USER BULLETIN:
Homeless Grantee Reporting
08-25-2016

This User Bulletin will seek to update ESG sub-recipients on grant reporting for FY2016-17. Changes in reporting are a result of updated reporting issued from HUD in October 2015. At that time HUD required a new format that has the following changes:

- Organizational Identifiers
- Data Quality
- Validation Table
- Point in Time
- Demographics and Service Information with household type categories
- Stayer and Leaver information including residence prior, exit destination, and length of stay.

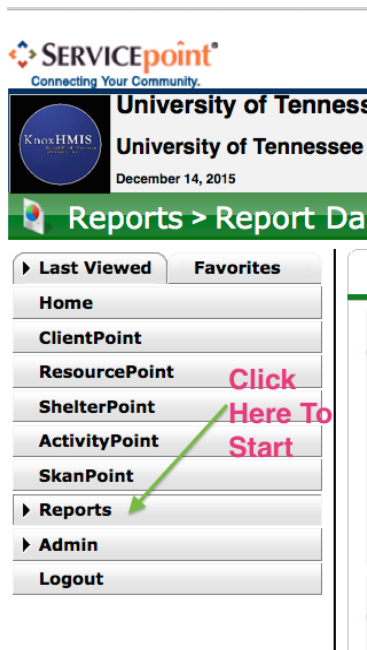The following figures will illustrate how to run ESG reporting:

Figure 1

Report Dashboard

Audit Reports

Audit Access Report	Audit Report	User Information	User Login

Provider Reports

Annual Homeless Assessment Report (AHAR)	Call Record Report	Client Served Report	Daily Unit Report	Duplicate Client Report
Entry/Exit Report	ESG CAPER (2015 BETA)	ESG CAPER	Needs Report	PATH
Referrals	Service Transaction			

Use this report for quarters 2–4. Please use the City of Knoxville ESG reporting form revised and transpose the questions from this report to the City's form. You will also send the zip file of this complete report to the City.

Figure 2

Report Options   Use Previous Parameters

Provider Type	⦿ Provider ◯ Reporting Group
Provider *	University of Tennessee at Knoxville (1) Search My Provider Clear

Step 1: Be sure you have the program name

◯ This provider AND its subordinates   ◯ This provider ONLY

Program Date Range *	10 / 01 / 2015 🔄 to 12 / 31 / 2015 🔄

Step 2: Select the dates of the quarter

For Emergency Shelters, use	☑ Entry/Exits ☐ Shelter Services (any BH-180/BH-8600/BH-1850/TH-2600.1580 and below service) ☐ ShelterPoint Stays

Step 3: Check this box

Funding Source (Includes all funding sources when a selection is not specified)	[Search] [Select ALL] [Clear]

Step 5: Click this

Step 4: Select the correct program type(s)

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

[Build Report] [Download] [Clear]

Figure 3

Once the report builds, you will need to check for data quality.

Identify the Project ID's of the housing projects this project is affiliated with

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	0	1
Date of Birth	0	5
Race	0	0
Ethnicity	0	0
Gender	0	6
Veteran Status (Adults)	0	0
Disabling Condition (Adults)	0	0
Residence Prior to Project Entry (Head of Household and Adults)	0	0
Relationship to Head of Household	0	6
Destination (Head of Household and Adults)	0	0
Client Location for project entry (Head of Household)	0	0
Length of Time on Street, in ES or SH (Head of Household and Adults)	0	0

This section has data quality AND throughout the report there may be "data not collected" responses that will need to be updated prior to sending report to Grantor.

Figure 4

You can click on any blue number to get a client list, which is very helpful when cleaning up data.

Figure 5

Once data quality is cleaned up, rerun the report (See figure 3).

Transpose the questions from this HMIS generated report to the City of Knoxville Reporting Form(s).

Figure 6

Now, download the cleaned up report to your computer.

Figure 7

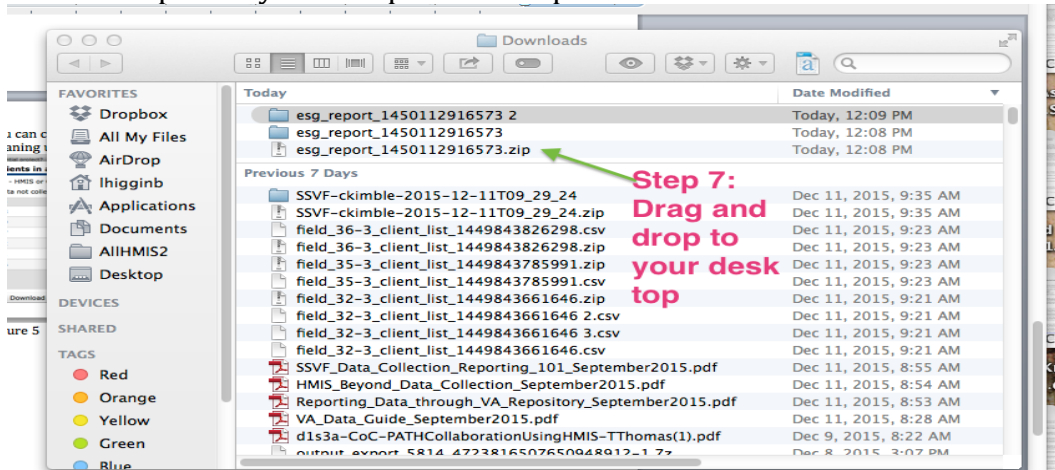Save the report to your computer as a zip file.

Figure 8

If data does not pull into the report at all or numbers are low, please contact hmissupport@utk.edu for troubleshooting assistance.

IMPORTANT:
==Save a list of client numbers & names for the quarter under double lock; this information will be used during monitoring visits when auditing client files.==

To complete reporting, send the City of Knoxville Quarterly Report Form (Figure 6) to the City of Knoxville ESG Contact, Mark Rigsby at mrigsby@knoxvilletn.gov

Reports are due to the City by the 15th of the month following the quarter end date.