

ESG Program HMIS Manual - HP

Introduction:

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

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

Please note that this manual contains **excerpts only** from the full HUD ESG Program HMIS Manual. For more information, please click [here](#) to access the complete [2021 ESG Program HMIS Manual](#).

Universal Data Elements (UDE):

All ESG (Emergency Solutions Grants) recipients and subrecipients for all project types are required to collect all the **Universal Data Elements** which include:

3.1 Name	3.917... Living Situation – Chronic Homelessness
3.2 Social Security Number	3.10 Project Start Date
3.3 Date of Birth	3.11 Project Exit Date
3.4 Race	3.12 Destination
3.5 Ethnicity	3.15 Relationship to Head of Household
3.6 Gender	3.16 Client Location
3.7 Veteran Status	3.20 Housing Move-in Date
3.8 Disabling Condition	

Special notes about UDE's:

1. Many of these elements comprise basic demographics about a Client which are critical to an HMIS's Client search functionality and ability to de-duplicate Client records. Data quality is checked and reported on many basic demographic elements.
2. Two of the elements are required to identify a Client as chronically homeless: **Disabling Condition** and **Prior Living Situation**.
 - Because street outreach and emergency shelter projects are critical in the identification of chronic homeless person's special attention in training should be provided to users of those project types.
3. **Ethnicity, Race, and Gender** data element responses were updated in the **FY 2022 HMIS Data Standards** to provide more inclusive and representative response options.
 - Please review the [FY 2022 HMIS Data Standards Manual](#) for specific descriptions of these updated responses.
 - Additional data collection guidance related to Race, Ethnicity, and Gender will be made available on the HUD Exchange.

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4. **Project Start Date** - Below is information on when each project type is expected to begin data entry with **Project Start**:
- **Street Outreach projects** – The Project Start Date is the date of first contact with the Client.
 - **Emergency Shelters** – The Project Start Date is the night the Client first stayed in the shelter for the consecutive shelter period from entry to exit.
 - Night-by-night shelters, which use a bed-night tracking method will have a project start date and will allow Clients to re-enter as necessary without “exiting and restarting” for each stay for a specified period.
 - **Transitional Housing** – The Project Start Date is the date the Client moves into the residential project (i.e., the first night in residence).
 - **For all types of Permanent Housing, including Rapid Re-Housing** – The Project Start Date is the date following application that the Client was admitted into the project.
 - Admission into the project indicates the Client met the following factors:
 - Information provided by the Client or from the referral indicates they meet the criteria for admission (for example: if chronic homelessness is required the Client indicates they have a serious disability and have been homeless long enough to qualify, even though all documentation may not yet have been gathered)
 - The Client has indicated they want to be housed in this project
 - The Client can access services and housing through the project.
 - The expectation is the project has a housing opening (on-site, site-based, scattered-site subsidy) or expects to have one in a reasonably short amount of time.
 - **For all other types of Service projects including but not limited to Homelessness Prevention, Coordinated Entry System, and Day Shelters** - The Project Start Date is the date the Client first began working with the project and generally received the first provision of service.

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Common Program Specific Data Elements:

Common Program Specific Data Elements are data collected by most projects funded by one of the federal partners. The following chart indicates which elements are required for collection for each of the ESG component types.

ESG projects must collect data according to the chart below to generate the CSV-CAPER Report:

Number	Element	ES entry/ exit	ES Night-by-night	Homelessness Prevention	RRH	Street Outreach
4.02	Income and Sources	x		x	x	x
4.03	Non-Cash Benefits	x		x	x	x
4.04	Health Insurance	x		x	x	x
4.05	Physical Disability	x	x	x	x	x
4.06	Developmental Disability	x	x	x	x	x
4.07	Chronic Health Condition	x	x	x	x	x
4.08	HIV/AIDS	x	x	x	x	x
4.09	Mental Health Disorder	x	x	x	x	x
4.10	Substance Use Disorder	x	x	x	x	x
4.11	Domestic Violence	x	x	x	x	x
4.12	Current Living Situation		x			x
4.13	Date of Engagement		x			x
4.14	Bed Night		x			
4.19	Coordinated Entry Assessment	X*	X*	X*	X*	X*
4.20	Coordinated Entry Event	X*	X*	X*	X*	X*
W5	Housing Assessment at Exit			x		

* Data collection is determined by how the CoC has structured the coordinated entry system in their area. Placement of the elements would be required for any project that is conducting an assessment or recording an event for the coordinated entry system. This may be across multiple projects or sited in a central access point or coordinated intake center.

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:

Homelessness Prevention:

1. 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.
2. Recipients and subrecipients are not required to maintain financial assistance payment information within an HMIS.

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- a. 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.
- b. However, HUD expects that recipients will use other recipient and subrecipient financial records rather than HMIS for financial reporting in the CAPER.
3. Recipients or subrecipients must re-evaluate and update information on Homelessness Prevention Clients once every 3 months.
 - a. Information required to be updated in the HMIS, if changes have occurred, include:
 - ✓ 4.02 Income and Sources
 - ✓ 4.03 Non-Cash Benefits
 - ✓ 4.04 Health Insurance
4. In addition to the UDE – 3.12 Destination, Homelessness Prevention projects must also collect W5 (Housing Assessment at Exit) information to reflect the housing situation of Clients at exit.

ESG Reporting:

1. ESG recipients are required to collect aggregated ESG Program information from each subrecipient via the Sage HMIS Reporting Repository.
2. Subrecipients are required to submit a project-level CSV-CAPER Report to each ESG recipient that funded a project, using the date range specified by the recipient.
3. Subrecipients can find additional information about ESG reporting requirements in the Sage ESG CAPER Guidebook for ESG-funded Programs.

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I hope you found this manual helpful. ☺ Please feel free to reach out to me with any questions.

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