HPRP REIMBURSEMENT DATA CHECK PROCESS

1) Log into Pathways and click on My Community.

2) Click on GA HPRP Georgia State Program.

3) Select agency for which you are checking data.

4) Search for client record by using client key # from reimbursement spreadsheet.

5) When client name appears on search page, make sure that Authorization Expiration Date is listed for client. If client is not authorized, No Auth. will appear in the column under Authorization Expiration Date.

6) Click on GENERAL.

7) The CLIENT GENERAL page will appear. Check HOUSING STATUS and AS OF DATE.

-Only records for clients with a housing status of Literally Homeless, Housed and at risk of losing housing, or Housed and at imminent risk of losing housing will appear in the QPR.

8) Go to the SERVICES tab. Check HPRP PROGRAM ENROLLMENT DATE and date of the first HPRP SERVICE. Ensure that CASE MANAGEMENT is listed as a service at least once.

9) Go to the FINANCE tab. Check that INCOME has been entered and includes dollar amounts.

10) Go to ASSESSMENT tab. Ensure that the BARRIERS TO HOUSING STABILITY document is complete.

11) Go to the PROGRESS tab. Check that GOALS and CURRENT STATUS are entered.

12) Cross-reference reimbursement spreadsheet submitted by agency and SERVICES tab in Pathways. Ensure that dollar amounts and types of services submitted for reimbursement in spreadsheet are listed in Pathways under the SERVICES tab. You may also reference HPRP tab in Pathways for a summary of client services.

13) List errors in detail or other notes in the OTHER column of HMIS Reimbursement Monitoring Form for each client record.

14) Submit completed spreadsheet to HPRP Coordinator.