

# HMIS USER GUIDE FOR HUD ESG PROJECTS

---

Emergency Shelter (ES) | Street Outreach (SO)

## Contents

Quick Reference Guide .....	2
Data Collection Forms.....	5
Program-Specific Data Elements .....	5
4.12 Current Living Situation .....	5
4.13 Date of Engagement .....	6
Tracking Emergency Shelter Utilization.....	7
Data Entry Workflow Options .....	7
Reporting Guidelines .....	8
Data Quality Reports .....	8
Funder-Required Reports .....	9

## QUICK REFERENCE GUIDE

This section provides simplified instructions for common data entry tasks. Please refer to the [General HMIS Instructions](#) and upcoming sections of this document for further instruction. Your agency may have a project that receives funding from multiple sources for the same project to serve the same clients.

If you are using a single HMIS provider to report out to multiple funders, you will need to complete the data entry and reporting requirements for *each funder*. For detailed instructions, please refer to the [Using one provider for multiple funding sources](#) article found on [MN's HMIS Knowledge Base](#).

### CREATE A NEW CLIENT RECORD

1. Enter **EDA mode** as the correct provider and search for the client's record in **ClientPoint**.
  - a. If entering data for a household, be sure to search for the head of household.
2. Make sure that the client is not already in HMIS by searching for different combinations of their information.
3. If no records match, fill out all of the search prompts and click on **Add New Client With This Information**. Clients that have consented to statewide data sharing should have the word **SHARED** typed in the **Alias** field.
4. When prompted, enter the date of the client's entry into the project and select **Set New Back Date**. If the client entered the project today, select **Current System Date**.
  - a. Click on **Back Date** in the top-right corner of the screen to change the date.
5. Select the **Client Profile** tab and enter any information missing from the **Universal Profile** assessment.
  - a. If a client has agreed to statewide data sharing, enter a **Date of ROI Consent**.
6. If the client is being served with other household members, click on the **Households** tab and either add them to an existing household or start a new household.

ENTER A CLIENT INTO A PROJECT	<ol style="list-style-type: none"> <li>1. Enter <b>EDA mode</b> as the correct provider and open the client's record in <b>ClientPoint</b>.             <ol style="list-style-type: none"> <li>a. If entering data for a household, be sure to search for the head of household.</li> </ol> </li> <li>2. When prompted, enter the date of the client's entry into the project and select <b>Set New Back Date</b>. If the client entered the project today, select <b>Current System Date</b>.             <ol style="list-style-type: none"> <li>a. Click on <b>Back Date</b> in the top-right corner of the screen to change the date.</li> </ol> </li> <li>3. Click on the <b>Entry / Exit</b> tab and select <b>Add Entry / Exit</b>.             <ol style="list-style-type: none"> <li>a. If entering a household, check the box next to each client included in the entry.</li> <li>b. Select <b>HUD</b> from the <b>Type</b> drop-down menu.</li> <li>c. If necessary, adjust the <b>Project Start Date</b>, then select <b>Save &amp; Continue</b>.</li> </ol> </li> <li>4. For each client included in the entry, complete the data elements on the <b>HUD: ESG Entry for ES and SO</b> assessment in the <b>Entry/Exit Data</b> pop-up.             <ol style="list-style-type: none"> <li>a. If entering data for multiple household members, save time by clicking on <b>Add Household Data</b> and completing the <b>Household Data Sharing</b> assessment.</li> </ol> </li> </ol>
UPDATE A CLIENT'S INFORMATION	<p><b>Emergency Shelter Only:</b> All clients that have been served by a project for one year or more must have an annual assessment completed within 30 days of the client's or the head of household's anniversary date.</p> <ol style="list-style-type: none"> <li>1. Enter <b>EDA mode</b> as the correct provider and open the client's record in <b>ClientPoint</b>.</li> <li>2. Click on the <b>Entry/Exit</b> tab, then select the <b>Interims</b> icon for the correct Entry/Exit.</li> <li>3. In the <b>Interim Reviews</b> pop-up, click on <b>Add Interim Review</b>.             <ol style="list-style-type: none"> <li>a. Select <b>Annual Assessment</b> from the <b>Interim Review Type</b> drop-down menu.</li> <li>b. If serving a household, be sure to include all applicable household members in the entry by checking the boxes next to their names.</li> </ol> </li> <li>4. In the <b>Entry/Exit Interim Review</b> pop-up, review the <b>HUD: CoC &amp; ESG Update</b> assessment answers. Update any answers that are no longer correct with the latest accurate information.</li> </ol>
EXIT A CLIENT FROM A PROJECT	<ol style="list-style-type: none"> <li>1. Enter <b>EDA mode</b> as the correct provider and open the client's record in <b>ClientPoint</b>.</li> <li>2. Click on the <b>Entry/Exit</b> tab, then select the <b>edit pencil</b> (in the <b>Exit Date</b> column) next to the correct entry.             <ol style="list-style-type: none"> <li>a. If exiting a household, be sure to include all applicable household members in the exit by checking the boxes next to their names.</li> <li>b. Enter the correct <b>Exit Date</b> and <b>Destination</b>, then click on <b>Save &amp; Continue</b>.</li> </ol> </li> <li>3. Complete the <b>HUD: CoC &amp; ESG Exit</b> assessment for each household member.</li> </ol>

