

HUD Emergency Solutions Grant CAPER Table Shells – CSV Upload only

Use beginning October 1, 2021

This document outlines the information contained in the HMIS and comparable database system report export for ESG reporting. This report is generated in CSV format and is used for both the annual ESG CAPER and ESG-CV Reporting. The report begins with Q4 in order to synchronize programming with the Continuum of Care’s Annual Performance Report.

Q4. HMIS Information

*From HMIS Program Descriptor Data Elements- contained in CSV extract. Elements set by the HMIS System Administrator and used to generate the data collection and report settings based on the HMIS Data Standards. **Not editable by recipient.***

4a. Project Identifiers in HMIS

Table is transposed in the CSV output

Project Descriptor Element	Relevant Data
Organization Name	-- System settings --
Organization ID	-- System settings --
Project Name	-- System settings --
Project ID	-- System settings --
HMIS Project Type	-- System settings --
Method for Tracking ES	-- System settings --
Is the Services Only (HMIS Project Type 6) affiliated with a residential project?	-- System settings --
Identify the Project ID’s of the housing projects this project is affiliated with	-- System settings --
CoC Number	-- System settings --
Geocode	-- System settings --
Victim Service Provider	-- System settings --
HMIS Software Name	-- System settings --
Report Start Date	-- System settings --
Report End Date	-- System settings --

Q5 Report Validations

Q5a. Report Validations Table

From HMIS Data entry - contained in CSV extract

Validation	Count
Total number of persons served	
Number of adults (age 18 or over)	
Number of children (under age 18)	
Number of persons with unknown age	
Number of leavers	
Number of adult leavers	
Number of adult and head of household leavers	
Number of stayers	
Number of adult stayers	
Number of veterans	
Number of chronically homeless persons	
Number of youth under age 25	
Number of parenting youth under age 25 with children	
Number of adult heads of household	
Number of child and unknown-age heads of household	
Heads of households and adult stayers in the project 365 days or more	

Q6. Data Quality

From HMIS Data entry - contained in CSV extract

Q6a. Data Quality: Personally Identifiable Information (PII)

Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	Total	% of Error Rate
Name (3.01)					
Social Security (3.02)					
Date of Birth (3.03)					
Race (3.04)					
Ethnicity (3.05)					
Gender (3.06)					
Overall Score					

Q6b. Data Quality: Universal Data Elements

Data Element	Error Count	% of Error Rate
Veteran Status (3.07)		
Project Start Date (3.10)		
Relationship to Head of Household (3.15)		
Client Location (3.16)		
Disabling Condition (3.08)		

Q6c. Data Quality: Income and Housing Data Quality

Data Element	Error Count	% of Error Rate
Destination (3.12)		
Income and Sources (4.02) at Start		
Income and Sources (4.02) at Annual Assessment		
Income and Sources (4.02) at Exit		

Q6d. Data Quality: Chronic Homelessness

Entering into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.917.3) DK/R/missing	Number of times (3.917.4) DK/R/missing	Number of months (3.917.5) DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach							
TH							
PH (all)							
Total							

6e. Data Quality: Timeliness

Time for Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days		
1-3 days		
4-6 days		
7-10 days		
11+ days		

6f. Data Quality: Inactive Records: Street Outreach and Emergency Shelter

Data Element	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES – NBN)			
Bed Night (All clients in ES – NBN)			

Q7. Persons Served

From HMIS Data entry - contained in CSV extract

7a. Number of Persons Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults					
Children					
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total					
For PSH & RRH – the total persons served who moved into housing					

7b. Point-in-Time Count of Persons on the Last Wednesday*

* For Permanent Housing (RRH, PSH) the chart is limited to households who have moved into housing.

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January					
April					
July					
October					

Q8. Households Served

From HMIS Data entry - contained in CSV extract

8a. Number of Households Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households					
For PSH & RRH – the total households served who moved into housing					

8b. Point-in-Time Count of Households on the Last Wednesday*

* For Permanent Housing (RRH, PSH) the chart is limited to households who have moved into housing.

