



HB101 Places

Find the Right Home + Services For You.

HB101 Places Housing Provider Training

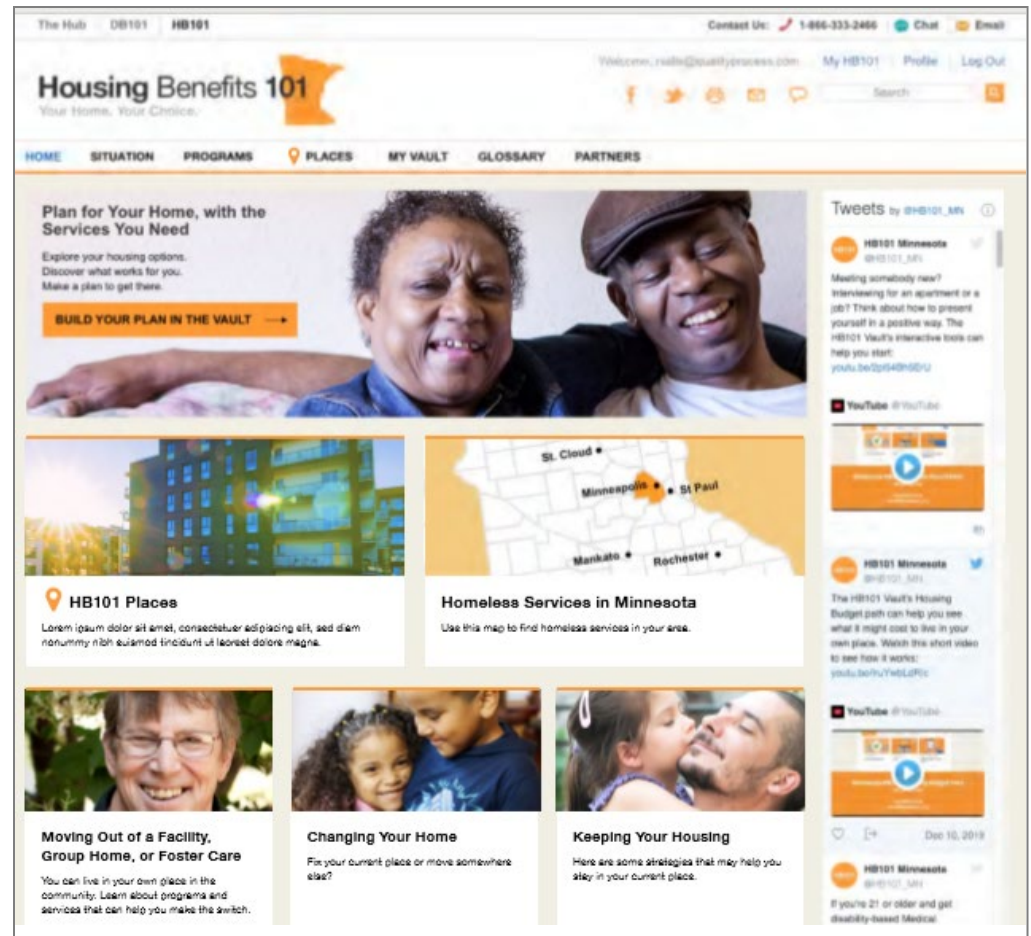
Find it on Minnesota Housing Benefits 101 - mn.hb101.org

What Is HB101 Places?

- HB101 Places is a statewide online search tool for housing vacancies for providers who have Housing Support Agreements with their local County or Tribal Government.
 - Each vacancy is able to use Housing Support (formerly GRH) as a funding method.
- Users can browse housing types, filter by specific services, and view a list of openings.
- Housing openings include known services, programs, facilities, agencies, or organizations.
- HB101 Places includes Adult Foster Care, Board and Lodge programs, Assisted Livings, and Site-Based Supportive Housing throughout the state of Minnesota.

Where Is HB101 Places?