## RUN A REPORT

For more information about HUD ESG Reports, refer to the user guide section **Reporting Guidelines**.

1. Click on **Reports** to open the **Report Dashboard**. Select **ESG CAPER**.
2. Fill out the prompts in the **Report Options** section, then click on **Build Report**.
3. Review sections **6a – 6f** to identify data quality issues.
4. Click on **Download** to get a zip archive containing the CSV files required for submission to Sage.

## DATA COLLECTION FORMS

DATA COLLECTION FORMS FOR HUD ESG PROJECTS CAN BE FOUND BY VISITING THE [FORMS AND INSTRUCTIONS](#) PAGE ON THE MINNESOTA HMIS WEBSITE. THESE FORMS WILL CHANGE AS NEW DATA STANDARDS ARE RELEASED BIANNUALLY ON OCTOBER 1. THERE ARE BOTH PDF AND WORD VERSIONS AVAILABLE FOR DOWNLOAD.

*You are not required to use ICA's data collection forms. Staff responsible for data collection should also be aware that their agency may require them to gather non-HMIS data that is not captured by these forms.*

## PROGRAM-SPECIFIC DATA ELEMENTS

Program Specific Data Elements have been chosen by your funder and are often unique to the types of projects they fund. More information about these data elements can be found in the [HMIS Data Standards Manual](#).

### 4.12 CURRENT LIVING SITUATION

Information Date *	Current Living Situation	Living situation verified by	Is client going to have to leave their current living situation within 14 days?
10/01/2019	Place not meant for habitation (HUD)		

Add Showing 1-1 of 1

**Project Type Applicability:** Street Outreach

**Data Collected About:** Head of Household and Adults

















**Data Collection Point:** Occurrence Point (At the Time of Contact)

**Rationale:** To record each contact with people experiencing homelessness by street outreach and other service projects and to provide information on the number of contacts required to engage the client, as well as to document a current living situation as needed in any applicable project.




**Data Collection Instructions:** Record the date and Current Living Situation of each interaction with a client. The first Current Living Situation will occur at the same point as Project Start Date. A Current Living Situation must be recorded anytime a client is met, including when a Date of Engagement or Project Start Date is recorded on the same day. There may or may not be a Current Living Situation recorded at project exit.

The data element Current Living Situation has several dependent questions, but street outreach projects are required only to record the following:

- **Information Date:** This is the date the interaction took place. In ServicePoint, you will record a **Start Date** that matches the **Information Date**.
- **Current Living Situation:** Select the most accurate option from the list of responses.

Current Living Situation	
Start Date *	10 / 01 / 2019   
End Date	/ /   
<i>Ensure that Information Date matches Start Date above.</i>	
Information Date *	10 / 01 / 2019   
Location details	<input type="text"/> 
Current Living Situation	Place not meant for habitation (HUD)  
If "Other", Specify	<input type="text"/> 
Living situation verified	<input type="text"/>   

#### 4.13 DATE OF ENGAGEMENT

Date of Engagement	10 / 05 / 2019   
--------------------	---

**Project Type Applicability:** Street Outreach

**Data Collected About:** Head of Household and Adults

**Data Collection Point:** Occurrence Point (At the Point of Engagement)

**Rationale:** To record the date the client became 'engaged' in project services after one or more contacts with outreach or night-by-night shelter.

**Data Collection Instructions:** Record the date a client became engaged by a street outreach project or night-by-night emergency shelter in the development of a plan to address their situation. The date on which an interactive client relationship results in a deliberate client assessment or beginning of a case plan.

