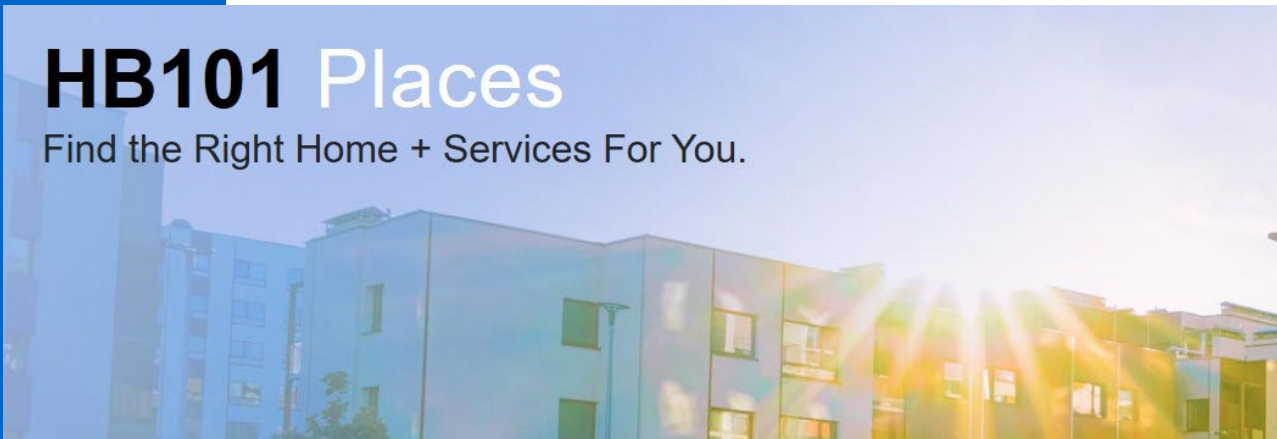


HB101 Places

Find the Right Home + Services For You.



HB101 Places Housing Provider User Guide

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

HB101 Places is funded by the Minnesota Department of Human Services.

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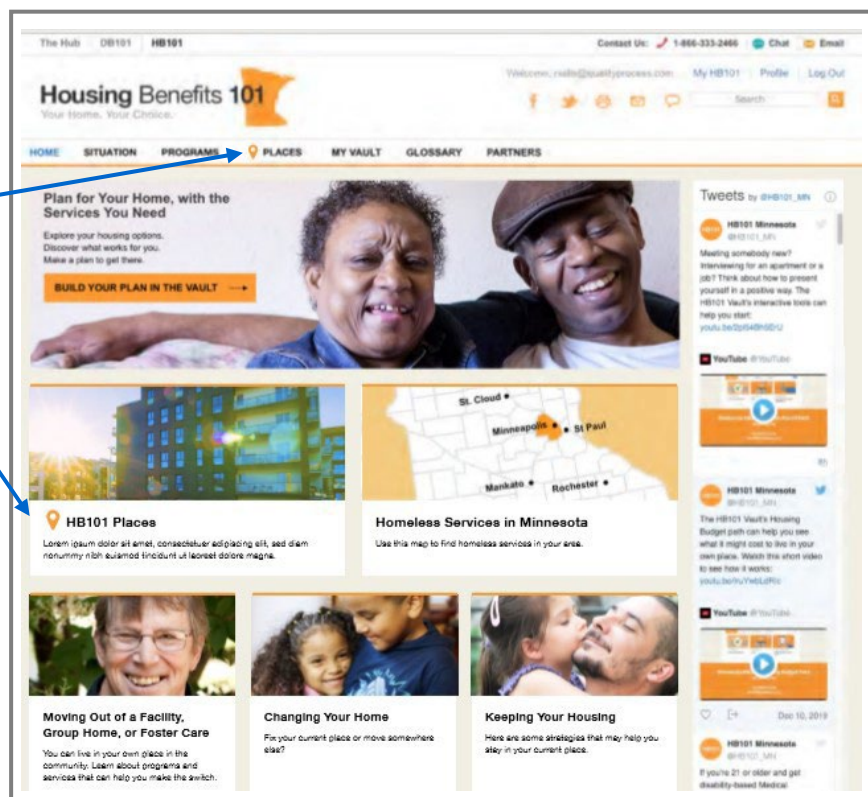
Introduction

Housing Support Providers use HB101 Places to enter, update, and maintain housing inventory. Housing Support Providers have Housing Support agreement with their local County or Tribal Government. This user guide provides instructions and guidance on the use of HB101 Places.

