Emergency Solutions Grants Program (ESG) HMIS Program Manual

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Revision History

March 2015	First Release
December 2016	Second release; version update to align with 2014 HMIS Data Standards V5 documents.

Introduction

The *Emergency Solutions Grants Program (ESG) HMIS Manual* is intended to support data collection and reporting efforts of Homeless Management Information System (HMIS) Lead Agencies and ESG recipients and subrecipients. This manual provides information on HMIS project setup and data collection guidance specific to the ESG Program.

This document is not a replacement for any specific program guidance, requirements, regulations, notices, and training materials on the ESG Program. This manual only addresses the use of HMIS for ESG.

Additional Resources

- **ESG Program**: Guidance about the ESG Program and its requirements can be found on-line at the HUD Exchange on the ESG Program page.

- **Ask A Question**: To ask a question about any ESG Program HMIS requirement go to the Ask A Question section of the HUD Exchange. Please be sure to select "HMIS" for your question under "My Question is Related To." HUD and ESG program staff are working together to answer questions that come in on Ask A Question related to ESG and HMIS.

- **HMIS**: There are a variety of documents available on the HUD Exchange HMIS page that comprise the suite of HMIS Data Standard resources, which are highlighted in the table below. **All HMIS Data Standard-related documents updated and released in the Fall of 2016 are labeled Version 5 – to support version control at all levels of use.** Each of the documents has a specific purpose and intended audience. The HMIS Lead should be familiar with all of the documents and collectively use them as their HMIS reference materials along with specific materials provided by the software vendor.

Manual Name & Link	Intended Audience	Contents
HMIS Data Standards Dictionary	HMIS Vendors & HMIS Lead Agencies	The dictionary provides the detailed information required for system programming on all HMIS element and response required to be included in HMIS software. It delineates data collection requirements, system logic, and contains the XML and CSV tables and numbers. The dictionary also includes critical information about data collection stages, federal partner data collection required elements, and metadata data elements.
HMIS Data Standards Manual	HMIS Lead Agencies & HMIS Users	The manual provides a review of all of the Universal Data Elements and Program Descriptor Data Elements. It contains information on data collection requirements, instructions for data collection, and descriptions that the HMIS User will find as a reference.
HMIS Project Descriptor Data Elements Manual	HMIS Lead Agencies	The Project Descriptor Manual is designed to provide specific information about the Project Descriptors required to be set-up in the HMIS by the HMIS Lead Agency.

HMIS Project Setup Steps

It is important to be sure that communities understand the difference between a **program** and a **project** because they have distinct meanings in this context.   A program is the source of funding that the organization is receiving to run its project (e.g., ESG Program funding for ABC Emergency Shelter project).   For data collection and reporting purposes, HUD and its federal partners refer to categories of funding within a program as **components**.

1.   Identify Projects for Inclusion in HMIS

Identify all the **projects** within the HMIS implementation that receive ESG funding. For example, if the ESG recipient is a county that funds two subrecipients, Nonprofit A with Emergency Shelter funds and Nonprofit B with Rapid Re-Housing funds, then that local HMIS implementation has two projects: Nonprofit A Emergency Shelter and Nonprofit B Rapid Re-Housing.

2.   Identify Funding Components for each Project

Identify the **component** for each project funded by the ESG recipient (a local jurisdiction: city, county or state). The ESG Program includes four eligible components:

- Activities under the ESG **Street Outreach** component are designed to meet the immediate needs of unsheltered homeless persons by connecting them with Emergency Shelter, housing and/or emergency health services.

- Activities under the ESG **Emergency Shelter** component include three distinct activity types which may be funded by ESG for an Emergency Shelter:
    - *Shelter Operations* are funds provided for a shelter's basic operating costs (e.g., maintenance, rent, utilities, food, etc.) or for hotel/motel vouchers when no appropriate shelter is available.
    - *Essential Services* are funds provided for a variety of direct services to homeless persons in the emergency shelter.
    - *Renovations* are funds provided for the rehabilitation of a shelter or the conversion of a building into an emergency shelter.

- The **Homelessness Prevention** component of ESG funds short- and/or medium-term rental assistance and housing relocation and stabilization services (financial assistance and service costs) designed to prevent an at-risk individual or family from moving into an emergency shelter or living in a place not meant for human habitation.