Only one date of engagement is allowed between project start and exit. This date may be on or after the Project Start Date and if the client becomes engaged, must be on or prior to the Project Exit Date. If the project has not developed this intensive relationship with the client before exit, Date of Engagement should be left blank.

If the client returns after a project exit, a new Project Start Date and a new Date of Engagement is to be established.

## TRACKING EMERGENCY SHELTER UTILIZATION

Emergency Shelter projects receiving HUD ESG funding record client participation using a workflow proscribed by their interactions with clients. For more information, please refer to the [Emergency Solutions Grants Program \(ESG\) HMIS Program Manual](#).

### DATA ENTRY WORKFLOW OPTIONS

---

1. Create an Entry/Exit for each night a client stays in shelter.
  - a. Best for shelters where clients leave every morning, and it is unknown whether they will return that night.
  - b. Uses the ClientPoint module.
2. Create an Entry when client comes into shelter and an Exit when they leave.
  - a. Best for shelters where clients tend to stay for longer periods of time.
  - b. Uses the ClientPoint module.
3. Automatically create Entry/Exits and check clients into a bed.
  - a. Uses the ShelterPoint module.
4. Use the Night-by-Night method.
  - a. Refer to the [HMIS User Guide for HUD ESG Projects \(NbN\)](#) for more information.

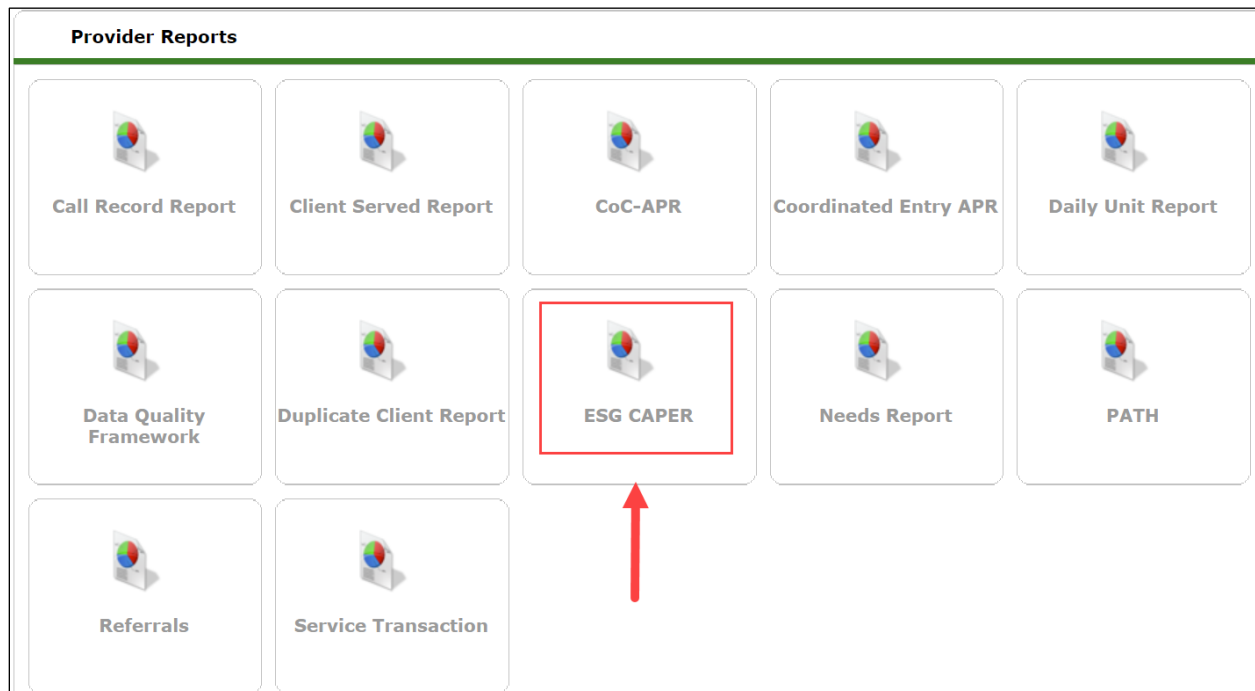
## REPORTING GUIDELINES

This section introduces the data quality and funder-required reports for HUD ESG projects. Users should run data quality reports regularly to ensure that accurate information is being provided to funders and other agencies.

