# ESG CAPER SP5.12

This report is designed to be used by sub-recipients of the Emergency Solutions Grant (ESG) to complete the annual required reporting. Sub-recipients are encouraged to run reports often to correct data quality errors jn HMIS as they appear. Coordination with the HMIS System Administrator will be necessary to complete the required reporting.

Running the Report
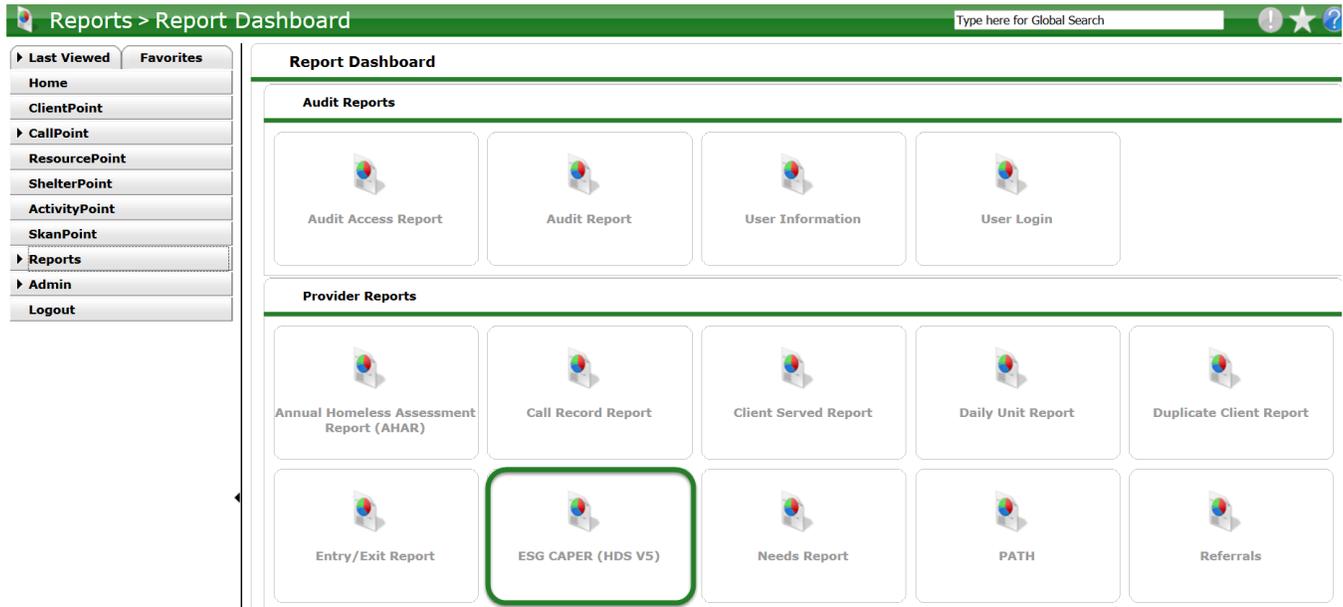
Report Options:

1. Select Provider. Reports must be generated 1 provider at a time.

2. Enter the Program Date Range for the reporting period.

3. Choose the Entry/Exit Type

4. Select "Build Report"

ESG CAPER SP5.12

Report Review and Data Corrections

Review the report in its entirety. Check for –

5a - HMIS or Comparable Database Data Quality		
Data Element	**Client Doesn't Know or Client Refused**	**Data not collected**
First Name	0	0
Last Name	0	0
SSN	30	18
Date of Birth	1	1
Race	2	3
Ethnicity	2	6
Gender	0	1
Veteran Status (Adults)	2	5
Disabling Condition	5	12
Residence Prior to Project Entry (Head of Household and Adults)	3	7
Relationship to Head of Household	0	19
Destination (Head of Household and Adults)	3	305
Client Location for project entry (Head of Household)	0	12

1. Have all clients been entered who are receiving services from the program?
2. Have all clients been exited, who are no longer receiving services from the program, as of the date that these services ended?
3. Are clients reporting in 'Data not collected' in any of the tables?
4. Are there high rates of client doesn't know/client refused/?
5. For Night by Night shelters and Street Outreach programs, have Contacts been recorded for each meaningful interactions with clients? How about those who have been engaged into assessment/case plan (Engagement Date present)?
6. Have annual reviews been captured on clients in the program for 1 year or more, within the 335-365 window from the client's Entry/last accurate annual review?

To display a list of clients who make up each number, select the numbers in blue font. This list can be downloaded to a spreadsheet.

Clients in answer cell	
5a - HMIS or Comparable Database Data Quality	
Data not collected	
ID	**Client**
858	Duck, Daisey
665	Smith, John
Showing 1-2 of 2	
Download Results	Exit

To identify which fields a specific client is reported in, use the available Client Filter. Fields will be highlighted asterisk where the client is reporting.

Client Filter

Enter Client IDs separated by commas to highlight cells containing those Clients.

Client IDs	858	Client Search	Highlight Clients

ESG CAPER SP5.12

Data cleanup

- Data corrections must be made directly in HMIS.
- Missing data is to be added at the time of the client's Entry into the project through the Entry/Exit tab.
- Repeat the steps above to re-run the report to verify the corrections have been completed. You will not need to wait to run the report!

Exporting the Final Report

1. After any needed data corrections are complete, run the report as directed above

2. Select 'Download'

3. In the pop-up window, select 'Save File' and 'OK'

4. A zip file will be created that contains all of the data needed for submission.

5. Do <u>not</u> open or change the name of these files for this will damage your report.
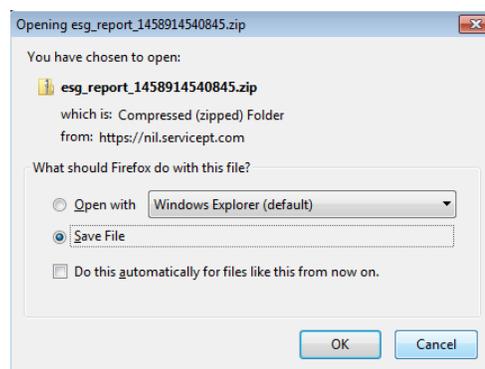
6. The report will export to your Downloads directory. You will repeat this process for each program you are running the report for.

esg_report_1452529158901	1/11/2016 10:19 AM	Compressed (zipp...	12 KB
esg_report_1456325976167	2/24/2016 9:10 AM	Compressed (zipp...	12 KB

7. Create an e-mail for each report.
   a. Attach each file to a separate e-mail
   b. Do not open or change the name of the file
   c. Add the full program name to the subject line of the e-mail.
   d. Send the e-mail to the HMIS help desk for processing, HMIS@dupageco.org.