# Using eCart for the ESG CAPER

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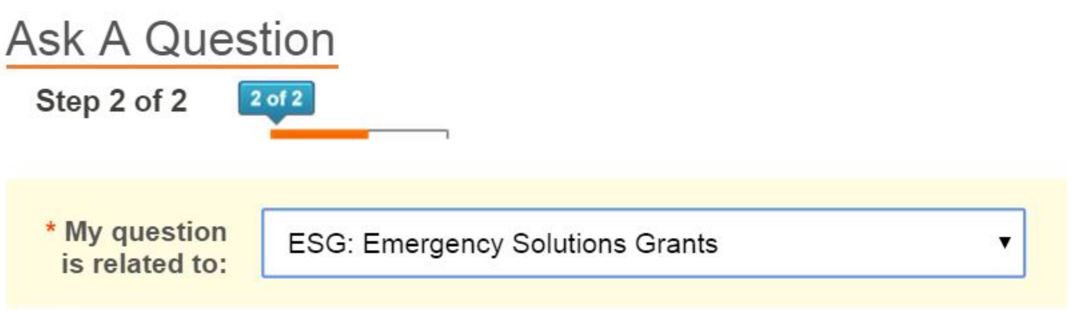
# Webinar Format

- Webinar will last approximately an hour
- Recording will be posted on the HUD Exchange
- If you have technical difficulty with the audio or video portions of this webcast, try:
  - Using your phone instead of the computer
  - Logging off, then logging in again
  - Requesting help from organizers through the "Chat" pane of the "Go To Webinar" toolbar

# Submitting Questions

- Due to the high volume of participants, everyone will be muted during the presentation.
- Submit questions at any time during the webinar via the "Questions" pane of Go-to-Webinar.
- If your question is not answered during the presentation, please submit it to the [Ask A Question](#) section on the HUD Exchange – selecting ESG in Step 2.



# Objectives

Webinar participants will learn about:

- Data flow from HMIS to the eCon Planning Suite
- Uploading subrecipient CSV files into eCart
- Correcting data validation errors
- Using the eCart to filter ESG data
- Embedding eCart into a Word document
- Attaching eCart to the CAPER in the eCon Planning Suite
- Troubleshooting common eCart problems

# Background

The ESG-specific CAPER screens are:

**CR-60 Subrecipient Information**: Manually complete using internal records.

**CR-65 Persons Assisted**: Do not complete these tables. Instead, **attach the eCart file to CR-00**.

**CR-70 Assistance Provided and Outcomes**: Manually complete using internal records.

**CR-75 Expenditures**: Manually complete using internal financial records.

# Background (continued)

- New eCart requirement is applicable for **PY 2015** CAPERs (earliest submissions starting in October 2015, which are due by December 31, 2015)
- Reporting on outcomes for the first time
- Reporting on data elements required by 2014 HMIS Data Standards
- Collecting national ESG Program data
- Achieving consistency with CoC Program annual reports

# Terms

eCart (ESG-CAPER Annual Reporting Tool):

An Excel spreadsheet that loads report level, aggregate information from HMIS and captures all required data on participants served in ESG-funded projects.

CSV (Comma Separated Value):

The export that recipients will use to populate eCart for submission to HUD.

# Terms (continued)

Projects:

The ESG-funded activities as set up in HMIS: Emergency Shelter, Day Shelter, Transitional Housing, Rapid Re-housing, or Homelessness Prevention.  Each project requires its own HMIS report.

Components:

Eligible categories of ESG funding: ES, SO, RRH, HP, HMIS.  Several project types fall under the ES component: Day Shelter, Transitional Housing, and Emergency Shelter.