- The **Rapid Re-Housing** component of ESG funds short- and/or medium-term rental assistance and housing relocation and stabilization services (financial assistance and service costs)

designed to quickly move homeless individuals and families from emergency shelter or places not meant for human habitation into permanent housing.

Following the example above, Nonprofit A receives funding under the Emergency Shelter component and Nonprofit B receives funding under the Rapid Re-Housing component.

3. Set Up Projects in HMIS

One of the most critical steps in accurate data collection and reporting is ensuring that a project is set up properly in an HMIS. Incorrect project setup will jeopardize recipients' ability to produce accurate, reliable reports.

HMIS System Administrators should follow the procedures established for their particular HMIS when setting up projects in the HMIS. These setup procedures must include, at a minimum, that:

1. the HMIS includes **project descriptor** information for all ESG projects participating in HMIS; and

2. the HMIS Lead, in consultation with the CoC, review project descriptor data at least once annually and update that data as needed.

The following are required Project Descriptor Data Elements:

- **Organizational Identifiers (2.1)** – The name of the agency/organization (i.e., recipient or subrecipient) receiving ESG funding and providing the direct services must be entered. An identification number will be generated by the HMIS. There should be a single record in HMIS for each agency/organization, regardless of how many projects they operate. The organization identified here should be the organization operating the project, and not the ESG recipient, if the ESG recipient is not operating the project directly.

- **Project Identifiers (2.2)** – A Project ID must be assigned to each project via a system generated number or code. Each project must receive a distinct identifier that is consistently associated with that project. The name of the project receiving ESG funding and providing the direct service must also be entered or identified with the ESG-specific project (e.g., Shelter Name XYZ). HMIS administrators should note that often the name of the project on the grant agreement is not the same as the name the project is called by the organization and/or the common name in the community and often not the same name as is used on the Housing Inventory Chart (HIC). System administrators should maintain mapping information to correlate grant names, HIC names, and common names with the project identifiers either within the HMIS itself or separately.

- **Continuum of Care (CoC) Code (2.3)** – Select the CoC code based on the location of the project. For example, if the project operates in City X, which is part of a CoC consolidated application, select the CoC Code that would be used for the CoC application, regardless of the jurisdiction providing the funding. Refer to the CoC-Con Plan Jurisdiction and ESG Recipient Crosswalk to determine which CoC claimed the geography of the location of the project.

- **Project Type (2.4)** - Select only one project type for each project in the HMIS--no single project within an HMIS may have two project types. Recipients or subrecipients that have ESG funding for multiple components falling under separate project types must have separate projects set up in HMIS for each project type. For instance, Nonprofit C receives a grant award from the City to fund both RRH and Homelessness Prevention. Nonprofit C must set up a RRH project AND a separate Homelessness Prevention project in the HMIS.

- The **Continuum Project** field under Project Type (2.4) should be answered 'Yes' for all ESG-funded projects listed below. Appropriate project types will be critical to the CoC's ability to produce System Performance Measures. ESG project types should be set up as follows:

ESG Program Component - Activity	Continuum Project Type
Street Outreach	Street Outreach
Emergency Shelter – Shelter Operations	Emergency Shelter Day Shelter* Transitional Housing**
Emergency Shelter – Essential Services	Emergency Shelter Day Shelter* Transitional Housing**
Emergency Shelter - Renovations	Emergency Shelter Day Shelter* Transitional Housing**
Homelessness Prevention	Homelessness Prevention
Rapid Re-Housing	PH: Rapid Re-Housing

*Project Type: Day Shelter – Projects that receive ESG funding under the Emergency Shelter component where the activity is carried out in a Day Shelter should select Project Type: Day Shelter instead of Emergency Shelter. Day Shelters are defined as projects that offer daytime facilities and services (no lodging) for persons who are homeless. All Day Shelter projects are required to collect data and report outcomes like those of any Entry/Exit Shelter

**Project Type: Transitional Housing – There are some Transitional Housing projects that were funded under the Emergency Shelter Grants program in FY 2010, which are "grandfathered" into ESG funding. In such cases, accomplishments for these projects will be reported under "Emergency Shelter" for the Consolidated Annual Performance Evaluation Report (CAPER) but must continue to be identified within the HMIS as Project Type: Transitional Housing.