- Integrated with Housing Benefits 101 (mn.hb101.org)
- Accessed from the navigation bar or content section



HB101 Places Serves

- The **General Public**, including individual housing-seekers, their advocates, and circles of support
- **Housing Providers**, including organizational and site administrators
- **Statewide Administrators**, including DHS staff

Statewide Administrators

Full access to user and facility records and reports

- The profile allows the Administrator to:
 - Create other Administrators
 - Create and edit Organizations
 - Create and authorize Housing Provider accounts associated with specific Organizations
 - Create and edit Programs, Units, and Vacancies

Housing Providers

- Each provider is a Housing Support Provider (formerly GRH)
 - [Housing Support \(formerly known as Group Residential Housing\)](#)
- Associated with specific Organizations
 - The Housing Provider account allows the provider to:
 - Create additional Housing Provider accounts associated with the Organizations and Properties
 - Edit Organization information
 - Create and edit associated Programs, Units, and Vacancies

General Public

Individuals seeking housing

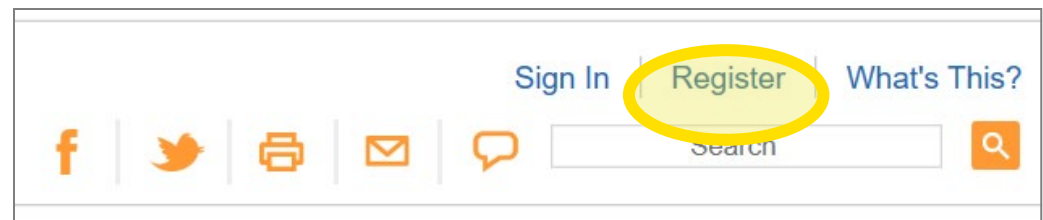
- General Public users can create an account with HB101 Places.
 - Those with an account can save searches and filter sets.
 - Those without an account can browse and search but do not have the ability to save or retrieve searches.
- General Public users can:
 - Browse and filter property listings
 - Save and restore filter sets, if logged into an account

Creating a Housing Provider Account

The Statewide Administrators will assign an Organization and provide privileges to Housing Providers for HB101 Places registration.

Complete the following steps to create an account:

1. Open the HB101 Places site and click 'Register' from the top right-hand menu.



Creating a Housing Provider Account

2. Register the provider email, create a password, and select the Organization Type.
3. Close the HB101 Places site to activate the provider account.
4. Return to HB101 Places and click 'Sign In' from the top right-hand menu.
5. Select 'Profile' from the top right-hand menu to see assigned roles and click 'Manage Roles' to make changes.

Register

With an HB101 account, you can easily save and find your favorite pages, and use the HB101 Vault to store files and do planning activities.

Email:

Password:

Confirm Password:

- None of these
- County
- Managed Care Organization
- Tribal Government
- Disability Hub MN
- State Agency
- Other Provider Agency