### DATA QUALITY REPORTS

**Name:** ESG CAPER 2019

**Location:** Report Dashboard



**Report Instructions:** Complete these required prompts, then click on *Build Report*. Select *Use Previous Parameters* to load the most recently used prompts.

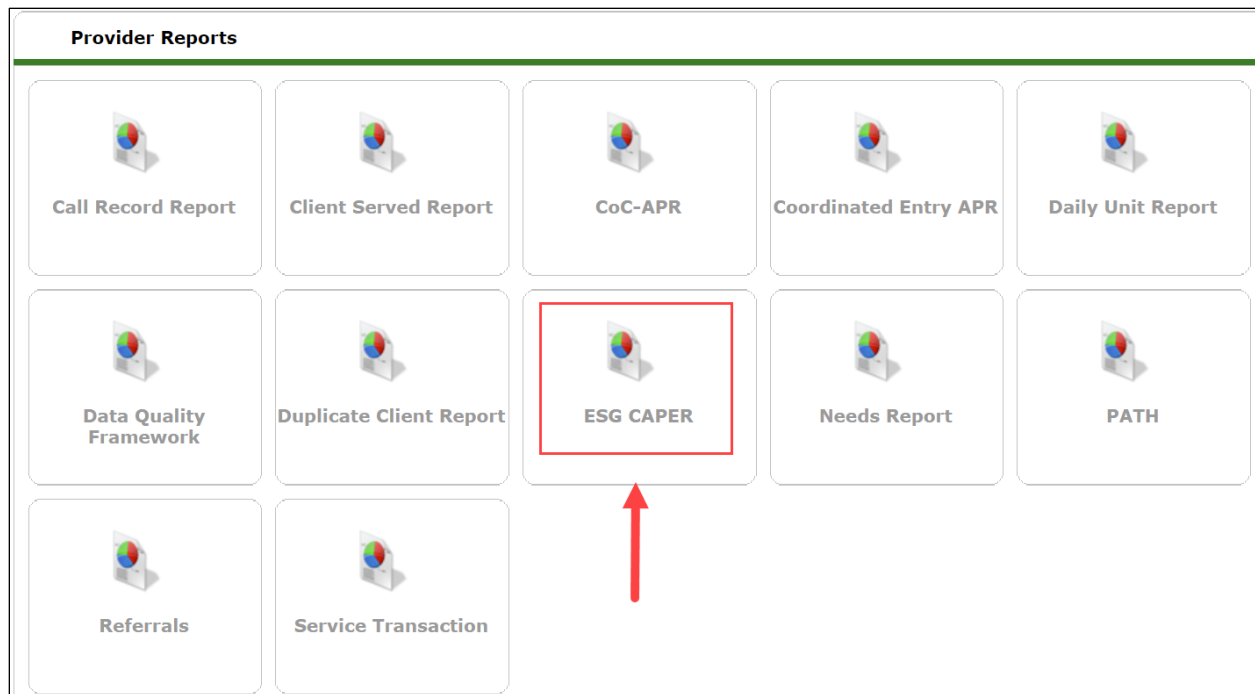
- Provider: Select *Provider* if looking at a single provider's data; select *Reporting Group* if looking at multiple providers' data.
- Provider Type: Select *Search*, then find the provider or reporting group whose data you would like to include in the report.
- Program Date Range: Enter the report's start and end dates.
- Entry/Exit Types: Select *HUD*.



**Data Quality Instructions:** Sections 6a – 6f of the CAPER are focused on data quality. To view client records flagged as containing an error, click on the blue number in the desired cell.

## FUNDER-REQUIRED REPORTS

**Location:** Report Dashboard



**Required Prompts:** Provider, Program Date Range, Entry/Exit Types

**Submission Frequency:** Annually, within 90 days of grant year-end (unless otherwise specified by your funder).

**Submission Instructions:** Beginning in October 2017, ESG recipients should upload their CAPERs to the Sage HMIS Reporting Repository (Sage). ESG sub-recipients will be sent a hyperlink by their grantees that they can use to submit their own CAPERs to Sage.

- ESG grantees are responsible for communicating report due dates to sub-grantees.
- Review the **ESG CAPER instructions** from MN's HMIS Knowledge Base for detailed information on where to find the report and how to run this report. It also includes tips on analyzing the report's content, and guidance for submitting the CAPER to your ESG grantee.