

# 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 doesn't 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.

### 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 in other categories

## 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'll use 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.
- 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:

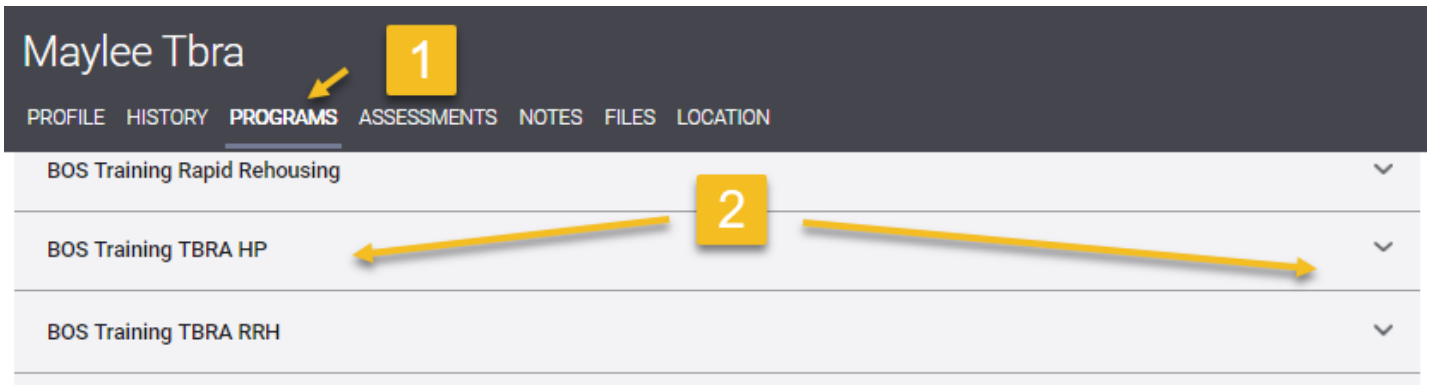
- Ensure each client profile is complete and accurate.
- For group households, ensure all other household members were added to the household and the head of household is correct. Contact your HMIS Trainer for household management instructions.

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

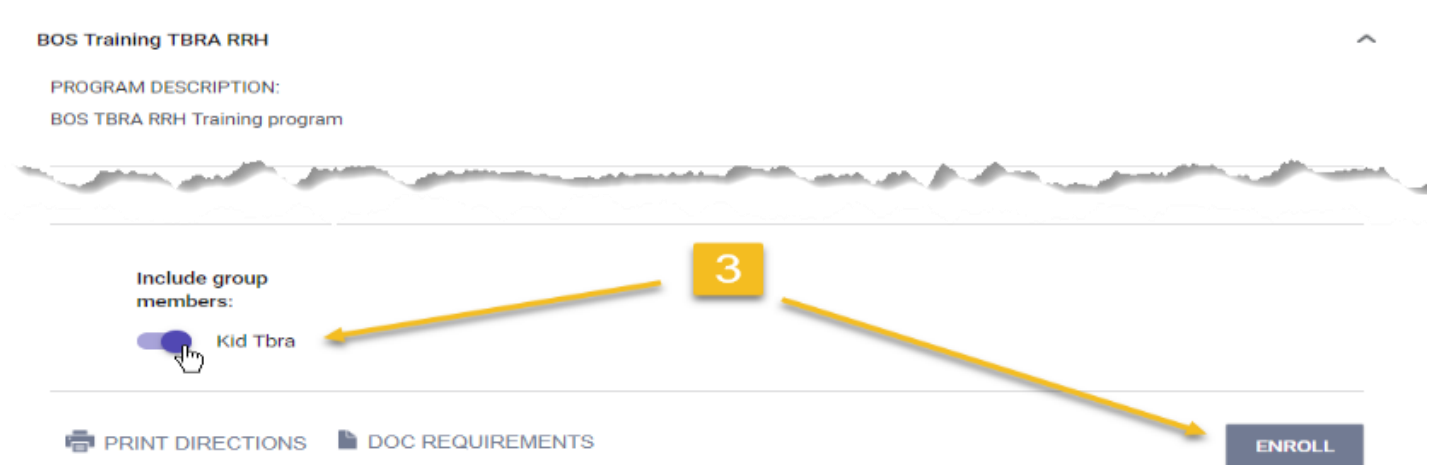
PROFILE HISTORY **PROGRAMS** ASSESSMENTS NOTES FILES LOCATION

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

4

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 two digit month, two digit day, and four digit year (ex. 01/01/2030).





