WISCONSIN SERVICE POINT HOMELESS MANAGEMENT INFORMATION SYSTEM

TENANT BASED RENTAL ASSISTANCE GRANT COMPLIANCE REQUIREMENTS AND GUIDELINES

Beginning with all new contracts, all TBRA grant recipients are required to enter client specific data into WISP. This document outlines the specific requirements necessary to fulfill grant compliance.

Agency Administration Setup

- Each TBRA grantee must set up a Level 3 or lower program in WISP. The program must include "TBRA Program" in the title. For example, if your main organization was listed as **Community Housing, Inc.** in WISP, you would create a program (also known as a child provider) under **Community Housing, Inc.**, with the name of **Community Housing TBRA Program**.
- If there is a level lower than Level 3 you wish to place your TBRA program you may do so.
- The default settings of the TBRA program should be set to Open, with the HUD Universal Data Elements assessment as the default assessment that shows on profile. The HUD 40118 assessment should be set up to show on Entry and on Exit.
- If the grantee agency is also the agency that is entering client level data, the agency administrator must identify the specific agency WISP users responsible for entering the data and give them permission within the WISP Agency Admin section to enter data as the TBRA program.
- If the grantee agency is NOT the agency responsible for entering client level data (i.e. a sub grantee), then the agency and the sub grantee must complete a Memorandum of Understanding (MOU) granting the sub grantee agency staff person or persons permission to enter data as the TBRA program. A sample MOU is available on the WISP help website at https://www.icalliances.org
- Agencies new to WISP will be required to complete the Decision Tree Module on https://www.icalliances.org
- Existing WISP agencies will need to update their Decision Trees to reflect TBRA services: https://www.icalliances.org

ClientPoint Data Entry
- Each household receiving TBRA assistance must be entered into WISP. There are three main components to successful data entry:
    1. Completion of Universal Data Elements for each household member.
    2. Documentation of a record of service in Service Transactions.
    3. Documentation of duration/stay in program through Entry/Exit.

- Universal Data Elements must be completed for <u>EACH</u> household member. Households of two or more persons require a household to be created. Because TBRA requires the documentation of Entry/Exit, All Universal Data Elements must be completed in Backdate Mode. This is necessary to ensure that all of the necessary elements will be captured in the Entry/Exit accurately.
- An Entry/Exit must be created for each household served. The Entry/Exit will document the duration of the household's participation in the TBRA program. Grantees should pay particular attention of the ability of the household to maintain their housing and obtain or maintain income during the program.
- Each Grantee must document the TBRA financial assistance provided to a household through a service transaction. A separate service transaction must be completed for EACH MONTH of assistance. For example, if a household received six months of TBRA funding, they would have six separate service transactions in their WISP record.
- Each service transaction related to TBRA must identify a Fund Source of TBRA 2007. For agencies with unexpended TBRA funds from prior contracts, you are encouraged to also document households served with these funds using the same process as outlined above and using the Fund Source of TBRA 0506 in the service transactions.

For assistance at any time with the requirements related to TBRA entry on WISP, please contact Adam Smith at info@icalliances.org