# Report Flow from HMIS to eCart

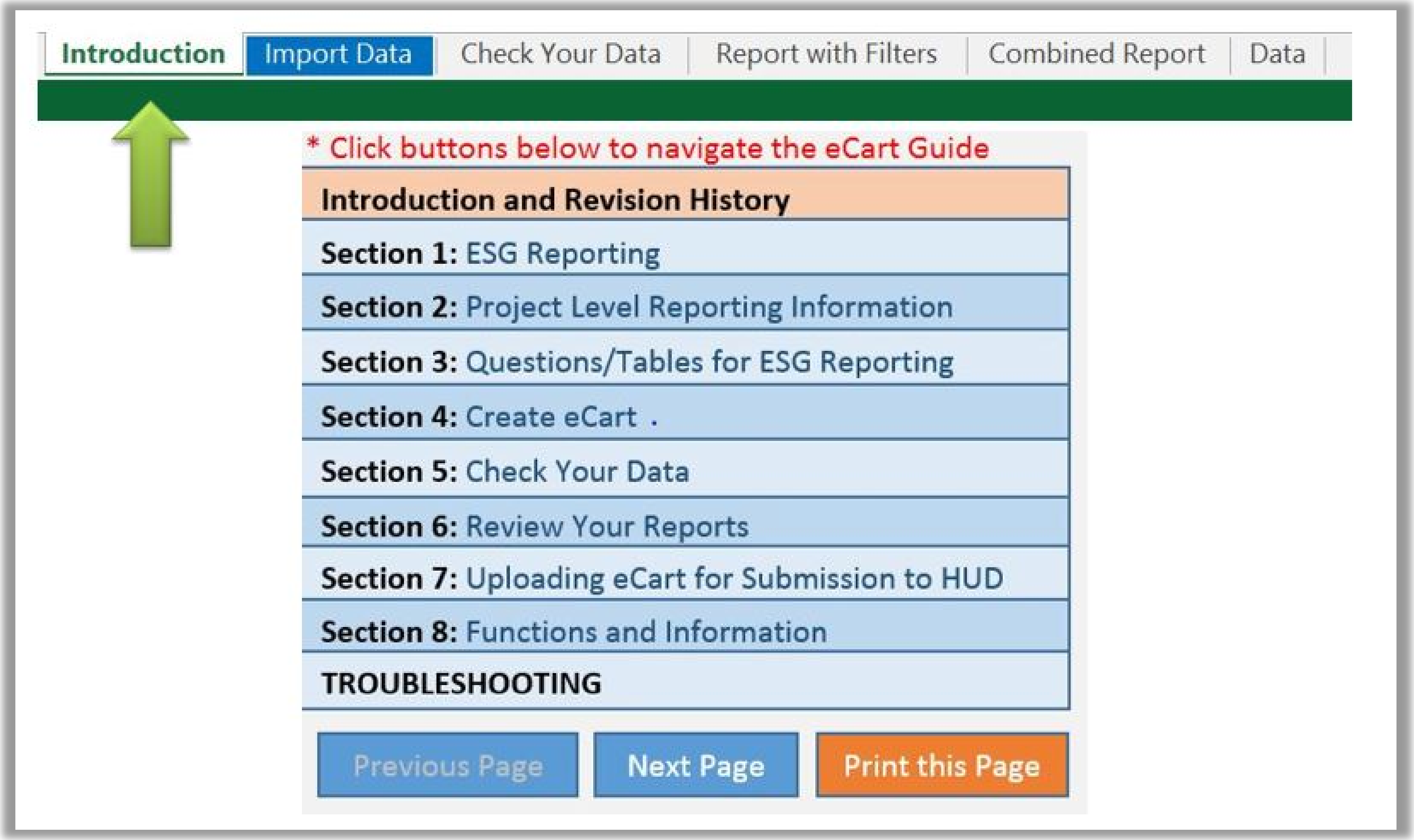
Subrecipient (Homeless Provider) provides the funded ESG housing/service & records client level data in HMIS.

Subrecipient runs the ESG CAPER report either directly from their HMIS or by using the ESG CAPER Generation Tool.

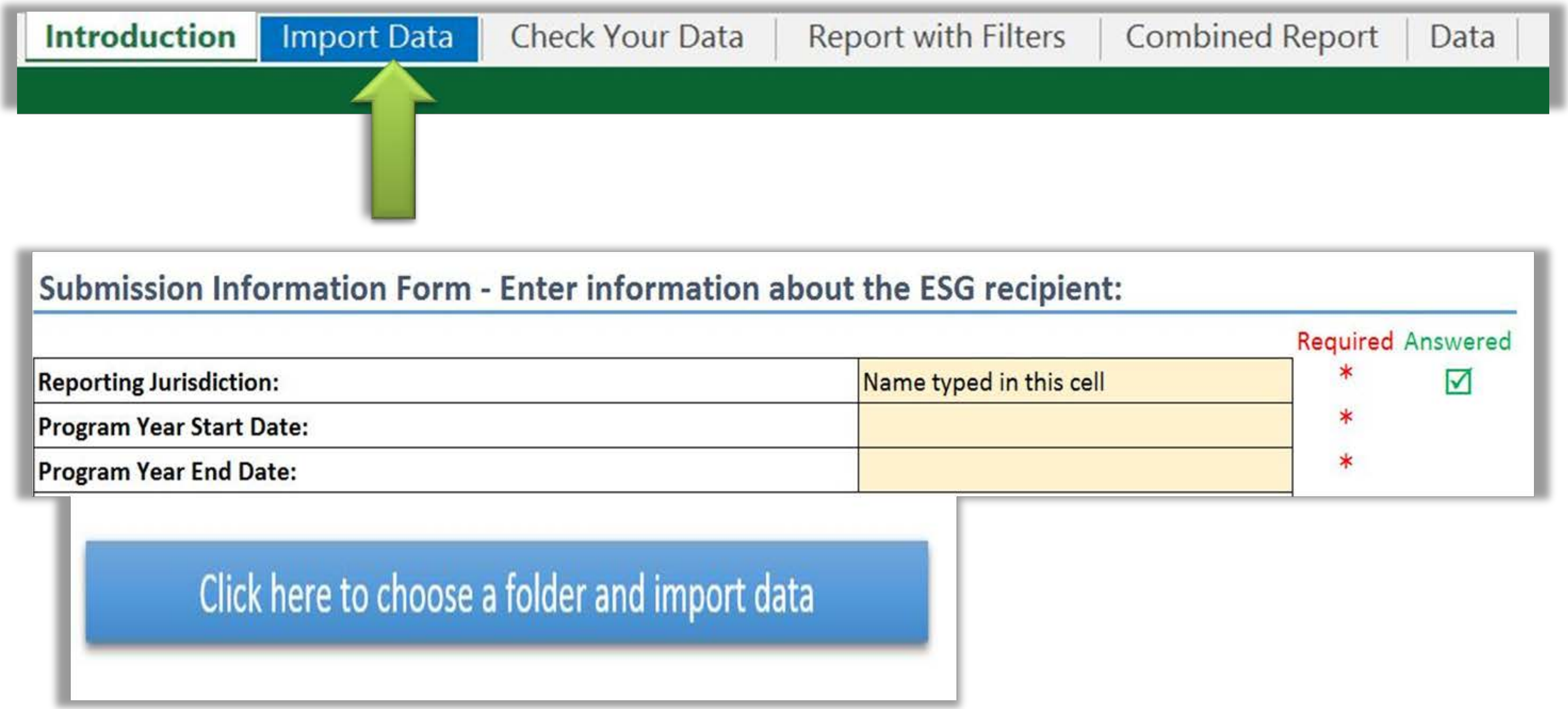
Subrecipient sends the “zipped file” of the report in CSV format to the Recipient.