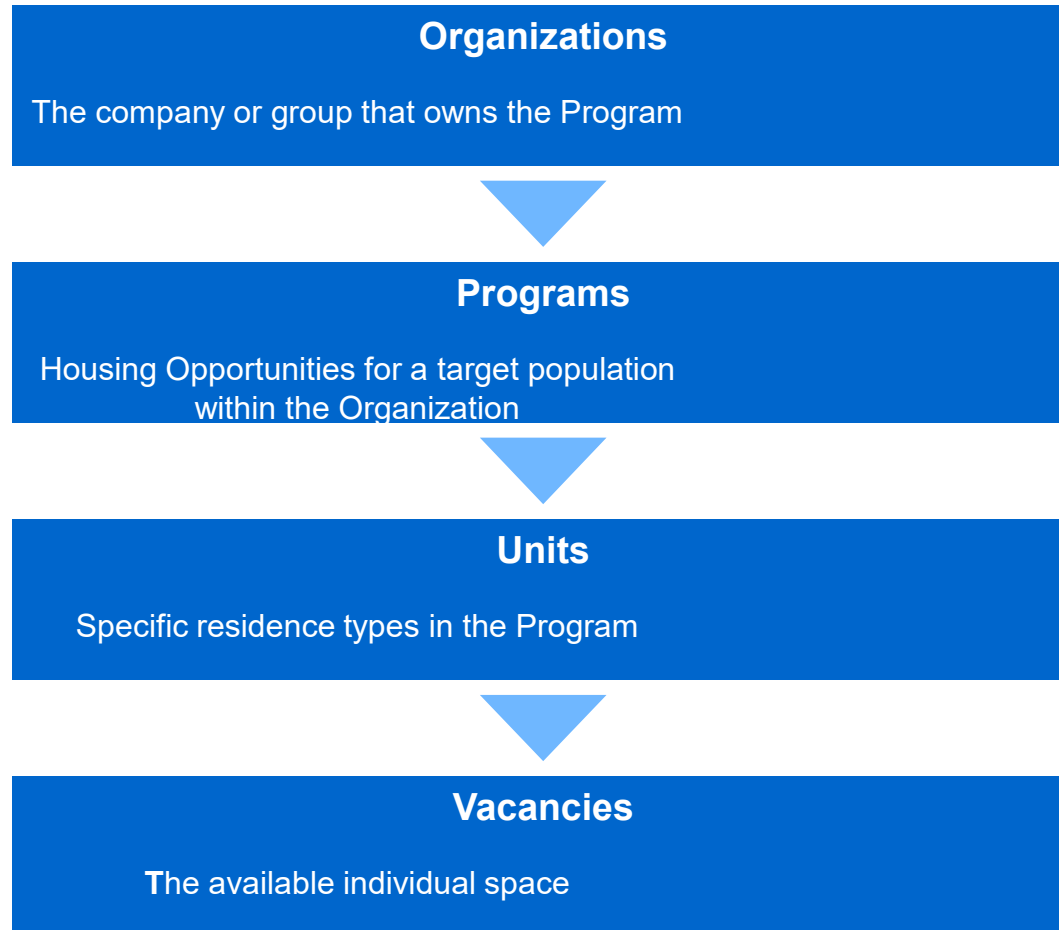
Data Hierarchy

- **Organizations:** companies or groups that own programs
 - National, statewide, regional, or limited to a single property
 - The customer side of the interface does not detail Organizations
- **Programs:** housing opportunities, each operated by an Organization
 - A single house, a facility, or a group of buildings defined by a target population rather than location

Data Hierarchy

- **Units:** a residence type within a Program
 - Each type of residence for the program or facility has a different unit listed
 - HB101 Places does not list every room individually
- **Vacancies:** available Units for each Program

Data Hierarchy

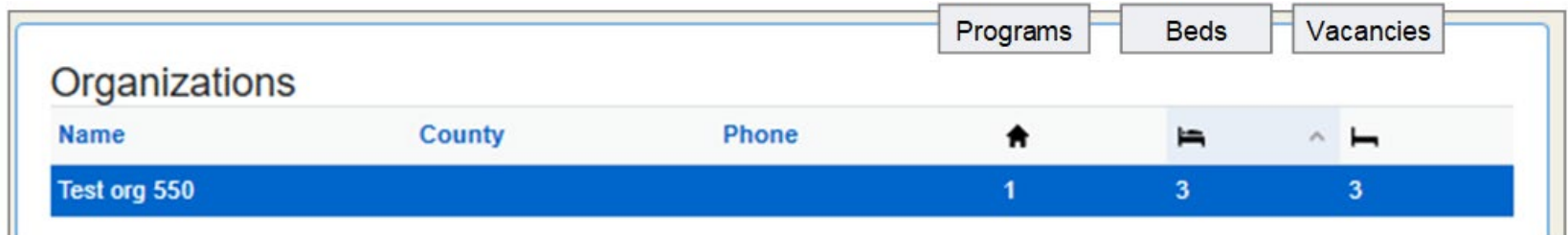


Housing Provider Dashboard

- Details the organization(s) or program(s) assigned to the user
- Housing Providers are able to:
 - Edit Programs to add details
 - Manage contacts
 - Add unit types and vacancies
 - Add images
 - Services
- Appears in the banner area after logging into a Housing Provider account

Housing Provider Dashboard

- Dashboard menu displays on the top menu:
 - Number of Programs
 - Beds
 - Vacancies.