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January					
April					
July					
October					

Q9 Contacts and Engagements

From HMIS Data entry - contained in CSV extract

9a. Number of Persons Contacted

Number of Persons Contacted	All Persons Contacted	First contact – NOT staying on the Streets, ES, or SH	First contact – WAS staying on Streets, ES, or SH	First contact – Worker unable to determine
Once				
2-5 Times				
6-9 Times				
10+ Times				
Total Persons Contacted				

9b. Number of Persons Engaged

Number of Persons Engaged	All Persons Contacted	First contact – NOT staying on the Streets, ES, or SH	First contact – WAS staying on Streets, ES, or SH	First contact – Worker unable to determine
Once				
2-5 Contacts				
6-9 Contacts				
10+ Contacts				
Total Persons Engaged				
Rate of Engagement				

Q10. Gender

From HMIS Data entry - contained in CSV extract

10a. Gender of Adults

	Total	Without Children	With Children and Adults	Unknown Household
Male				
Female				
No Single Gender (A gender other than singularly female or male e.g., non-binary, genderfluid, agender, culturally specific gender)				
Questioning				
Transgender				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

10b. Gender of Children

	Total	Without Children	With Children and Adults	Unknown Household
Male				
Female				
No Single Gender (A gender other than singularly female or male e.g., non-binary, genderfluid, agender, culturally specific gender)				
Questioning				
Transgender				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

10c. Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	Unknown Household
Male				
Female				
No Single Gender (A gender other than singularly female or male e.g., non-binary, genderfluid, agender, culturally specific gender)				
Questioning				
Transgender				
Client Doesn't Know/Client Refused				
Data Not Collected				
Subtotal				

10d. Gender by Age Ranges

	Total	Under Age 18	Age 18-24	Age 25-61	Age 62 and over	Client Doesn't Know/ Client Refused	Data Not Collected
Male							
Female							
No Single Gender (A gender other than singularly female or male e.g., non-binary, genderfluid, agender, culturally specific gender)							
Questioning							
Transgender							
Client Doesn't Know/Client Refused							
Data Not Collected							
Subtotal							

Q11. Age

From HMIS Data entry - contained in CSV extract

	Total	Without	With Children	With Only	Unknown
Under 5					
5-12					
13-17					
18-24					
25-34					
35-44					
45-54					
55-61					
62+					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

Q12. Race & Ethnicity

From HMIS Data entry - contained in CSV extract

12a. Race

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White					
Black, African American, or African					
Asian or Asian American					
American Indian, Alaska Native, or Native Hawaiian or Pacific Islander					
Multiple Races					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

12b. Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latin(a)(o)(x)					
Hispanic/Latin(a)(o)(x)					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

Q13. Physical and Mental Health Conditions

From HMIS Data entry - contained in CSV extract

13a1. Physical and Mental Health Conditions at Start

	Total Persons	Without Children	Adults In HH With Children and Adults	Children In HH With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem						
Alcohol Use Disorder						
Drug Use Disorder						
Both Alcohol and Drug Us Disorders						
Chronic Health Condition						
HIV/AIDS						
Developmental Disability						
Physical Disability						

13b1. Physical and Mental Health Conditions at Exit

	Total Persons	Without Children	Adults In HH With Children and Adults	Children In HH With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem						
Alcohol Use Disorder						
Drug Use Disorder						
Both Alcohol and Drug Us Disorders						
Chronic Health Condition						
HIV/AIDS						
Developmental Disability						
Physical Disability						

13c1. Physical and Mental Health Conditions for Stayers

	Total Persons	Without Children	Adults In HH With Children and Adults	Children In HH With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem						
Alcohol Use Disorder						
Drug Use Disorder						
Both Alcohol and Drug Us Disorders						
Chronic Health Condition						
HIV/AIDS						
Developmental Disability						
Physical Disability						

Q14. Domestic Violence

From HMIS Data entry - contained in CSV extract

14a. Domestic Violence History

<i>CoC– HMIS data</i>	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes					
No					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

14b. Persons Fleeing Domestic Violence

<i>CoC– HMIS data</i>	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes					
No					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					