Recipient gathers a zipped file from each ESG-funded project and uploads them into eCart

# eCart Introduction Tab



# eCart Import Data Tab



# eCart Check Your Data - duplicate projects

Introduction | Import Data | Check Your Data | Report with Filters | Combined Report | Data

| Error | *in* Project | *in* Question | *at* Cell | *Should match this* cell | *Plus this* cell | Value | *Should match* value | Difference |
|---|---|---|---|---|---|---|---|---|
| Duplicate project name | APR - Services Only | | Data!$Q$17 | | | | | |
| Duplicate project ID | APR - Services Only | | Data!$R$17 | | | | | |

# eCart Check Your Data - data errors

| Error | *in* Project | *in* Question | *at* Cell | *Should match this* cell | *Plus this* cell | Value | *Should match* value | Difference |
|---|---|---|---|---|---|---|---|---|
| Duplicate project name | APR - Services Only | | Data!$Q$17 | | | | | |
| Duplicate project ID | APR - Services Only | | Data!$R$17 | | | | | |
| Totals do not match | Agency A - RRH | Q10b. Gender of Children | Q10b \| h. Subtotal \| Total | Q6a \| c. Number of children (under age 18) | | 17 | 21 | -19% |
| Total cannot be greater than | Agency A - RRH | Q22c. RRH Length of Time between Project Entry Date | Q22c \| j. Total \| Total | Q6a \| a. Total number of persons served | | 36 | 35 | 3% |
| Total cannot be less than | APR - Services Only | Q7a. Number of Households Served | Q7a \| Total households \| Total | Q6a \| k. Number of adult heads of household | Q6a \| l. Number of child heads of household | 1 | 11 | -92% |
| Totals do not match | APR - Services Only | Q10d. Gender by Age Ranges | Q10d \| h. Total \| Total | Q6a \| a. Total number of persons served | | 11 | 16 | -31% |
| Totals do not match | APR - Services Only | Q10d. Gender by Age Ranges | Q10d \| h. Total \| Total | Q6a \| a. Total number of persons served | | 15 | 16 | -6% |
| Value is not a number | APR - Services Only | Q10d. Gender by Age Ranges | Q10d \| h. Total \| Total | Q6a \| a. Total number of persons served | | 16y | 16 | |

# eCart Check Your Data – 25%?

If data the data on any project exceeds a 25% error rate the subrecipient for that project should be asked to review and correct their data and resubmit a CSV report.

If the data cannot be corrected (e.g. subrecipient just didn't collect the information) then the recipient is to explain the situation/reason for the error in the narrative text box in screen CR65 along with what corrective action plan they have for the future and the field office will use that information in its CAPER review.

# eCart Compliance Issues

- HUD expects comparable databases to have the functionality to extract ESG data using HMIS software or the ESG CAPER Generation Tool so recipients can upload that data into eCart.
- When a subrecipient cannot meet this standard, the recipient must contact its local HUD Field Office **<u>and</u>** Marlisa Grogan (Marlisa.M.Grogan@hud.gov) from SNAPS to request an exception to the eCart requirement for good cause. For example:

  A subrecipient is working to upgrade its comparable database to perform the CSV export, but the upgrade will not be completed in time for the CAPER submission.
- The subrecipient must have an acceptable plan and timeline for coming into compliance.