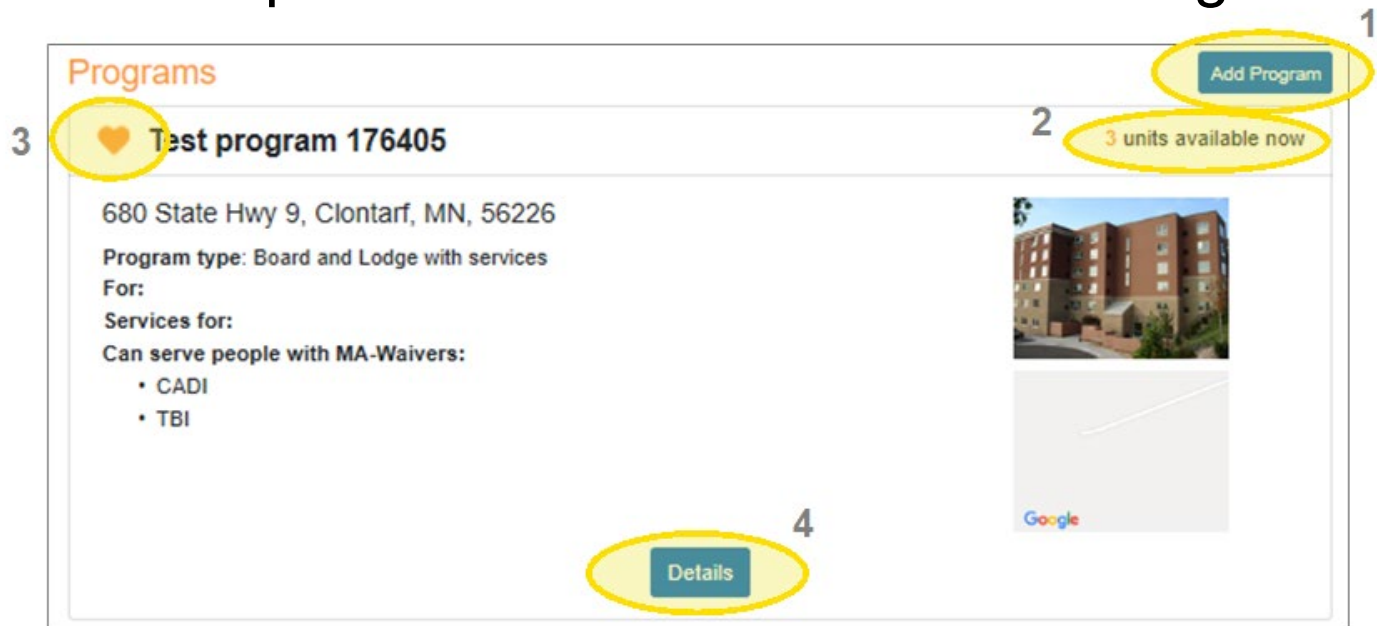
The screenshot shows a web interface for the Housing Provider Dashboard. At the top, there are three tabs: 'Programs', 'Beds', and 'Vacancies'. Below the tabs is a table titled 'Organizations'. The table has six columns: 'Name', 'County', 'Phone', 'Programs', 'Beds', and 'Vacancies'. The 'Programs' column contains a house icon, the 'Beds' column contains a bed icon, and the 'Vacancies' column contains an upward arrow icon and a bed icon. The first row of data is 'Test org 550', with values 1 in the Programs column, 3 in the Beds column, and 3 in the Vacancies column.

Name	County	Phone	Programs	Beds	Vacancies
Test org 550			1	3	3

Note: The Beds column details the number of Units for each Program. The Vacancies column specifies the available Units.

Adding a Program

1. Add Program button to the right of the Program header
2. Number of Vacancies available in a Program
3. The user can mark the Program as a Favorite
4. Details button expands the information on the Program



Adding/Editing Program Details

- Click the 'Add Program' button (right of 'Programs' header) on the Dashboard
- Complete information in the new window
- 'Save'

New Program

Summary

Program name:

Description:

Website:

Phone:

Email:

Address lookup:

Address 1:

Address 2:

City:

State:

ZIP Code:

Primary Contact

Choose or create a contact:

Email:

First Name:

Last Name:

Phone:

Role:

Title:

Adding Units

Units

Add Unit

New Unit

Cancel Save

Name:

Rent:

Bedrooms:

Number of comparable units:

Status:

Active

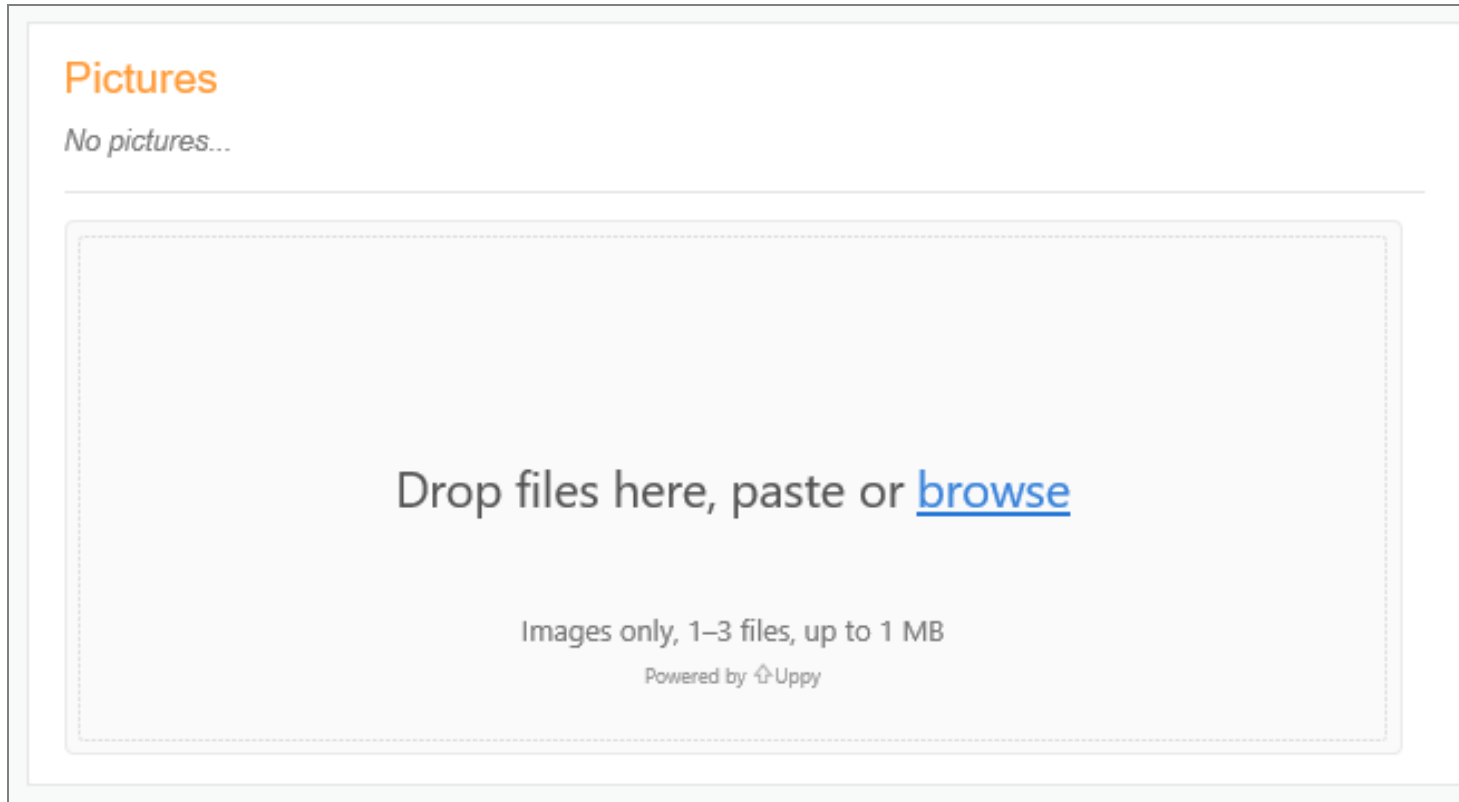
Unit type:

Unknown

Bathroom Type:

Shared

Adding Pictures



Upload pictures and add captions using drop-in, paste, or browse for images for each Unit

Adding/Editing Services

Services

Building access:

☐ Security staff

☐ Locked at night

☐ Key or card access

☐ Locked

Comment:

Services on site:

☐ Front desk staff

☐ Program staff

☒ Nurse

☐ Mental health professional

☐ Chemical health resources

☐ Other

Comment:

Medication policy:

☐ Residents can take their own medications

☐ Staff manage medications

Comment:

Social services:

☐ Participation in program services required to live here

☐ Client can bring own services

☐ Services not required

☐ Other

Comment:

Cancel

Save

Adding/Editing Rules

Rules

Criminal backgrounds:

☐ Reentry program for ex-offenders

☐ Willing to consider people with criminal backgrounds

Sobriety policy:

Comment:

Sobriety period:

Comment:

Smoking:

Comment:

Pets:

☐ Cats allowed

☐ Dogs allowed

☐ No pets allowed other than service animals

☐ Other

Comment:

Curfew:

☐ Curfew?