- **Special ESG notes on Project Type:**

  o Projects funded by ESG may receive ESG **funding from multiple jurisdictions** (e.g., an award from a State and another award from a City). In such cases the following rules apply:

    1. Projects funded under Street Outreach, Homelessness Prevention or Rapid Re-Housing which receive an ESG award from more than one jurisdiction <u>must create separate</u>

<u>projects</u> within an HMIS for the separate grant sources (e.g., City-funded RRH and State-funded RRH) in order to distinguish clients for reporting purposes.

2. A single project which receives an ESG: Emergency Shelter award from more than one jurisdiction <u>does not need to separate its clients into two separate projects</u> within the HMIS. Each distinct Emergency Shelter, Day Shelter, or Transitional Housing project may combine all of their clients in one project within the HMIS. For example: Shelter XYZ receives City and State ESG funding. The shelter is set up in HMIS as one shelter, and there is no need to distinguish between which client was served with each ESG funding source. HUD understands that this will cause the individual served in the emergency shelter to be counted in both the state and the city CAPERs.

o Projects funded by ESG may also receive funding from non-ESG sources. If a recipient's Street Outreach, Homelessness Prevention, or Rapid Re-Housing project has other funding that is contributed to the same overall program that meets ESG requirements (i.e., those non-ESG funds would be eligible as match), then it is appropriate to set up one HMIS project to include persons served by that non-ESG funding source and report those persons served on the CAPER. For example, if the provider has an RRH project that meets all ESG requirements and uses ESG to pay for rental assistance and funds from a foundation to pay for case management/support services (eligible as match), all persons would be included in the HMIS RRH project and reported in the CAPER- even those persons not assisted with ESG rental assistance. However, if the RRH project includes non-ESG funds that are not administered in accordance with ESG requirements (i.e., funds that would not be eligible as match), then persons assisted with only those non-ESG RRH funds must not be included in the HMIS RRH project or reported on the CAPER.

o **Project Type: Services Only** – For ESG-funded projects, only legal services providers may be set up in HMIS (or their comparable database) with a project type of 'Services Only.' In the event that the legal services provider receives funding from multiple sources, a separate project must be set up for clients receiving services funded under ESG such that reporting includes only clients served with ESG funds.

In all other cases, essential services funded under the Emergency Shelter component of ESG must be categorized under the Emergency Shelter, Day Shelter or Transitional Housing project type, as applicable.

Additional note: Whether using ESG funds for shelter operations, essential services, and/or renovation, ESG recipients are required to report in the CAPER the number of <u>all</u> persons served in ESG-funded Emergency Shelter, Day Shelter and grandfathered Transitional Housing projects. Because the CAPER does not require a breakdown of the number of participants who received essential services and those who only utilized a bed during their stay at the shelter, there is no need or way to distinguish between eligible ESG Emergency Shelter activities (i.e., essential services, shelter operations, or renovation) in HMIS. For these reasons, essential services should <u>not</u> be set up as a "Services Only" project type in HMIS.

o **Comparable Database (Victim Services Providers or Legal Services Providers (if applicable))** Projects funded under ESG where the subrecipient is a victim services provider may not

enter client-level data into an HMIS; instead, they must use a comparable database to collect client-level data over time and generate unduplicated aggregate reports based on that data. Legal services providers are not prohibited from entering client-level data into an HMIS as victim services providers are, but if they have concerns about client confidentiality, the CoC may allow them to use a comparable database.

- A comparable database must be compliant with HMIS Data Standards for all required Project Descriptor, Universal, and Program-Specific data elements for any project as identified in this manual and in the HMIS Data Dictionary, as well as all HUD-defined standards for security, privacy, software functionality, and data quality.
- Projects must enter client-level data; entry of aggregate data is not sufficient.
- ESG-funded providers using a comparable database must follow the same HMIS project typing rules as noted in this manual for each ESG-funded component they carry out.
- Client data entered into a comparable database by victim services providers must not be entered directly into or provided to an HMIS.