# eCART Report with Filters

Introduction | Import Data | Check Your Data | Report with Filters | Combined Report | Data

**Q5. HMIS DQ & Participation**

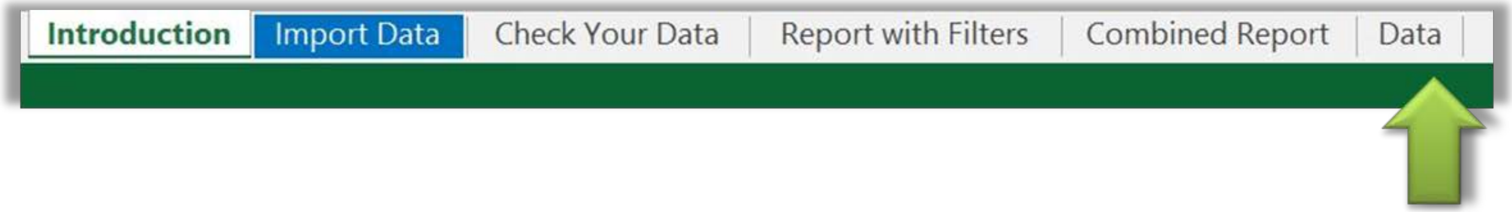
**5a. HMIS or Comparable Database Data Quality** Q5a

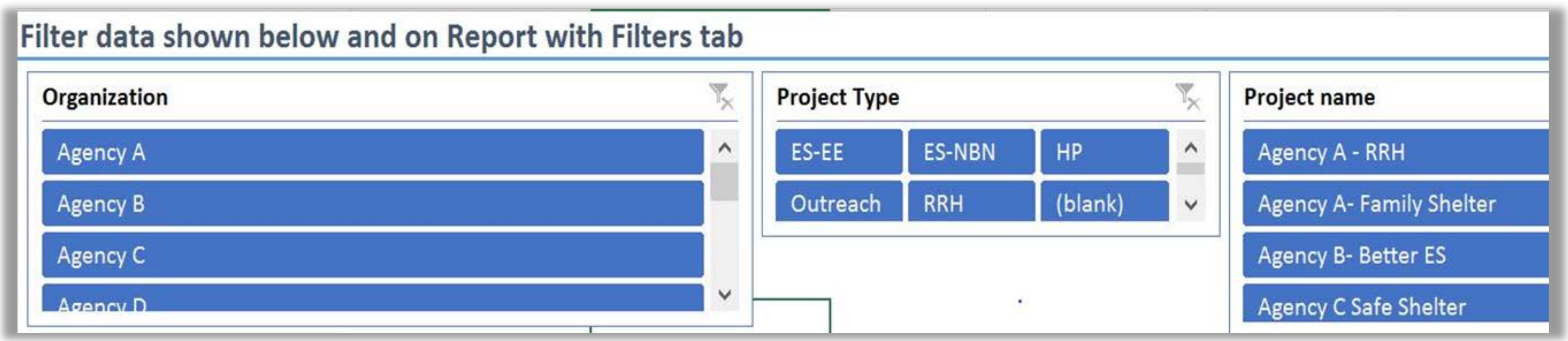
| Data Element | Client Doesn't Know or Client Refused | Data not collected |
|---|---|---|
| First name | 0 | 0 |
| Last name | 0 | 0 |
| SSN | 0 | 0 |
| Date of Birth | 0 | 0 |
| Race | 0 | 0 |
| Ethnicity | 0 | 0 |
| Gender | 0 | 0 |
| Veteran Status | 0 | 0 |

**Filters** [Change filters on Data tab]

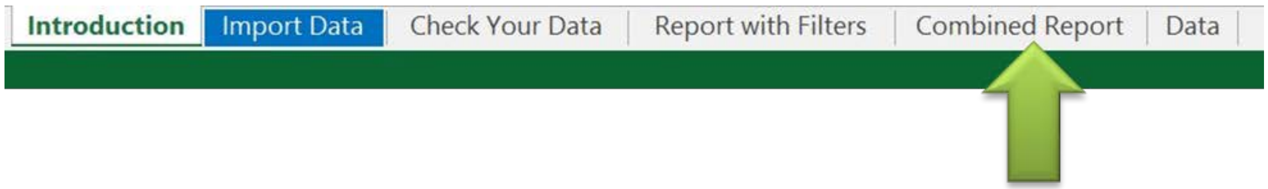
| | |
|---|---|
| Organization(s) | All organizations |
| **Project type(s)** | All project types |
| **Project name(s)** | Agency A- Family Shelter |

# eCART Report with Filters (continued)



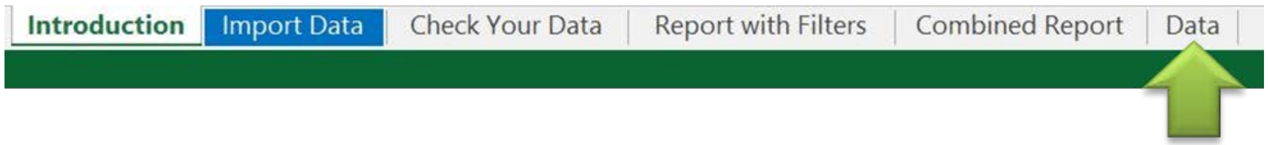
# Overview of eCart Tabs




- The Combined Report tab always shows a full, unfiltered report containing all data loaded into eCart, reflective of the total number of persons in all ESG-funded projects for the program year.
- The Combined Report is not a report of "unduplicated clients". For example:

  A client may be served in two different shelters, a street outreach project and RRH in the same year. Thus, that client will be reported 4 times on the Combined Report tab.