What Is HB101 Places?

HB101 Places is a statewide online search tool for Housing Support vacancies. 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. Currently, HB101 Places includes Adult Foster Care, Board and Lodge, Assisted Living, and Site-Based Supportive Housing programs throughout the state of Minnesota.

HB101 Places is integrated with Housing Benefits 101 (mn.hb101.org) and 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 Support providers, including organizational and site administrators, and
- Statewide administrators, including DHS staff.

The **general public** has quick and easy access to a list of vacant units available throughout the state. The search tool includes filters, and the housing listings detail contact information for additional information about the vacancy.

Housing Support providers have access to a provider dashboard. Providers manage Organization information and maintain housing programs available through the dashboard.

All Program and Unit information updates in real-time without a publication step or delay. Providers can also view Organization, Program, Unit, and Vacancy reports.

Statewide administrators view an administrative dashboard to add and remove organizations or programs, give provider account privileges, and make other changes. Administrators can view statewide Organization, Program, Unit, and Vacancy reports included in HB101 Places.

User Access

Statewide Administrators

Statewide Administrators have 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 Support Providers

Housing Support providers are 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

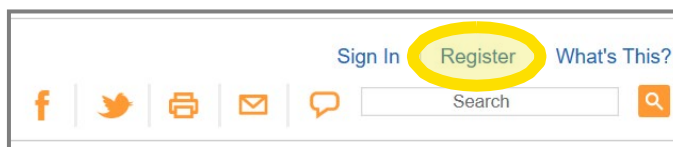
General Public users are individuals seeking housing. The General Public users can create an account with HB101 Places. Those with an account can save searches and filter sets. Those without an account can browse and search but do not have the ability to save or retrieve searches. General Public users 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. The Housing Provider will then complete the following steps to create an account:

1. Open the HB101 Places site and click 'Register' from the top right-hand menu.
2. Register the provider email, create a password, and select the Organization Type. The password must be between 6 and 100 characters long with at least one special character that is not a letter or number.
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:

myemail@gmail.com

Password:

••••••

Confirm Password:

••••••

None of these

County

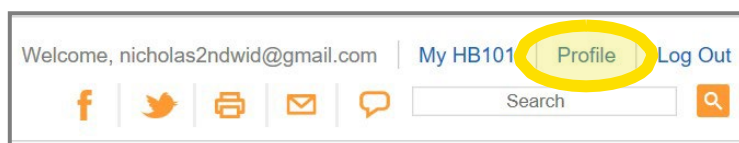
Managed Care Organization

Tribal Government

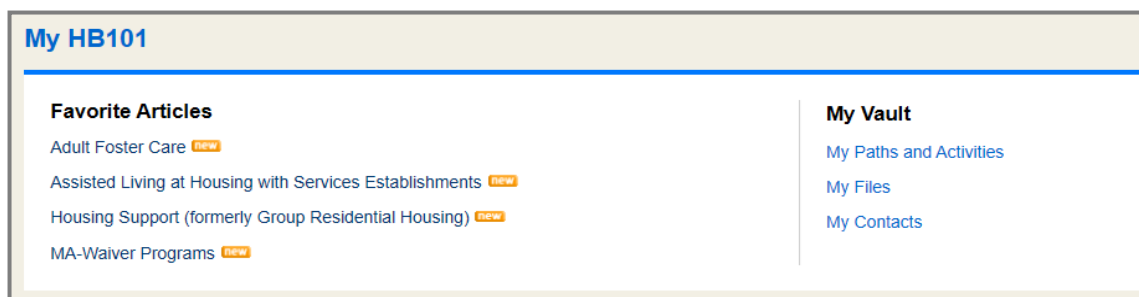
Disability Hub MN

State Agency

Other Provider Agency



An HB101 account also includes My HB101 on the top right-hand menu or at the bottom of the page to easily save and find favorite HB101 pages. HB101 Vault stores files and plans housing activities.



Data Hierarchy

Organizations are companies or groups that own programs. An Organization can be national, statewide, regional, or could be limited to a single property. The customer side of the interface does not detail Organizations.

Programs are the housing opportunities, each operated by an Organization. A program may be a single house, a facility, or a group of buildings defined by a target population rather than location. For example, an Organization with a single building containing a women's shelter and an Adult Foster Care facility owns two Programs.

Units describe 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 are the available Units for each Program.



Housing Provider Dashboard

The Housing Provider Dashboard appears in the banner area after logging into a Housing Provider account.

