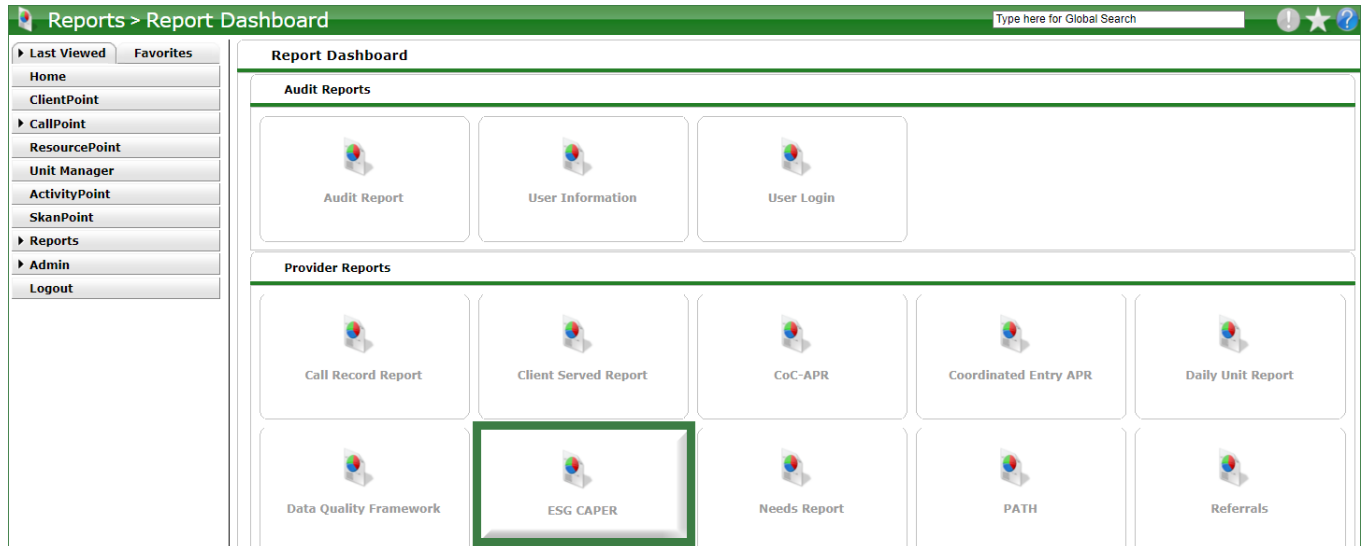


# ESG CAPER SP5.14

This report is designed for sub-recipients of the Emergency Solutions Grant (ESG) to complete the required annual reporting. Sub-recipients are encouraged to review reports often to identify and correct data quality errors in HMIS.

## Running the ESG CAPER Report

1. Select **Reports** from your main menu.
2. Scroll to the **Provider Reports** section in your Reports Dashboard.
3. Select **ESG CAPER**.



## Report Options:

4. Select **Provider** as the Provider Type. Reports must be generated one provider at a time.
5. **Search** and **select** your program.
6. Enter the **Program Date Range** for the reporting period.
7. Choose the **Entry/Exit Type**.
8. Select **Build Report**.

Report Options		Use Previous Parameters	
Provider Type	<input checked="" type="radio"/> Provider <input type="radio"/> Reporting Group		
1 Provider*	DuPage County CoC (3739) <input type="button" value="Search"/> <input type="button" value="My Provider"/> <input type="button" value="Clear"/>		
	<input type="radio"/> This provider AND its subordinates <input type="radio"/> This provider ONLY		
2 Program Date Range*	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="button" value="↺"/> <input type="button" value="↻"/> <input type="button" value="↷"/> to <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="button" value="↺"/> <input type="button" value="↻"/> <input type="button" value="↷"/>		
3 Entry/Exit Types*	<input type="checkbox"/> Basic <input type="checkbox"/> Basic Center Program Entry/Exit <input type="checkbox"/> HUD <input type="checkbox"/> PATH <input type="checkbox"/> Quick Call <input type="checkbox"/> RHY <input type="checkbox"/> Standard <input type="checkbox"/> Transitional Living Program Entry/Exit <input type="checkbox"/> VA <input type="checkbox"/> HPRP (Retired)		
4 Build Report	<input type="button" value="Download"/> <input type="button" value="Clear"/>		

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The report will appear listed in the **Report Run History** at the **top of your page** with a Running status.