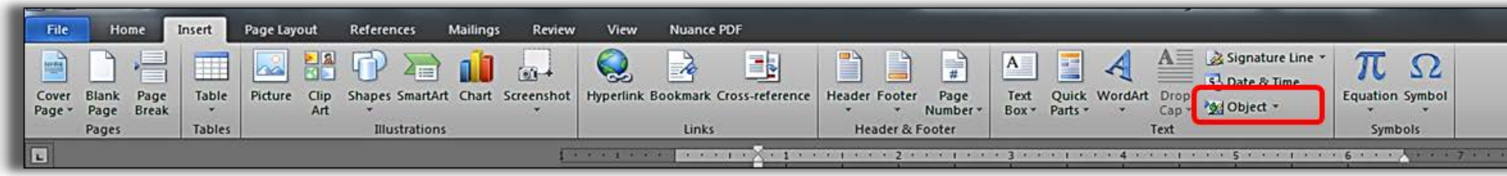
# Overview of eCart Tabs (continued)



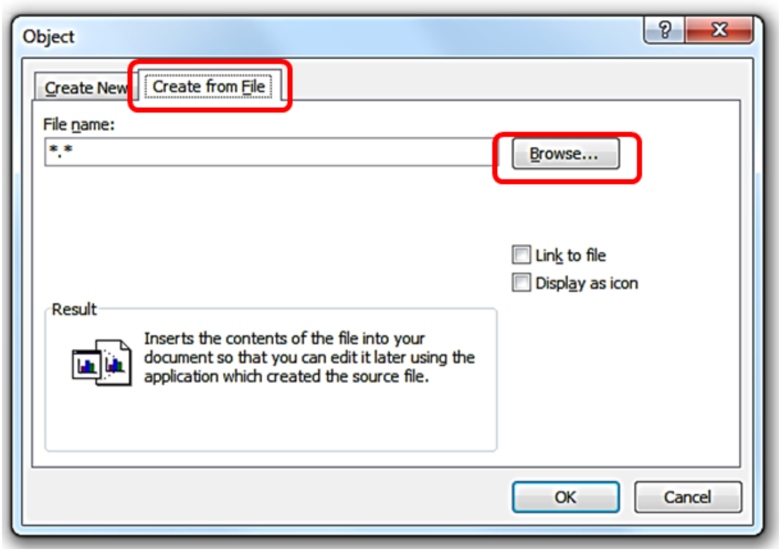

- The Data tab contains the data you imported in a "flattened" (one project per row) format.
- Use this tab to:
    - Remove duplicate projects using the wiper function;
    - Take a closer look at the source of data errors identified on the Check Your Data tab;
    - Select filters for the Report with Filters tab.
- Data are locked and cannot be changed on the Data tab. If the data errors exceed 25%, ask the subrecipient to correct the errors in HMIS and send you a new CSV file.

# Embedding eCart in a Word File

1. Open up a new Microsoft Word document and save it in a place where you can easily find it.
2. From the “Insert” menu screen, click “Object.”