The 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



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

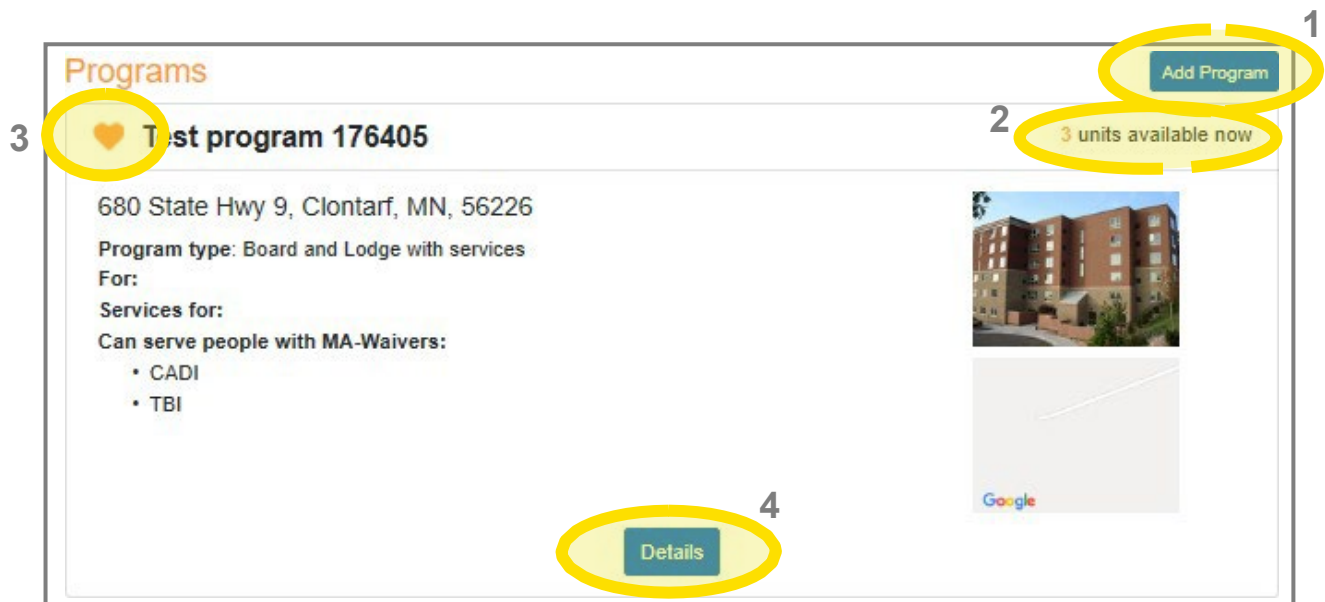
The Dashboard menu displays the number of Programs, Beds, and Vacancies on the top menu.

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

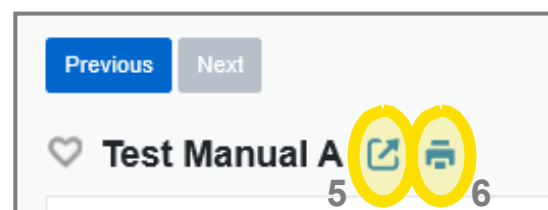
Adding a Program

The diagram below details steps to add a program from the Provider Dashboard.

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 at the bottom of each listing expands the information on the Program.



The user has the option to open the Program details on a new page (5) or open on a printer-friendly page (6).



Adding/Editing Program Details

Click the 'Add Program' button (right of 'Programs' header) on the Dashboard. A new window will open. Complete the information and 'Save'.

New Program

Summary

CancelSave

Program name:

Test Manual Program A ✓

Description:

Single Room w/ Services ✓

Website:

Phone:

Email:

✓

5075555555 ✓

emailme@gmail.com ✓

Address lookup

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

Address 1:

Address 2:

75 Rev Dr Martin Luther King Junior Boulevard. ✓

✓

City:

State:

ZIP Code:

Saint Paul ✓

MN ✓

55101 ✓

Primary Contact

Choose or create a contact

b574967@xxx.goop
c189375@xxx.goop
jeastman@eightfoldway.com
nicholas@wid.org
schmo550@xxx.goop

Email

schmo550@xxx.goop

First Name

Ogareixogh

Phone

1-431-109-0817

Role

Primary Contact ⌵

Last Name

Ghespaw

Title

Adding Units

Information contained in this section:

- Name
- Rent
- Bedrooms
- Number of comparable units
- Status
- Active
- Inactive
- Retired
- Unit Type
- Unknown
- Own apartment
- Own room in facility
- Own room in shared apartment
- Shared room in the facility
- Shared room in shared apartment
- Private room in shared house
- Shared room in shared house
- Bathroom Type
- Shared
- Private

Units

Add Unit

New Unit

CancelSave

Name:

Rent:

Bedrooms:

Number of comparable units:

Status:

Active

Unit type:

Unknown

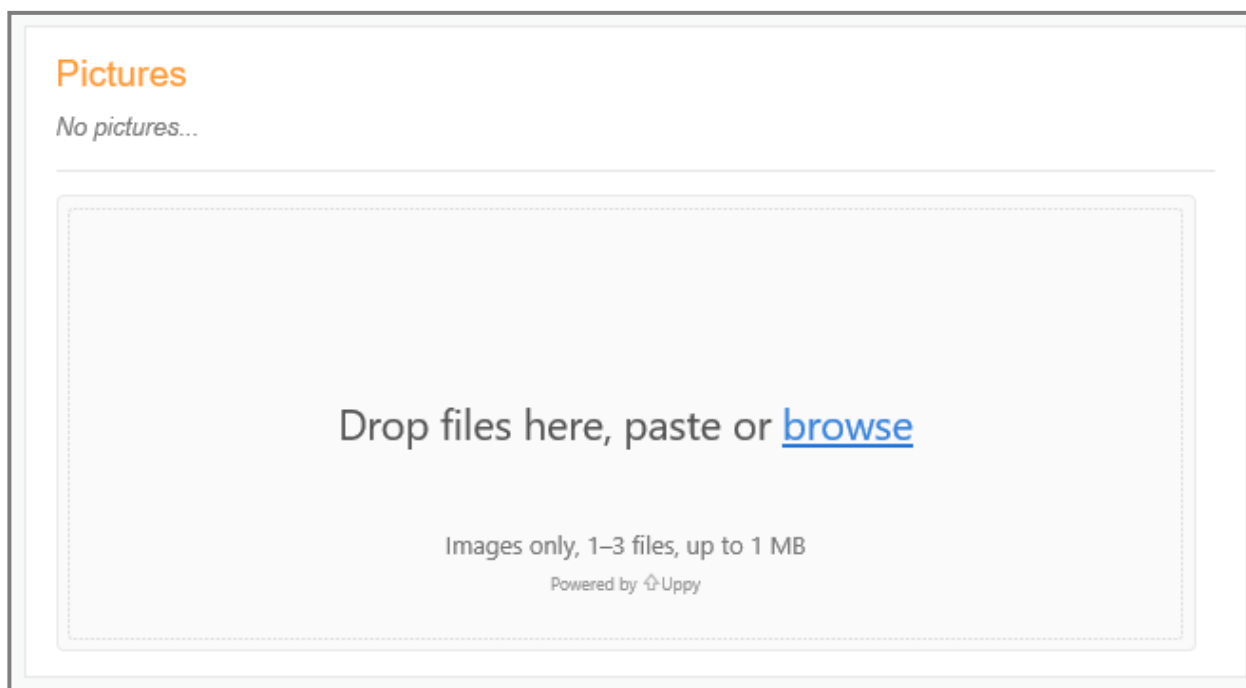
Bathroom Type:

Shared

Adding Pictures

Users can upload pictures and add captions using drop-in, paste, or browse for images for each Unit.

- Up to 3 images
- 1MB max



Adding/Editing Services

Information contained in this section:

- Building access
 - Security staff
 - Locked at night
 - Key or card access
 - Locked
- Medication policy
 - Residents can take their own medications
 - Staff manage medications
- Social services
 - Participation in program services required to live here
 - Client can bring own services
 - Services not required
 - Other
- Services on site
 - Front desk staff
 - Program staff
 - Nurse
 - Mental health professional
 - Chemical health resources
 - Other

The user can add additional comments for each section.

Services Cancel Save

Building access:

- ☐ Security staff
- ☐ Locked at night
- ☐ Key or card access
- ☐ Locked

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:

Services on site:

- ☐ Front desk staff
- ☐ Program staff
- ☒ Nurse
- ☐ Mental health professional
- ☐ Chemical health resources
- ☐ Other

Comment:

Adding/Editing Rules

Information contained in this section:

- Criminal backgrounds
- Reentry program for ex-offenders
- Willing to consider people with criminal backgrounds
- Sobriety policy
- Totally sober housing
- Can drink off site but must be sober to return
- Can return after consumption
- Can drink in housing
- Sobriety period
- Not required
- Required without testing
- Required with testing
- Smoking
- Allowed inside
- Allowed Outside
- Not allowed
- Pets
- Cats allowed
- Dogs allowed
- No pets other than service animals
- Other
- Curfew
- Visitor policy
- Visitors allowed
- Visitors allowed with restrictions
- No visitors allowed

The user can add additional comments for each section.

