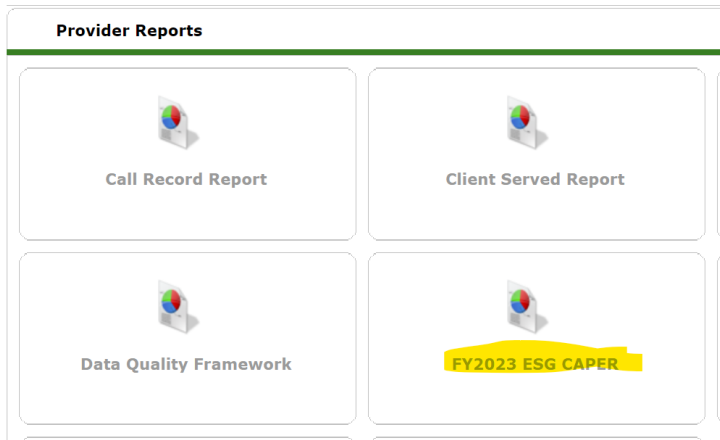




b. Under Provider Reports click on “FY2023 ESG CAPER”



c. Fill out the Reporting Prompts “Report Options”:

- a. Provider Type = “Provider”
- b. Provider = “Project you are Running Report for”
- c. “This Provider Only”
- d. Program Date Range = “Today” to “Today”
  - i. (\*Use Start Date = Today and End Date = Today if you are only using this to review the current roster. If you are using this to do Data Cleanup and Correct Errors then you should use Start Date = 10/01/YYYY, End Date = Today)
- e. Entry/Exit Types = HUD

**Report Options** Use Previous P

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Name:

Description:

Provider Type:  Provider  Reporting\_Group

Provider\*:    
 This provider AND its subordinates  This provider ONLY

Program Date Range\*: 02/09/2023 to 02/09/2023

Entry/Exit Types\*:  Basic  Basic Center Program Entry/Exit  HUD  PATH  Quick Call  RHY  Standard  Transitional Living Program Entry/Exit  VA  HPRP (Retired)

**Build Report** Download Clear

d. Click on “Build Report” to run the report.

e. In the “Report Run History” box, if the report status is “Running” the report isn’t ready yet. Click on the “Refresh” button until the Report Status changes from “Running to Completed.

f. After the Report Status changes to “Completed”, click on the Magnifying Glass icon to view the report results.

**Report Run History**

Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
728151	02/10/2023 06:47:22 AM (0.00 mins)	EsgCaper		Jayce Ashwill	Midland Area Homes-Midland County-HARA Prevention	Lori Bennett	Running
727923	02/09/2023 09:46:26 AM (0.17 mins)	EsgCaper		Lori Bennett	Midland Area Homes-Midland County-HARA Prevention	Lori Bennett	Completed
727922	02/09/2023 09:46:24 AM (0.17 mins)	EsgCaper		Jayce Ashwill	Midland Area Homes-Midland County-HARA Prevention	Lori Bennett	Completed

Refresh Showing 1-3 of 3

### Step 3. Review the Roster

- a. Every Table in the Report has a number in the top left corner. In table 5a, use Row 1 “Total Number of Persons Served” to review all of clients actively enrolled in this project in HMIS during the Report Period. (Today if Start Date & End Date = Today)
- b. Use Rows 14 & 15 to review all “Heads of Household” enrolled in the project.

Report Validation Table	Count of Clients for DQ	Count of Clients
1. Total Number of Persons Served	24	24
2. Number of Adults (age 18 or over)	18	18
3. Number of Children (under age 18)	6	6
4. Number of Persons with Unknown Age	0	0
5. Number of Leavers	0	0
6. Number of Adult Leavers	0	0
7. Number of Adult and Head of Household Leavers	0	0
8. Number of Stayers	24	24
9. Number of Adult Stayers	18	18
10. Number of Veterans	1	1
11. Number of Chronically Homeless Persons	0	0
12. Number of Youth Under Age 25	3	3
13. Number of Parenting Youth Under Age 25 with Children	3	3
14. Number of Adult Heads of Household	15	15
15. Number of Child And Unknown-Age heads of Household	0	0
16. Heads of Households and Adult Stayers in the Project 365 Days or More	0	0

- c. Review the list that pops up when you click on the blue number. You can also download this list as a csv file to open in Excel.
- d. During Review, double check to make sure that ONLY clients/households you are actively serving in your project are on the list.
  - a. If you find any clients on the list who you are no longer actively serving, go to their Client Profile, then the Entry/Exit Tab and Exit those clients from the project with the date they no longer received services.
    - i. \*\*\*If it is a household make sure you exit ALL household members.
- e. Double check to make sure that ALL clients/households you are actively serving in your project are on the list.
  - a. If there are any clients you have been serving who are not on the list go to their Client Profile, then the Entry/Exit Tab and Enter them into the project with the date they started to receive services.

**Step 4. Review Clients by Length of Participation**

- a. Review Table 22a2 – Length of Participation
- b. Use 22a2 to look for any clients who have been enrolled in the project for Lengths of Time that do not make sense for that project type. i.e. It would be very unlikely that you have clients enrolled in a Homeless Prevention or RRH project for 4-5 years.

22a2 - Length of Participation - ESG Projects		Total
0-7 days		0
8 to 14 days		1
15 to 21 days		0
22 to 30 days		4
31 to 60 days		8
61 to 90 days		7
91 to 180 days		3
181 to 365 days		1
366 to 730 Days (1-2 Yrs)		0
731 to 1,095 Days (2-3 Yrs)		0
1,096 to 1,460 Days (3-4 Yrs)		0
1,461 to 1,825 Days (4-5 Yrs)		0
More than 1,825 Days (>5 Yrs)		0
Data not collected		0
<b>Total</b>		<b>24</b>

**Step 5. For PSH & RRH Projects Check “Total Persons Moved Into Housing”**

- a. Review Table 7a to identify any clients in your housing project who are served but in HMIS do not show a Housing Move-In Date.

7a - Number of Persons Served		Total
Adults		69
Children		42
Client Doesn't Know/Client Refused		0
Data not collected		0
<b>Total</b>		<b>111</b>
<b>For PSH and RRH - the total persons served who moved into housing</b>		<b>99</b>

- b. In this example there are 111 clients served by this housing project, but only 99 moved-into housing. This means HMIS is showing 12 clients served, but not moved into housing for this project.
  - a. This is not necessarily an error, you can serve clients in RRH & PSH before they move into housing, but it is good practice to review this monthly. If any of these 12 clients are actually housing through the project add a Housing Move-In Date through an interim assessment on their project enrollment.
  - b. If you need assistance with this see “Adding a Housing Move-In Date” workflow.