- **Method for Tracking Emergency Shelter Utilization (2.5)** – The Entry/Exit method should be used for all ESG-funded emergency shelters unless:
  o The shelter serves a large number of clients on a nightly basis;
  o Clients are permitted to spend nights at the shelter on an irregular basis; and
  o There is a high degree of client turnover;

  ESG-funded shelters that meet the criteria above may be set up in HMIS to use the Night-by-Night method[1] to track emergency shelter utilization. Due to the different nature of these projects, shelters that meet the criteria for using the Night-by-Night method also have different data collection requirements, as detailed in the Special Data Collection Instructions section starting on page 10 below. Once the Method for Tracking Emergency Shelter Utilization has been identified and selected in the HMIS, it should not change. Altering this element will significantly impact project level reporting as well as system level performance reporting.

  Regardless of the method used to track emergency shelter utilization, it must be possible to determine who and how many people were served by any ESG-funded shelter for any given night based on HMIS data. Please see the HMIS Project Descriptor Data Elements Manual for additional information.
- **Federal Partner Funding Sources (2.6)** – Projects funded in whole or in part by ESG are to be identified based on the ESG component type. Select the appropriate ESG component for each project:

  o **HUD: ESG – Emergency Shelter (operating and/or essential services)**

    - Projects that receive renovation funding from ESG are to be listed under **HUD: ESG Emergency Shelter (operating and/or essential services)**. These projects are expected to report on all persons sheltered in the facility that was renovated just like projects which receive ESG funding for shelter operations and/or essential services.

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[1] While ESG permits the use of the Night-by-Night method for shelters which meet specific criteria, this is not true of all federal funders. Regardless of the nature of the shelter operation, projects receiving HOPWA Short Term Housing, HOPWA Hotel/Motel, RHY Basic Center Program, or VA Contract Emergency Residential Services funding MUST be set up to use the Entry/Exit method.

- If a project receives ESG Program funding through multiple grants (e.g. funding for both operating or essential services and renovation funding), it should be set up as a single project in HMIS, as long as both funding sources (grant identifiers) are associated with that project and the client population is identical.

  - Projects that received ESG funding for shelter operations or essential services and are "grandfathered" Transitional Housing projects must select **HUD: ESG-Emergency Shelter** as the funding source.

    o **HUD: ESG – Homelessness Prevention**

    o **HUD: ESG – Rapid Re-Housing**

    o **HUD: ESG – Street Outreach**

  Enter a grant identifier for each ESG grant that the project receives along with the grant start and end dates.

- **Bed and Unit Inventory Information (2.7)** – projects which provide lodging (Emergency Shelters, Transitional Housing, and Rapid Re-Housing) must complete the bed and unit inventory information on all residential projects funded through ESG. This information should match the information provided by the CoC for the HIC. The bed and unit information in HMIS is based on the number and type of beds in the entire project, which may be more beds/units than are funded under ESG.

  Note: The CAPER is consistent with HMIS in that it requires recipients to report on all beds in ESG-funded emergency shelters; HUD does not require emergency shelters to track each bed by funding source. The CAPER does not require recipients to report on bed/unit information for Rapid Re-Housing. However, when reporting in their CAPER on the persons served by Rapid Re-Housing, recipients must only count those persons served by Rapid Re-Housing funded by the ESG program.

- **Site Information (2.8)** – Where HMIS is used to generate the HIC, site information should be entered consistent with HIC guidance and the policies of the HMIS implementation.

- **Target Population (2.9)** – Where HMIS is used to generate the HIC, target population should be selected if the project is designed to serve that population and at least three-fourths (75 percent) of the clients served by the project fit the target group descriptor.

