

## QRG: ESG-CV Tracking and Reporting in HMIS

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**WHAT IS A QRG** – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short 1-8 page documents that provide concise practical information and advice on specific topics. Sometimes known as “cheat sheets” quick reference guides are designed for users who know the material or task but need something in front of them to remind them of the steps.

**WHO THIS GUIDE IS FOR** – This guide is for agencies who have been awarded ESG-CV funds and use the Caseworthy instance of KC Metro HMIS or Rose Brooks Center that is managed by the HMIS Administrative team at MARC.

This guide may also be helpful for other ESG-CV recipients and sub-recipients from the perspective of a HMIS user.

**BACKGROUND**

**Emergency Solutions Grant – CARES (ESG-CV)**

The Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act) provided for a supplemental appropriation of Homeless Assistance Grants under the Emergency Solutions Grant (ESG) as authorized by McKinney-Vento Homeless Assistance Act of 1987 (P.L. 100-77), as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 (P.L. 111-22) (42 U.S.C.S. §11371 et. seq.). *The amount provided is approximately 17 times the usual annual ESG appropriation.*

The CARES Act provides for three allocations of homeless assistance funds to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus.

**ESG-CV IMPACTS TO HMIS**

There are some requirements that distinguish ESG-CV fund use from the non-CV ESG.

In summary:

1. May require additional HMIS Program Setup – to be looked at on a program by program basis.
2. Reporting at the program type level, (not individual programs) will be required. This will be the responsibility of HMIS Leads.

The bulk of these impacts will be the responsibility of your HMIS Lead Agency and the HUD grant recipients.

***The Primary Role of the Agencies Using HMIS:***

- Receives funding from the recipient or subrecipient.
- Work with your HMIS Administration on program setup.
- Serves clients, enter data into HMIS.
  - Ensure good data quality completeness, accuracy, timeliness
- No interaction with Sage\*, no federal reporting requirements.

\*non Victim Service Providers (VSP) only

***HMIS Project Setup for ESG-CV***

HMIS Administration will reach out to agencies to discuss ESG-CV funds awarded and how they should be setup and managed in HMIS.

In general, existing ES projects and some SO projects, that are not new, **do not need a new project** created for them in HMIS; the additional funding will be added to the existing projects. A new project

may be created for temporary ES, RRH, or HP. If a new shelter or SO project was created with ESG-CV funds, then a new project must be created in HMIS.

Your HMIS Administration team will work with you to determine proper setup. To learn more detail about project setup requirements for ESG-CV refer to *FOR ADDITIONAL INFORMATION* sections of this guide.

### *Services for ESG CV Projects*

Depending on who awarded your grant funds it could impact what services are available based on project types.

For KS-505 agencies that received funding from KHRC, guidance on what services are available can be found in the Sept 1<sup>st</sup> presentation by James Chiselom, KHRC. Refer to *FOR ADDITIONAL INFORMATION - LOCAL RESOURCES* in this guide.

For all other recipients, please reach out directly to the HUD Recipient/sub-recipient who awarded you funding for guidance.

### *Reporting - ESG-CV Reporting for non-VSP*

Primary reporting responsibility for non-VSP project for ESG-CV funds will be on HMIS Administration. The requirement includes quarterly and YTD reporting of CSV data that has been aggregated (grouped) by project type. These report bundles will be identified and managed by the HUD Fund recipient in Sage.

### *Reporting - ESG-CV Reporting for VSP*

VSPs who received ESG-CV funding will receive a quarterly request via email from Sage. VSPs will generate the CSV file for the specific project and date range and upload it to Sage using the link provided.

## DOCUMENTING CLIENTS IN ESG-CV PROGRAMS

The information below is specifically for KS 505 sub-recipients who received funds through Jo Co from KHRC. All other HMIS users should reach out to their funders for direction.

HUD requires you to document the client's connection to coronavirus at the activity level. Client connection can be interpreted as any activity to aid client in prevention, preparation or in response to COVID-19.

- We will document this information using the **ESG CV Supplemental Assessment Intake & Exit Form**.
- This is a printed document that should be kept with the client's other documentation.
- This information will not be entered into HMIS.
- The form has been designed to assist agencies in compiling the ESG CV Demographic Reporting Tool required by KHRC.
- Link to the form (also available at [www.kcmetrohmis.org](http://www.kcmetrohmis.org)): [http://www.kcmetrohmis.org/pdf/ESG-CV Supplemental Assessment Intake & Exit Form.pdf](http://www.kcmetrohmis.org/pdf/ESG-CV_Supplemental_Assessment_Intake_Exit_Form.pdf)

*The Process to Document Clients In ESG-CV*

- ❖ **During Enrollment** - For each client who enrolls in a program supported by ESG CV funds complete the **ESG CV Supplemental Assessment Intake & Exit Form**.  
*Note: a few pieces of information are already asked in the standard Intake form, simply copy that information forward; it is being recorded here so the form maybe used to more easily compile the ESG CV Demographic Reporting data.*
  
- ❖ **During Program Exit** - Complete an additional ESG CV Supplemental Assessment Intake & Exit Form for each client. This is where you capture information about the period of time when the client was enrolled in the program.

FOR ADDITIONAL INFORMATION -FROM HUD

HUD NOTICE for ESG-CV funds, released 9/1/20

<https://www.hud.gov/sites/dfiles/OCHCO/documents/20-08cpdn.pdf>

HMIS Allowable Expenses for ESG-CV Funds

[https://files.hudexchange.info/resources/documents/Homeless-System-Response-HMIS-Allowable\\_Expenses-for-ESG.pdf](https://files.hudexchange.info/resources/documents/Homeless-System-Response-HMIS-Allowable_Expenses-for-ESG.pdf)

Emergency Solutions Grants (ESG) Program Components Quick Reference

<https://files.hudexchange.info/resources/documents/ESG-Program-Components-Quick-Reference.pdf>

ESG Program HMIS Manual -June 2020 (see appendix A for ESG-CV info)

<https://files.hudexchange.info/resources/documents/ESG-Program-HMIS-Manual.pdf>

FOR ADDITIONAL INFORMATION -LOCAL RESOURCES

All links below can be found from our website: [www.kcmetrohmis.org](http://www.kcmetrohmis.org)

KC Metro HMIS Overview Presentation

[http://www.kcmetrohmis.org/pdf/HMIS ESG-CV Reporting Overview updated 10152020.pdf](http://www.kcmetrohmis.org/pdf/HMIS_ESG-CV_Reporting_Overview_updated_10152020.pdf)

KHRC Overview Presentation, Sept 1<sup>st</sup> from James Chiselom

[http://www.kcmetrohmis.org/pdf/ESG-CV Notice KS Housing.pdf](http://www.kcmetrohmis.org/pdf/ESG-CV_Notice_KS_Housing.pdf)

ESG-CV Supplemental Assessment Intake a& Exit Form

[http://www.kcmetrohmis.org/pdf/ESG-CV Supplemental Assessment Intake & Exit Form.pdf](http://www.kcmetrohmis.org/pdf/ESG-CV_Supplemental_Assessment_Intake_&_Exit_Form.pdf)

**KEY TERMS**

Key terms referenced in this document.

ES	Emergency Shelter
ESG	Emergency Solutions Grant
ESG-CV	Emergency Solutions Grant, CARES Act (COVID funding)
HP	Homeless Prevention
QRG	Quick Reference Guide
RRH	Rapid Rehousing
SO	Street Outreach
VSP	Victim Service Provider