Comment:

Visitor policy:

Comment:

CancelSave

Adding/Editing Daily Life

Daily Life

CancelSave

Cultural considerations:

Meals:

Comment:

Kitchen:

Cannot cook on premises

Comment:

Religion:

☐ Religious activity participation is required to live here

☐ Religious symbolism is evident in building

Comment:

Languages:

☐ American Sign Language

☐ Arabic

☐ Cambodian

☐ Hmong

☐ Laotian

☐ Oromiffia

☐ Russian

☐ Somali

☐ Spanish

☐ Vietnamese

☐ Other

Comment:

Adding/Editing Location

Location

Cancel

Save

Parking:

Comment:

More info:

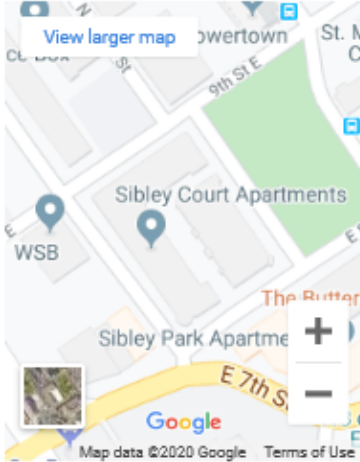
Location

75 Rev Dr Martin Luther King
Junior Boulevard.
Saint Paul, MN 55101

Parking:

More info:

View larger map



Walk Score®: 87
Very Walkable

Bike Score®: 70
Very Bikeable

Transit Score®: ?

Edit

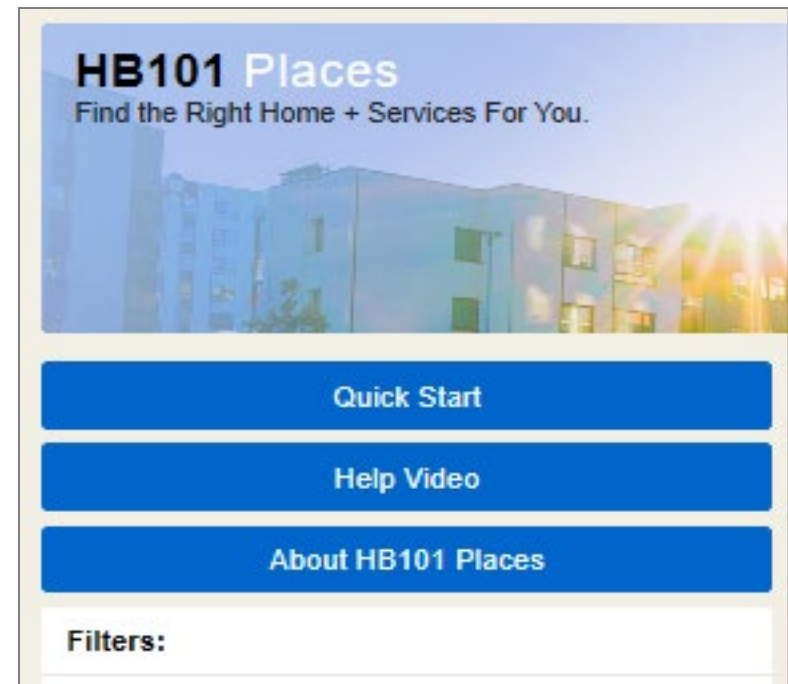
The
'Location' will
generate a
Google map

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Using HB101 Places

Use **HB101 Places** to find housing connections with integrated services in Minnesota

- **Quick Start:** questions to help find potential housing
- **Help Video:** quick how-to tutorial
- **About HB101 Places:** basic information
- **Filters:** narrow down the list to match needs



Filters

- Characteristics describing services and housing criteria
- User with an HB101 Places account may create a saved filter set detailing multiple filter options
- User can name and update the saved filter set at any time
- Filters are located on the left-hand menu.

Troubleshooting

Contact Housing Support Services for questions or additional information

Housing Support Services:
MNsupport@hb101places.com
1-855-333-8207