Q15. Living Situation

From HMIS Data entry - contained in CSV extract

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, RHY funded Host Home shelter					
Transitional housing for homeless persons (including homeless youth)					
Place not meant for habitation					
Safe Haven					
Host Home (non-crisis)					
Subtotal					
Institutional Settings					
Psychiatric hospital or other psychiatric facility					
Substance abuse treatment facility or detox center					
Hospital or other residential non-psychiatric medical facility					
Jail, prison or juvenile detention facility					
Foster care home or foster care group home					
Long-term care facility or nursing home					
Residential project or halfway house with no homeless criteria					
Subtotal					
Other Locations					
Permanent housing (other than RRH) for formerly homeless persons					
Owned by client, no ongoing housing subsidy					
Owned by client, with ongoing housing subsidy					
Rental by client, with RRH or equivalent subsidy					
Rental by client with HCV voucher (tenant or project based)					
Rental by client in a public housing unit					
Rental by client, no ongoing housing subsidy					
Rental by client, with VASH housing subsidy					
Rental by client with GPD TIP housing subsidy					
Rental by client, with other ongoing housing subsidy					
Hotel or motel paid for without emergency shelter voucher					
Staying or living in a friend's room, apartment or house					
Staying or living in a family member's room, apartment or house					
Client Doesn't Know/Client Refused					
Data Not Collected					
Subtotal					
TOTAL					

Q16. Cash Income - Ranges

From HMIS Data entry - contained in CSV extract

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
No Income			
\$1 - \$150			
\$151 - \$250			
\$251 - \$500			
\$501 - \$1,000			
\$1,001 - \$1,500			
\$1,501 - \$2,000			
\$2,001+			
Client Doesn't Know/Client Refused			
Data Not Collected			
Number of adult stayers not yet required to have an annual assessment			
Number of adult stayers without required annual assessment			
Total Adults			

Q17. Cash Income - Sources

From HMIS Data entry - contained in CSV extract

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income			
Unemployment Insurance			
Supplemental Security Income (SSI)			
Social Security Disability Insurance (SSDI)			
VA Service – Connected Disability Compensation			
VA Non-Service-Connected Disability Pension			
Private Disability Insurance			
Worker's Compensation			
Temporary Assistance for Needy Families (TANF)			
General Assistance (GA)			
Retirement Income from Social Security			
Pension or retirement income from a former job			
Child Support			
Alimony and other spousal support			
Other Source			
Adults with Income Information at Start and Annual Assessment/Exit			

Q19b. Disabling Conditions and Income for Adults at Exit

From HMIS Data entry - contained in CSV extract

There are 13 Columns in this table one for each Household Classification as indicated below

Disabling Condition	Adults in HH Without Children (AO) Adults in HH With Children (AC) Unknown HH Types (UK)			
	Adult with Disabling Condition	Adult without Disabling Condition	Total Adults	% with Disabling Condition by Source
Earned Income				
Supplemental Security Income (SSI)				
Social Security Disability Insurance (SSDI)				
VA Service-Connected Disability Compensation				
Private Disability Insurance				
Worker's Compensation				
Temporary Assistance for Needy Families (TANF)				
Retirement Income from Social Security				
Pension or retirement income from a former job				
Child Support				
Other source				
No Sources				
Unduplicated Total Adults				

Q20. Non-Cash Benefits

From HMIS Data entry - contained in CSV extract

20a. Type of Non-Cash Benefit Sources

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)			
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)			
TANF Child Care Services			
TANF Transportation Services			
Other TANF-Funded Services			
Other Source			

Q21. Health Insurance

From HMIS Data entry - contained in CSV extract

	At Start	At Annual Assessment for Stayers	At Exit for Leavers
MEDICAID			
MEDICARE			
State Children's Health Insurance Program			
Veteran's Administration (VA) Medical Services			
Employer Provided Health Insurance			
Health Insurance through COBRA			
Private Pay Health Insurance			
State Health Insurance for Adults			
Indian Health Services Program			
Other			
No Health Insurance			
Client Doesn't Know/Client Refused			
Data not Collected			
Number of Stayers not yet Required To Have an Annual Assessment			
1 Source of Health Insurance			
More than 1 Source of Health Insurance			

Q22. Length of Participation

From HMIS Data entry - contained in CSV extract

Q22a2. Length of Participation—CoC projects

	Total	Leavers	Stayers
0 to 7 days			
8 to 14 days			
15 to 21 days			
22 to 30 days			
31 to 60 days			
61 to 90 days			
91 to 180 days			
181 to 365 days			
366 to 730 Days (1-2 Yrs)			
731 to 1,095 Days (2-3 Yrs)			
1,096 to 1,460 Days (3-4 Yrs)			
1,461 to 1,825 Days (4-5 Yrs)			
More than 1,825 Days (> 5 Yrs)			
Data Not Collected			
Total			