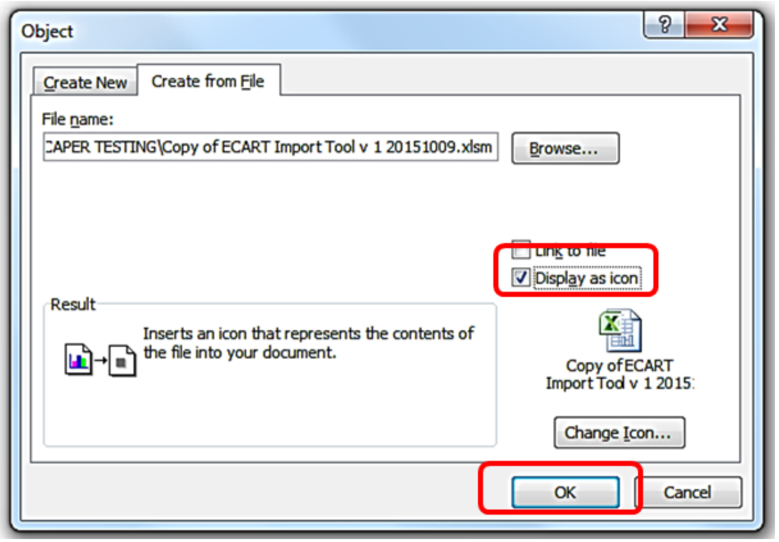



3. Click the “Create from File” tab, then click “Browse” to select the eCart file:

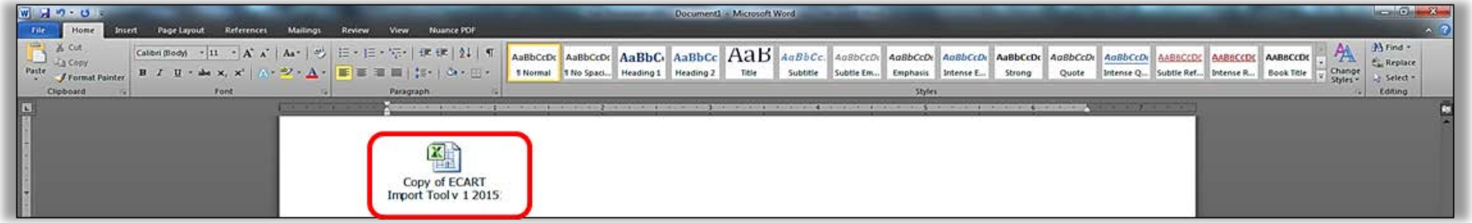


# Embedding eCart in a Word File (continued)

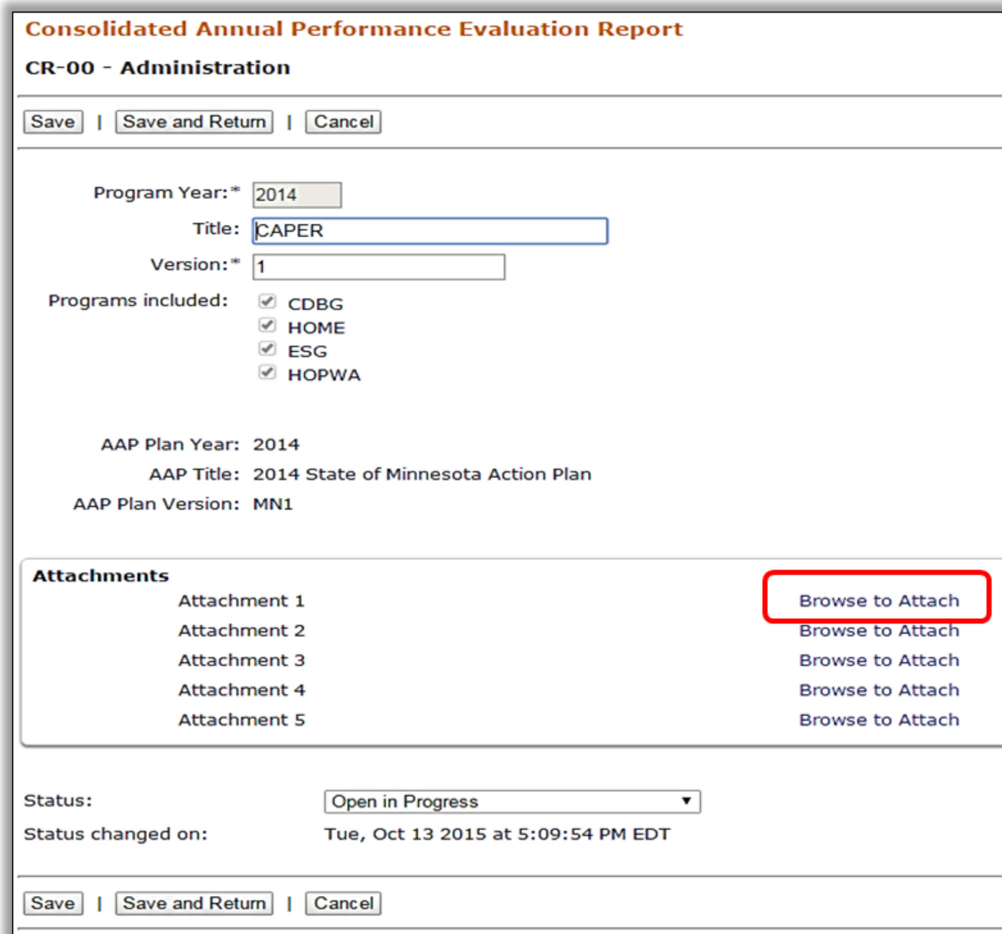
4. Check the box for “Display as icon” and click “OK”.




5. Once you click “OK,” an icon of your eCart Excel file appears directly in your Microsoft Word document.



# Attaching eCart in the eCon Planning Suite



Consolidated Annual Performance Evaluation Report

CR-00 - Administration

Save | Save and Return | Cancel

Program Year:* 2014

Title: CAPER

Version:* 1

Programs included: CDBG, HOME, ESG, HOPWA

AAP Plan Year: 2014

AAP Title: 2014 State of Minnesota Action Plan

AAP Plan Version: MN1

**Attachments**

| | |
|---|---|
| Attachment 1 | Browse to Attach |
| Attachment 2 | Browse to Attach |
| Attachment 3 | Browse to Attach |
| Attachment 4 | Browse to Attach |
| Attachment 5 | Browse to Attach |

