

ESG Program HMIS Manual - RRH

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:

Rapid Re-Housing:

1. For Rapid Re-Housing, the project start date is the date the Client(s) were admitted to the project. This means the Client has completed an application, and they have been “admitted” to the project.
 - a. In this context, the requirements for admittance must be:
 - ✓ Information provided by the Client or from the referral provider indicates that the Client meets the criteria required for admission to the project. This does

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- not mean that all or any of the eligibility documentation has been gathered that may be required for the project
- ✓ The Client has indicated they want to be housed in this project
 - ✓ The Client is able to access services and housing through the project. This means that there is an expectation that within a reasonably short period of time the project expects to have an opening (rental subsidy available for scattered site or unit available for site-based).
- b. The project start date is not expected to generate a “waiting list” for housing.
- ✓ It is not expected that everyone with a project start will actually move into a unit with the project.
 - ✓ It is expected that the time it takes from project start to move into housing will be carefully reviewed by the community to determine program and system performance and continuously strive to reduce the time from project start to move-in.
- c. Housing move-in date must be completed for all Clients who have moved into housing.
- ✓ **Move-in** means a lease arrangement has been made, the Client has a key or entry ability to the unit, and that the Client has physically slept in the unit.
- d. HUD strongly recommends the use of the housing move-in date field be carefully monitored by both projects and HMIS Leads in rapid re-housing projects to ensure accuracy. It is critically important the dates are up-to-date any time one of the following reports are being generated:
- ✓ Point-in-time (PIT) information for the HIC
 - ✓ CAPER for a project
 - ✓ System Performance Measures
 - ✓ Any other report for a federal funder like the Supportive Services for Veteran Families (SSVF) program where this may affect project outcomes.
- e. It is important to note that Clients who do not have a residential move-in date to housing are still considered, and should be counted as, homeless (i.e., living on the streets, in-shelter, etc.). Thus, HMIS System Administrators must have a way to identify the persons who “started” but have not “moved into” the housing yet for purposes of generating accurate counting and reporting.
- f. 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:
- ✓ 4.02 Income and Sources
 - ✓ 4.03 Non-Cash Benefits
 - ✓ 4.4 Health Insurance
- g. Data elements required for collection at **Annual Assessment** must be entered with an **Information Date of no more than 30 days before or after the one-year anniversary of the head of household’s Project Start Date**, regardless of the date of the most recent ‘update’ or any other ‘annual assessment’.

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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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