with the following data:

Service Name	Start Date	End Date
Rent Assistance:TBRA Rent Assistance Balance of State Training Agency	05/01/2018	01/01/2030

Annotation 1 is a yellow box with the number '1' and an arrow pointing to the 'History' tab. Annotation 2 is a yellow box with the number '2' and an arrow pointing to the 'Rent Assistance:TBRA Rent Assistance' entry in the table. A mouse cursor is shown hovering over the entry, and a pencil icon is visible next to it.

3. Edit the Start Date or End date as needed. Save Changes.

PROGRAM: BOS TRAINING TBRA RRH

Enrollment

History

Provide Services

Assessments

Notes

Files

Forms

✕ Exit

HISTORY: EDIT

Service Name

Rent Assistance


Agency

Balance of State Training Agency (Entered by: Maylee TrainADMIN Steven Jon)


Expiry Warning

☐

Start Date

05/01/2018 

End Date

01/01/2030 

Private


☐

Authorization lock

☐

SAVE CHANGES

CANCEL



4. To edit the Expense amount information - hover over "No Funding" and click the Edit icon.

EXPENSES (\$250.50) ADD EXPENSE (+)

Funding Source	Agency Name	Expense Date	Amount
No Funding		05/01/2018	\$250.50

NOTES

5. From the Modify Expense pop up box, you can edit the Amount, edit the Expense Date, add a Check Number, or add a Vendor name.

MODIFY EXPENSE

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Funding: No Funding

Amount: \$ 250.50

Expense Date: 05/01/2018

Check Number:

Vendor:

Notes:

SAVE

6. SAVE when done and then SAVE at the bottom of the main page too.

MODIFY EXPENSE

Funding: No Funding

Amount: \$ 250.50

Expense Date: 05/01/2018

Check Number:

Vendor:

Notes:

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SAVE

Need Help?

Please contact your [HMIS Trainer for assistance](#), Maylee Stevenson, maylee.steveverson@commerce.wa.gov.
You can also find HMIS materials at www.commerce.wa.gov/hmis