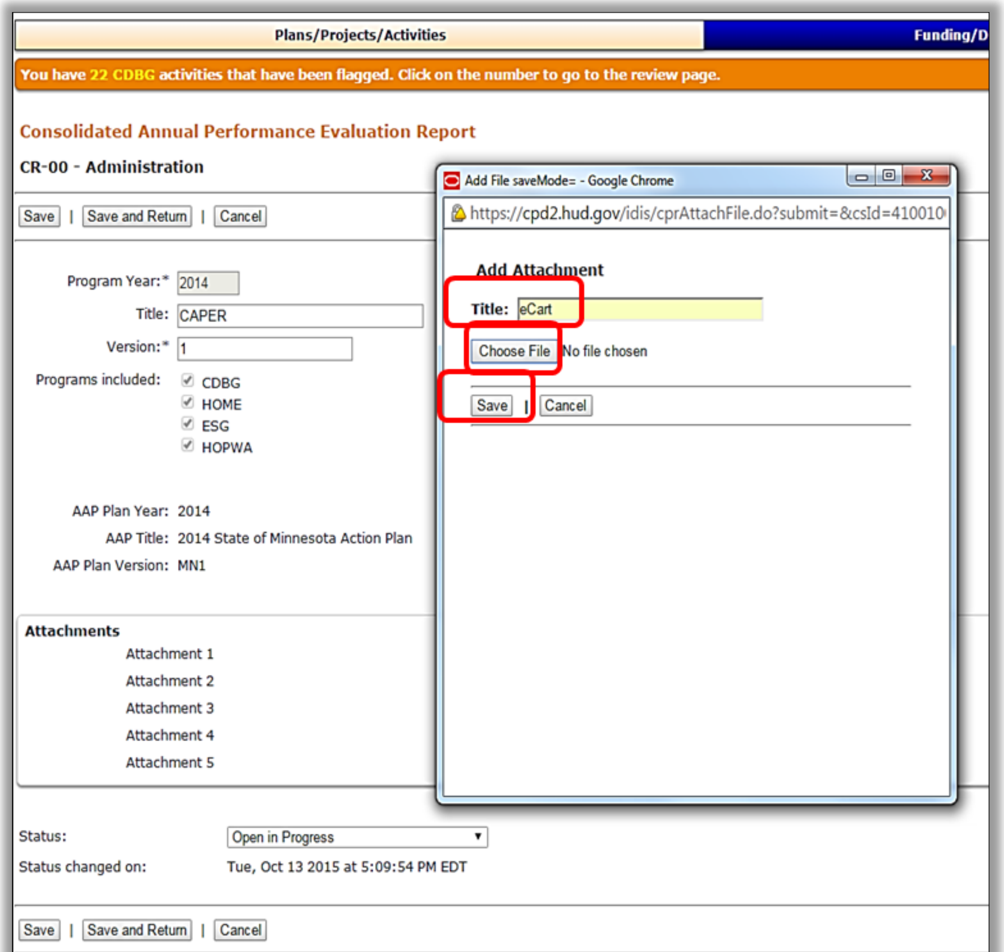
Status: Open in Progress

Status changed on: Tue, Oct 13 2015 at 5:09:54 PM EDT

Save | Save and Return | Cancel

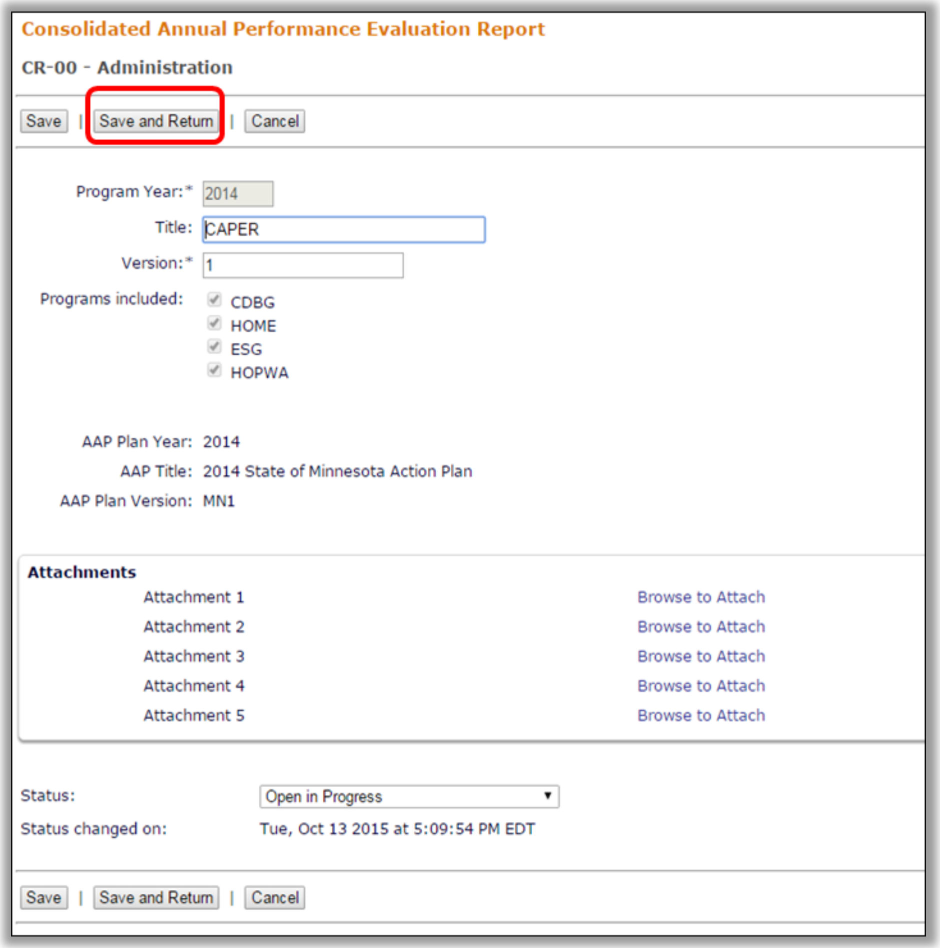
1. Click “Browse to Attach” on screen CR-00 of the eCon Planning Suite.