Data Collection Requirements

All ESG recipients and subrecipients are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Elements, which are shown below for each program component:

#	Element	ES e/e	ES nbn	Homelessness Prevention	RRH	Street Outreach
4.2	Income and Sources	x		x	x	x
4.3	Non-Cash Benefits	x		x	x	x
4.4	Health Insurance	x		x	x	x

#	Element	ES e/e	ES nbn	Homelessness Prevention	RRH	Street Outreach
4.5	Physical Disability	x	x	x	x	x
4.6	Developmental Disability	x	x	x	x	x
4.7	Chronic Health Condition	x	x	x	x	x
4.8	HIV/AIDS	x	x	x	x	x
4.9	Mental Health Problem	x	x	x	x	x
4.10	Substance Abuse	x	x	x	x	x
4.11	Domestic Violence	x	x	x	x	x
4.12	Contact		x			x
4.13	Date of Engagement		x			x
4.14E	Bed-Night Date		x			
4.17	Residential Move-in Date				x	
4.18	Housing Assessment Disposition	?	?	?	?	?
4.19	Housing Assessment at Exit			x		

Information on the rationale, collection point, subjects, and instructions for each element can be found in the HMIS Data Standards Manual.

Special Data Collection Instructions

System Administrators and HMIS users need to be aware of the following special data collection issues that apply to ESG-funded projects:

Street Outreach

- **Data Collection Challenges:** A street outreach project is likely to encounter difficulty engaging homeless persons.   Street outreach projects may record a project entry with limited information about the client and improve on the accuracy and completeness of client data over time by editing data in an HMIS as they engage the client. The initial entry may be as basic as the project entry date, a "made-up" name (e.g., "Redhat Tenthstreetbridge") that would be identifiable for retrieval by the worker in the system, and gender. However, Street Outreach projects are prohibited from establishing protocols that only require outreach workers to collect minimal client data. Over time, outreach workers must attempt to collect all data required for street outreach projects and edit recorded data for accuracy (e.g., replacing "Redhat" with "Robert") as the worker learns more about the client.

- **De-Duplication of Client Records:** It is possible in a street outreach setting that a single client may be contacted by multiple street outreach workers over a period of time in different locations. Local protocols should be established to determine how coordination among street outreach projects effectively manage the identification and data collection of clients. In a smaller CoC, it may be possible to coordinate street outreach efforts and reduce duplication of client records through case conferences or other efforts to coordinate outreach services. In a larger CoC, client search functionality may be made available in HMIS so that street outreach workers can perform queries or client searches by "made-up" name or alias, or other informal identifier shared with street outreach workers in order to manage the identification of clients. The use of temporary "made-up" names should not be an excuse for excessive de-identified

clients or poor data quality. Street Outreach projects and local HMIS leadership should work together to minimize the use of "made-up" names and attain high data quality.

- **Project entry vs enrollment:** For Street Outreach projects, the project entry date is the date of first contact with the client. The project entry date is a required Universal Data Element that indicates when a client has joined the project; it is not necessarily the same date as project "enrollment" for the PATH Program.

- **Contacts:** A street outreach project is expected to record every contact made with each client in the HMIS. A contact is defined as an interaction between a worker and a client designed to engage the client. Contacts may include activities such as a conversation between the street outreach worker and the client about the client's well-being or needs, an office visit to discuss their housing plan, or a referral to another community service. A contact must be recorded anytime a client is met, including when an engagement date or project entry date is recorded on the same day.

- **Engagements:** Per the HMIS Data Standards and by agreement across all federal partners, an engagement date is the date when an interactive client relationship results in a deliberate client assessment or beginning of a case plan. The date of engagement should be entered into HMIS at the point when the client has been engaged by the outreach worker. This date may be on or after the project entry date and must be prior to project exit. If the client exits without becoming engaged, the engagement date should be left blank. If the client was contacted on the date of engagement, a contact must also be entered for that date.

- **Data Quality:** Reporting to HUD on data quality for street outreach projects is limited to clients with a date of engagement. Therefore, it is important that outreach workers record the engagement date and also review all of the Universal Data Elements and applicable Program Specific Data Elements for completeness and accuracy. The Date of Engagement coincides with the requirement for HMIS data quality, therefore all Universal Data Elements should be entered into HMIS at or before the Date of Engagement.

- **Project Exit:** Project exit represents the end of a client's participation with a project. For street outreach projects, the exit date should coincide with the date that the client is no longer considered to be participating in the project. Reasons to exit a client include:

  o The client has entered another project type (e.g., TH, PSH) or otherwise found housing;
  o The client is engaged with another outreach worker or project;
  o The client is deceased;
  o The outreach worker has been unable to locate the client for an extended period of time and there are no recorded contacts.