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:

Cancel

Save

Adding/Editing Daily Life

Information contained in this section:

- Cultural considerations: this is a fill-in text box
- Meals
 - Meals provided
 - Meals not provided
- Kitchen
 - Cannot cook on premises
 - Can cook in a shared kitchen
 - Can cook in kitchens in their units
- Religion
 - Religious activity participation is required to live here
 - Religious symbolism is evident in building
- Languages
 - American Sign Language
 - Arabic
 - Cambodian
 - Hmong
 - Laotian
 - Oromiffia
 - Russian
 - Somali
 - Spanish
 - Vietnamese
 - Other

The user can add additional comments for each section.

The screenshot shows a web form titled "Daily Life" with a "Cancel" and "Save" button in the top right. The form is organized into five main sections, each with a label and a corresponding input field or list:

- Cultural considerations:** A large text input box.
- Meals:** A dropdown menu with a double-headed arrow.
- Comment:** A text input box.
- Kitchen:** A dropdown menu with a double-headed arrow.
- Comment:** A text input box.
- Religion:** Two checkboxes: "Religious activity participation is required to live here" and "Religious symbolism is evident in building".
- Comment:** A text input box.
- Languages:** A list of checkboxes: "American Sign Language", "Arabic", "Cambodian", "Hmong", "Laotian", "Oromiffia", "Russian", "Somali", "Spanish", "Vietnamese", and "Other".
- Comment:** A text input box.

Adding/Editing Location

Information contained in this section:

- • Parking
- • No parking
- • Private parking
- • Street parking
- • Comment
- • More information

Location

CancelSave

Parking:

Comment:

More info:

The 'Location' will generate a Google map.

Location

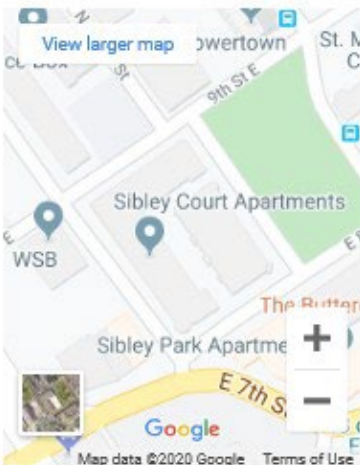
Edit

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

Parking:

More info:

View larger map



Map data ©2020 Google Terms of Use

Walk Score®: 87
Very Walkable
Bike Score®: 70
Very Bikeable
Transit Score®: ?

Using HB101 Places

This section details using **HB101 Places** to find housing connections with integrated services in Minnesota.

Quick Start is a set of questions to help an individual find potential housing.

Help Video is a quick how-to tutorial.

About HB101 Places provides basic information.

Filters narrow down the list of places around the state to match your needs.



Filters

Filters are characteristics describing services and housing criteria. A user with an HB101 Places account may create a saved filter set detailing multiple filter options. The user can name and update the saved filter set at any time.

Filer options are:

- Distance
- Vacancies
- Program Type (Board and Lodge with or without services, Adult Foster Care)
- Family Unit (single, couple, and/or family)
- Services for type of disability and/or alcohol or chemical dependency
- Services offered on site
- Criminal background considerations
- Sobriety and Smoking Restrictions
- Languages
- Pets Allowed
- Kitchen/Cooking Availability
- Building Access
- MA-Waivers

The screenshot shows the "Filters:" sidebar. It has a "Save" button in the top right corner. Below it is a search bar with a magnifying glass icon. The "Distance:" section has a text input field labeled "Enter a location..." and a dropdown menu set to "All" with a plus icon, followed by the word "miles" and a location pin icon. The "Show:" section has a checkbox labeled "Has vacancies". The "For:" section has three checkboxes: "Single adult", "Adult couple", and "Family". The "Services for:" section is at the bottom with a question mark icon.

Filters are located on the left-hand menu.

Troubleshooting

Please contact Housing Support Services for questions or additional information.

Housing Support Services:

MNsupport@hb101places.com

1-855-333-8207