# Attaching eCart in the eCon Planning Suite (continued)



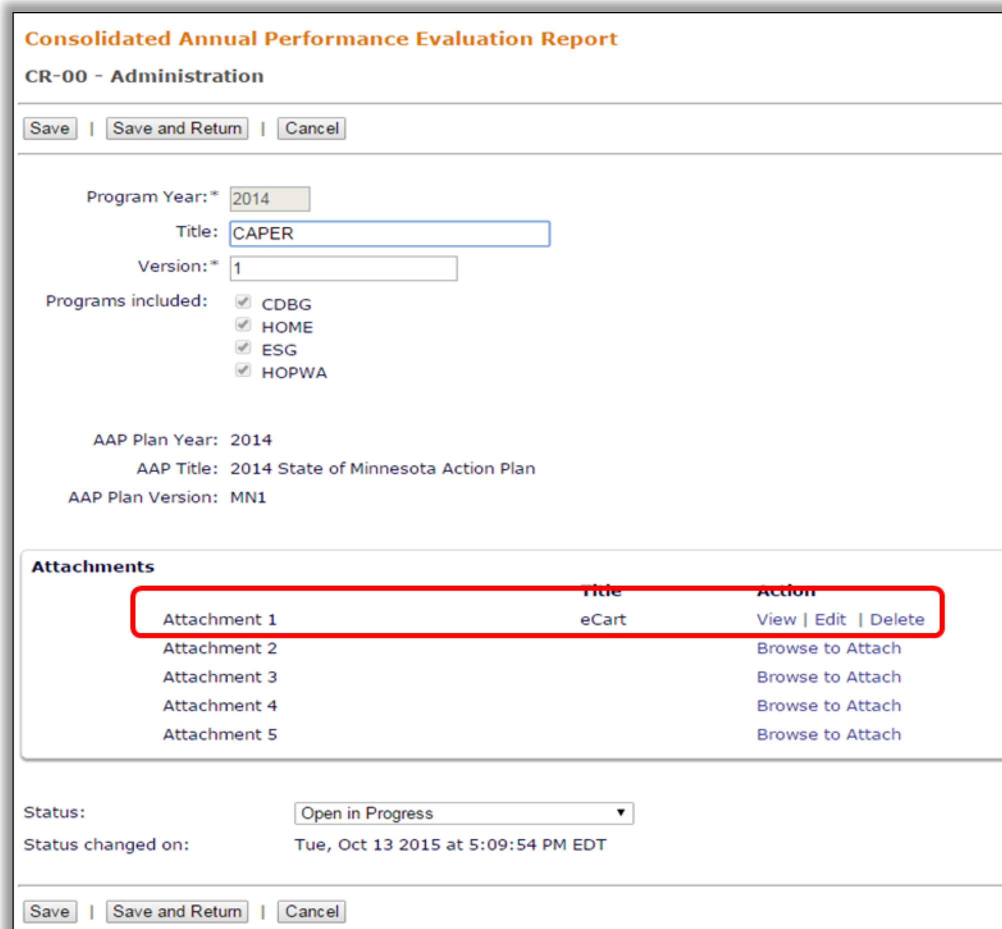

2. Enter a “Title” for your eCart Word file.
3. Click “Choose File” to select the eCart Word file.
4. Click “Save”, which will return you to the CR-00 screen.

# Attaching eCart in the eCon Planning Suite (continued)




5. Go to the top of the screen and click “Save and Return,” which will take you back to the CAPER menu screen.

# Attaching eCart in the eCon Planning Suite (continued)




6. From the CAPER menu screen, click on screen CR-00 to confirm that the Word file with the embedded eCart was successfully attached.

# Resources

- [eCart (includes eCart Guide)]

https://www.hudexchange.info/resource/4785/ecart-esg-caper-annual-reporting-tool-and-guide/

- [Con Plan Desk Guide]

https://www.hudexchange.info/resource/2641/econ-planning-suite-desk-guide-idis-conplan-action-plan-caper-per/

- ESG CAPER Generation Tool

Ensure you are signed up for the ESG Listserv group on the HUD Exchange to receive the announcement when HUD releases the updated tool.

# Live eCart Demonstration

- Uploading subrecipient CSV files into eCart
- Identifying data validation errors
- Using the eCart to filter ESG data
- Troubleshooting common eCart problems

# Questions