Q22c: Length of Time between Project Start Date and Housing Move-in Date

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less					
8 to 14 days					
15 to 21 days					
22 to 30 days					
31 to 60 days					
61 to 180 days					
181 to 365 days					
366 to 730 days (1-2 Yrs)					
Total (persons moved into housing)					
Average length of time to housing					
Persons who were exited without move-in					
Total persons					

Q22d. Length of Participation by Household Type

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less					
8 to 14 days					
15 to 21 days					
22 to 30 days					
31 to 60 days					
61 to 180 days					
181 to 365 days					
366 to 730 days (1-2 Yrs)					
731 to 1,095 days (2-3 Yrs)					
1,096 to 1,460 days (3-4 Yrs)					
1,461 to 1,825 days (4-5 Yrs)					
More than 1,825 days (> 5 Yrs)					
Data not collected					
Total persons					

Q22e. Length of Time Homeless Prior to Housing - Based on 3.917 Date Homelessness Started

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less					
8 to 14 days					
15 to 21 days					
22 to 30 days					
31 to 60 days					
61 to 180 days					
181 to 365 days					
366 to 730 days (1-2 Yrs)					
731 days or more					
Total (persons moved into housing)					
Not yet moved into housing					
Data not collected					
Total persons					

Q23c. Exit Destination

From HMIS Data entry - contained in CSV extract

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH					
Owned by client, no ongoing housing subsidy					
Owned by client, with ongoing housing subsidy					
Rental by client, no ongoing housing subsidy					
Rental by client, with VASH housing subsidy					
Rental by client, with GPD TIP housing subsidy					
Rental by client, with other ongoing housing subsidy					
Permanent housing (other than RRH) for formerly homeless persons					
Staying or living with family, permanent tenure					
Staying or living with friends, permanent tenure					
Rental by client, with RRH or equivalent subsidy					
Rental by client, with HCV voucher (tenant or project based)					
Rental by client in a public housing unit					
Subtotal					
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, RHY-funded Host Home shelter					
Moved from one HOPWA funded project to HOPWA TH					
Transitional housing for homeless persons (including homeless youth)					
Staying or living with family, temporary tenure (e.g. room, apartment or house)					
Staying or living with friends, temporary tenure (e.g. room, apartment or house)					
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)					
Safe Haven					
Hotel or motel paid for without emergency shelter voucher					
Host Home (non-crisis)					
Subtotal					
Institutional Settings					
Foster care home or group foster care home					
Psychiatric hospital or other psychiatric facility					
Substance abuse treatment facility or detox center					
Hospital or other residential non-psychiatric medical facility					
Jail, prison, or juvenile detention facility					
Long-term care facility or nursing home					
Subtotal					
Other Destinations					
Residential project or halfway house with no homeless criteria					
Deceased					
Other					
Client Doesn't Know/Client Refused					
Data Not Collected (no exit interview completed)					
Subtotal					
Total					
Total persons exiting to positive housing destinations					
Total persons whose destinations excluded them from the calculation					
Percentage					

Q24. Homelessness Prevention Housing Assessment at Exit

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Able to maintain the housing they had at project start-- Without a subsidy					
Able to maintain the housing they had at project start-- With the subsidy they had at project start					
Able to maintain the housing they had at project start-- With an on-going subsidy acquired since project start					
Able to maintain the housing they had at project start-- Only with financial assistance other than a subsidy					
Moved to new housing unit--With on-going subsidy					
Moved to new housing unit--Without an on-going					
Moved in with family/friends on a temporary basis					
Moved in with family/friends on a permanent basis					
Moved to a transitional or temporary housing facility or program					
Client became homeless – moving to a shelter or other place unfit for human habitation					
Client went to jail/prison					
Client died					
Client doesn't know/Client refused					
Data not collected (no exit interview completed)					
Total					

Q25. Veterans Questions

From HMIS Data entry - contained in CSV extract

25a. Number of Veterans

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran				
Non-Chronically Homeless Veteran				
Not a Veteran				
Client Doesn't Know/Client Refused				
Data Not Collected				
Total				

Q26. Chronically Homeless Questions

From HMIS Data entry - contained in CSV extract

Q26b. Number of Chronically Homeless Persons by Household

From HMIS Data entry - contained in CSV extract

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless					
Not Chronically Homeless					
Client Doesn't Know/Client Refused					
Data Not Collected					
Total					