Emergency Shelter

- **Night-by-Night (NBN) shelters:**

  o **Night-by-Night** shelters should be set up to collect all data required for Emergency Shelters. However, HUD understands that often NBN shelters are not able to collect exit data. Persons who leave/disappear without completing an exit interview are to be recorded with an exit destination as: No exit interview completed.

- o **Contacts**: NBN shelters must record contacts they have with each person served. A contact is defined as an interaction between a worker and a client designed to engage the client. Contacts may include activities such as a conversation between the shelter worker and the client about the client's well-being or needs, an office visit to discuss their housing plan, or a referral to another community service. A contact must be recorded anytime a client is met, including when an engagement date or project entry date is recorded on the same day.

  - o **Engagements:** NBN shelters are required to record engagements. Per the HMIS Data Standards and by agreement across all federal partners, an engagement date is the date when an interactive client relationship results in a deliberate client assessment or beginning of a case plan. The date of engagement should be entered into HMIS at the point when the client has been engaged by the shelter worker. This date may be on or after the project entry date and must be prior to project exit. If the client exits without becoming engaged the engagement date should be left blank. If the client was contacted on the date of engagement, a contact must also be entered for that date.

- **Day Shelters**: Data collection and performance measurement for Day Shelter and Entry/Exit Shelters are the same, so no other changes in setup or for data collection are required. Follow the visibility requirements for Entry/Exit Shelters in this document when setting up Day Shelters.

- **Annual Assessment:** Data collection must include an annual assessment for all persons being served in a project one year or more.

Homelessness Prevention

- Homelessness Prevention and Rapid Re-Housing must be set up as two separate projects in an HMIS. They must not be combined into one project.

- Recipients and subrecipients are not required to maintain financial assistance payment information within an HMIS. Recipients or subrecipients may elect to maintain financial assistance as part of a case management record within the HMIS if the software allows for that type of data collection. However, HUD expects that recipients will use other recipient and subrecipient financial records rather than HMIS for financial reporting in the CAPER.

- Recipients or subrecipients must re-evaluate and update information on Homelessness Prevention clients once every 3 months. Information required to be updated in the HMIS, if changes have occurred, include: 4.2 (Income and Sources); 4.3 (Non-Cash Benefits); and 4.4 (Health Insurance).

- In addition to the Universal Data Element – 3.12 (Destination), Homelessness Prevention projects must also collect 4.19 (Housing Assessment at Exit) information to more accurately reflect the housing situation of clients at exit.

Rapid Re-Housing

- Rapid Re-Housing assistance usually begins prior to the client entering housing. Depending on the HMIS setup, data collection may occur in one of two ways:

  - o Method 1: Identifying Residential Move-In Date

    1. The Project Entry Date is the date the person eligible for ESG Rapid Re-Housing assistance is admitted to the project, even only in initial stage of engagement. Rapid Re-Housing is the only residential program that allows the project entry date to be earlier than the client's move in date.

2. At project entry, record the Universal Data Elements and any other information required at project entry.

3. When the client moves into permanent housing, enter the date the household physically moved into the housing unit in the Residential Move-In Date (4.17) field.

Note: In this method, the HMIS must be programmed to exclude from all Point-In-Time (PIT) or residential services counts all persons *without* a Residential Move-In Date (4.17).

o Method 2: Using a pre-entry project (using a project type of Services Only)

1. Reporting <u>must be able</u> to link data in the services-only project to data in the RRH project in a manner that accurately reflects the entire RRH period of service.

2. Data element 2.4 Project Type could be utilized for this purpose by specifying that the Services Only project is affiliated with the RRH project.

3. Any HMIS standard export of data must combine data from separate enrollments into a single RRH enrollment.

4. Reporting or export of project entry data should be based solely on data collected at the first project entry.

5. Reporting or export of exit data must be: based on exit data from the first enrollment for clients who are not in permanent housing at the time of exit; or based on the second exit for clients who do move in to permanent housing.

6. For clients who move into permanent housing, exit data from the first project and entry data from the second should either be excluded from reporting/export or identified with a data collection point of 'Project update'.