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 v

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 the month of 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 v

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 v

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

7. Submit to SAVE the service.

Rent Assistance Rental Assistance ^

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  **6**

Service Note

**7**

## 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.

Maylee Tbra

PROFILE HISTORY **PROGRAMS** ASSESSMENTS NOTES FILES LOCATION

PROGRAM: BOS TRAINING TBRA RRH

**1**

Enrollment **History** Provide Services Assessments Notes Files Forms x Exit

**2** Program Service History

Service Name	Start Date	End Date
<input type="checkbox"/> Rent Assistance:TBRA Rent Assistance Balance of State Training Agency	05/01/2018	01/01/2030 <input type="button" value="\$"/>





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-HainADMIN Stever,Jon)
Expiry Warning	<input type="checkbox"/>
Start Date	05/01/2018 
End Date	01/01/2030 
Private	<input type="checkbox"/>
Authorization lock	<input type="checkbox"/>

**3** ←

**SAVE CHANGES** **CANCEL**

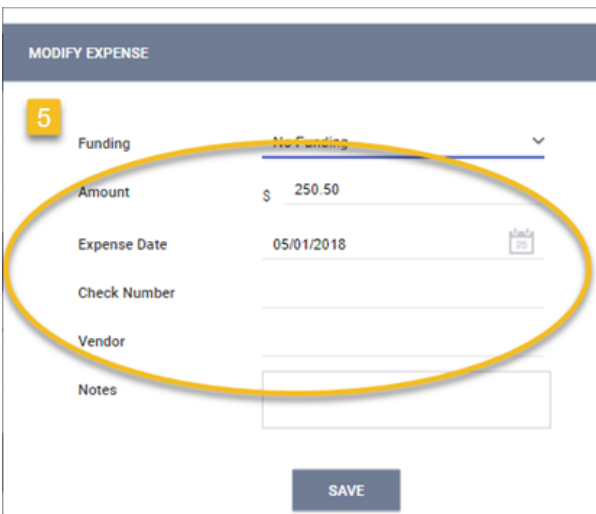
4. To edit the Expense amount information - hover over "No Funding" and click the Edit icon.



The screenshot shows a web interface with a header bar containing the text "Agency" and "51.". Below the header is a dark blue bar with the text "EXPENSES (\$250.50)" on the left and "ADD EXPENSE (+)" on the right. Underneath is a table with the following columns: "Funding Source", "Agency Name", "Expense Date", and "Amount". The table contains one row with the values "No Funding", an empty field, "05/01/2018", and "\$250.50". A yellow box with the number "4" and a yellow arrow points to the "No Funding" text. Below the table is a dark blue bar with the text "NOTES".

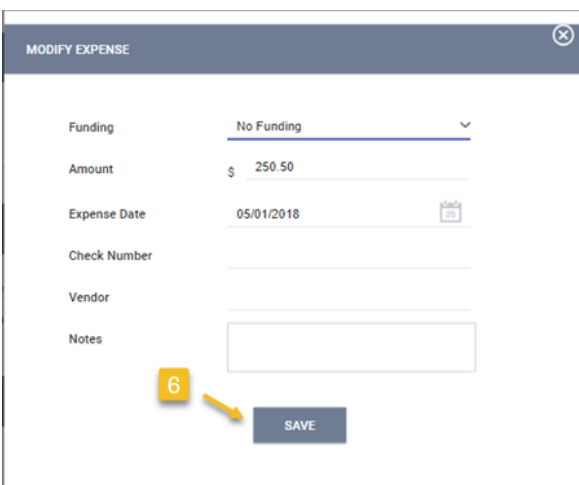
Funding Source	Agency Name	Expense Date	Amount
No Funding		05/01/2018	\$250.50

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.



The screenshot shows a "MODIFY EXPENSE" pop-up box. It has a dark blue header with the text "MODIFY EXPENSE" and a close button. Below the header are several fields: "Funding" with a dropdown menu showing "No Funding", "Amount" with a text input field containing "\$ 250.50", "Expense Date" with a text input field containing "05/01/2018" and a calendar icon, "Check Number" with a text input field, "Vendor" with a text input field, and "Notes" with a text area. A yellow oval highlights the "Amount", "Expense Date", "Check Number", and "Vendor" fields. At the bottom of the box is a "SAVE" button.

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



The screenshot shows the same "MODIFY EXPENSE" pop-up box as in the previous image. A yellow box with the number "6" and a yellow arrow points to the "SAVE" button at the bottom of the box.

## Need Help?

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