9. Click **Refresh**. The report will update to a **Completed** status once your report is ready.
10. Click on the **magnifying glass** next to the report ID to view the report.
11. **Scroll down** to see the data.

Report Run History							
Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
78529	03/17/2022 10:19:08 AM (0.31 mins)	EsgCaper	ESG CV	Gloria Villagrana	DuPage County CoC	Gloria Villagrana - SAI	Completed
78528	03/17/2022 10:01:39 AM (0.34 mins)	EsgCaper	ESG CV	Gloria Villagrana	DuPage County CoC	Gloria Villagrana - SAI	Completed
78525	03/17/2022 08:32:04 AM (1.32 mins)	EsgCaper	ESG CV	Gloria Villagrana	DuPage County CoC	Gloria Villagrana - SAI	Completed
78520	03/16/2022 03:50:42 PM (0.33 mins)	EsgCaper	ESG CV	Gloria Villagrana	DuPage County CoC	Gloria Villagrana - SAI	Completed
78480	03/14/2022 11:24:47 AM (0.04 mins)	EsgCaper	ESG County DuPage County CDC - ESG Pool (HP)	Gloria Villagrana	DuPage County CoC	Gloria Villagrana - SAI	Completed

Refresh      Showing 1-5 of 19      First   Previous   Next   Last

## Report Review and Data Corrections

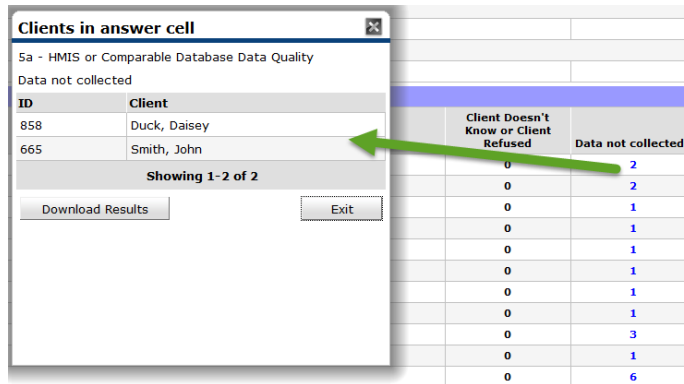
Review the report in its entirety. Please check:

- ✓ Are all clients who are receiving services from the program **entered** in HMIS?
- ✓ Have all clients who are no longer receiving services from the program been **exited** as of the date these services ended?
- ✓ Are clients reporting in **Data not collected** on any of the tables?
- ✓ Are there high rates of **Client doesn't know/Client refused** responses?
- ✓ For Night by Night shelters and Street Outreach programs, are there **Contacts** recorded for each meaningful interactions with clients? How about those who have been engaged in assessment/case plan (Engagement Date present)?
- ✓ Is there an **Annual Review** update for clients in the program 1 year or more that is within the 335–365 day window from the client's Entry/last accurate annual review?

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

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To display a list of clients included in the data field results, click on the numbers in **blue font**. The list can be downloaded to a spreadsheet.



Use the Client Filter to identify where a specific client is impacting the report. Fields will be highlighted in **yellow** and marked with an asterisk where the client is reporting.

**Client Filter**

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

Client IDs:

## 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.
- Select **Build Report** and retain your current Report Options to view the updated ESG CAPER report.

## Exporting the Final Report

**Report Options**

Name:

Description:

Provider Type:  Provider  Reporting Group

Provider\*: DuPage County Community Services-Homeless Prevention Program-ESG CV State (RRH) (8924)

Program Date Range\*: 01/01/2022 to 03/17/2022

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

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1. Select **Download**.
2. Select **Save File** and **OK** in the pop-up window.
3. A zip file will be created that contains all the data needed for submission.
4. Do **not** open or change the name of these files for this will damage your report.
5. The report will export to your Downloads directory. Repeat this process for each program.
  - a. **ESG** recipients will receive an upload link from their funder. Upload the zip file to the link provided.
  - b. **ESG CV** recipients do not need to upload the file.
6. The HMIS Help Desk does not require copies of the ESG CAPER reports as we have access to this data.
7. Notify the HMIS Help Desk once data clean-up is complete and contact us for assistance.
8. Submit monthly expense reports for all ESG CV State programs to [HMIS@dupageco.org](mailto:HMIS@dupageco.org).