Note: In this method, the HMIS must exclude all pre-entry project clients from all PIT or residential services counts. The Residential Move-In Date (4.17) is equal to the Project Entry Date (3.10) of the Rapid Re-Housing residential project.

- Recipients or subrecipients must re-evaluate and update information on Rapid Re-Housing clients once annually. Information required to be updated in the HMIS includes: 4.2 (Income and Sources); 4.3 (Non-Cash Benefits); and 4.4 (Health Insurance).

ESG Reporting

- ESG recipients must report aggregated ESG Program report information at the subrecipient level, using the [ESG-CAPER Annual Reporting Tool (eCart)](#).
- eCart is a Microsoft Excel spreadsheet that is configured to load report level, aggregate information from an HMIS and produce all statistical information required by HUD on program participants served in ESG-funded projects. ESG recipients must obtain data from their subrecipients through a special Comma Separated Value (CSV) export, which the recipients then use to populate the eCart tool for submission to HUD. The information in eCart replaces all data previously collected on screen CR-65. Recipients must attach the eCart to their CAPER submission in the eCon Planning Suite to fulfill the requirement and are no longer required to enter the data manually onto screen CR-65.

Questions/Tables for ESG Reporting

CAPER Question Number	CSV File Name	Question Name	ES & TH	Street Outreach	RRH	Prevention
Q4a	Q4a.csv	Project Identifiers in HMIS	x	x	x	x
Q5a	Q5a.csv	HMIS or Comparable Database Data Quality	x	*	x	x
Q6a	Q6a.csv	Report Validations Table	x	x	x	x
Q6b	Q6b.csv	Number of Persons Served	x	x	x	x
Q7a	Q7a.csv	Number of Households Served	x	x	x	x
Q7b	Q7b.csv	Point-in-Time Count of Households on the Last Wednesday	x	x	x	x
Q9a	Q9a.csv	Number of Persons Contacted	**	x		
Q9b	Q9b.csv	Number of Persons Engaged	**	x		
Q10a	Q10a.csv	Gender of Adults	x	x	x	x
Q10b	Q10b.csv	Gender of Children	x	x	x	x
Q10c	Q10c.csv	Gender of Persons Missing Age Information	x	x	x	x
Q10d	Q10d.csv	Gender by Age Ranges	x	x	x	x
Q11	Q11.csv	Age	x	x	x	x
Q12a	Q12a.csv	Race	x	x	x	x
Q12b	Q12b.csv	Ethnicity	x	x	x	x
Q13a1	Q13a1.csv	Physical and Mental Health Conditions at Entry	x	x	x	x
Q13b1	Q13b1.csv	Physical and Mental Health Conditions at Exit	x	x	x	x
Q13c1	Q13c1.csv	Physical and Mental Health Conditions for Stayers	x	x	x	x
Q14a	Q14a.csv	Persons with Domestic Violence History	x	x	x	x
Q14b	Q14b.csv	Persons Fleeing Domestic Violence	x	x	x	x
Q15	Q15.csv	Residence Prior to Project Entry	x	x	x	x
Q20a	Q20a.csv	Type of Non-Cash Benefit Sources	x	x	x	x
Q21	Q21.csv	Health Insurance	x	x	x	x
Q22a2	Q22a2.csv	Length of Participation – ESG Projects	x	x	x	x
Q22c	Q22c.csv	RRH Length of Time between Project Entry Date and Residential Move-in Date			x	
Q22d	Q22d.csv	Length of Participation by Household Type	x	x	x	x
Q23	Q23.csv	Exit Destination–More Than 90 Days			x	

CAPER Question Number	CSV File Name	Question Name	ES & TH	Street Outreach	RRH	Prevention
Q23a	Q23a.csv	Exit Destination–All Persons (All project types except RRH)	x	x		x
Q23b	Q23b.csv	Homelessness Prevention Housing Assessment at Exit				x
Q24	Q24.csv	Exit Destination–90 Days or Less			x	
Q25a	Q25a.csv	Number of Veterans	x	x	x	x
Q26b	Q26b.csv	Number of Chronically Homeless Persons by Household	x	x	x	x

* Data quality for street outreach does not begin to be reported until the client is engaged and an engagement date is reported.

** Data only collected and reported for night-by-night emergency shelters.