# ESG-CV: Rapid Re-housing

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# ESG-CV funded project types

- Rapid Re-housing
- Homelessness Prevention
- Street Outreach
- Emergency Shelter

- If your agency was funded for a specific project type, you will have EDA modes set up for each project type you received. Data entry must be completed according to the requirements HUD has laid out for that project type.
- All project types should be set up and data collection is live!

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# What is Rapid Re-housing

- Rapid re-housing is designed to quickly move homeless individuals and families into permanent housing from emergency shelter or places not meant for human habitation.
- RRH funds:
  - Short- and/or medium-term rental assistance
  - Housing relocation and stabilization services
- Serves HUD’s category 1 definition of homelessness

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# RRH starts with a CE referral

- Let’s look at the flowchart!

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# Dual entries in HMIS is ok!

- Clients will frequently be entered into multiple project types at the same time.
- Entries into ES/SO, CE and RRH is appropriate.
  - Clients should be exited from projects only when they are no longer receiving services from them.

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# Project Start-Date

- Project start date happens after the following has occurred
  - The client has been referred through the Coordinated Entry process
  - The client meets eligibly criteria of the RRH agency
  - The agency has reached out to the client and the client has indicated that they want to be housed through the project
- Enter client into your RRH project in HMIS
- Required data elements should be entered at project start date.

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# Required data elements by project

| Number | Element | ES entry/ exit | ES Night-by-night | Homelessness Prevention | RRH | Street Outreach |
|---|---|---|---|---|---|---|
| 4.02 | Income and Sources | x | | x | x | x |
| 4.03 | Non-Cash Benefits | x | | x | x | x |
| 4.04 | Health Insurance | x | | x | x | x |
| 4.05 | Physical Disability | x | x | x | x | x |
| 4.06 | Developmental Disability | x | x | x | x | x |
| 4.07 | Chronic Health Condition | x | x | x | x | x |
| 4.08 | HIV/AIDS | x | x | x | x | x |
| 4.09 | Mental Health Problem | x | x | x | x | x |
| 4.10 | Substance Abuse | x | x | x | x | x |
| 4.11 | Domestic Violence | x | x | x | x | x |
| 4.12 | Current Living Situation | | x | | | x |
| 4.13 | Date of Engagement | | x | | | x |
| 4.14 | Bed Night | | x | | | |
| 4.19 | Coordinated Entry Assessment | X* | X* | X* | X* | X* |
| 4.20 | Coordinated Entry Event | X* | X* | X* | X* | X* |
| W5 | Housing Assessment at Exit | | | x | | |

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# Housing Move-In Date

- Recording an accurate move-in date in HMIS is super important!
- Should be completed when a client moves into housing. A "move-in" means that a lease agreement has been made, the client has a key or access to the unit, and the client has slept in the unit.
- Move in date might not be the lease signing date if the client isn't moving in that night.
- The move in date should not overlap with any night that the client is still literally homeless. Meaning they should not still be enrolled in a SO project or ES project date if they have a move-in date.
  - This may require communication across multiple agencies to ensure accurate HMIS reporting.

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# Housing Move-In date

- A move-in date should be entered regardless of whether the RRH project is providing the rental assistance for the client.
  - For example, if an RRH project provides supportive services, but is not providing the rental assistance for the unit, a Housing Move-in Date must still be entered to differentiate RRH clients in housing from those still experiencing homelessness

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# Annual Assessments

- If a client is enrolled in a project for 365 days then an annual assessment must be completed.
- Should be entered 30 days before or leading up to the anniversary of the project start date.
- In HMIS: add an "interim: annual assessment", updating any changes.

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# Exit and Destination

- Each individual client in a household will have their own project exit date.
- If one member of the household leaves the project before the rest of the household, the leaver's date should reflect the date they left the project.
- For RRH, client should be exited after the last RRH service is provided. If eligible RRH case management services are provided past the final date of receiving rental assistance, for example, the client must not be exited until those services cease.

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# Exit and Destination

- If a client loses their housing and the project stops paying for rental assistance, but the client will continue to be served in the project, the project should be exited and a new RRH project should be created.
- In this scenario, once new housing is found a new Housing move-in date.
- Let's look in HMIS!

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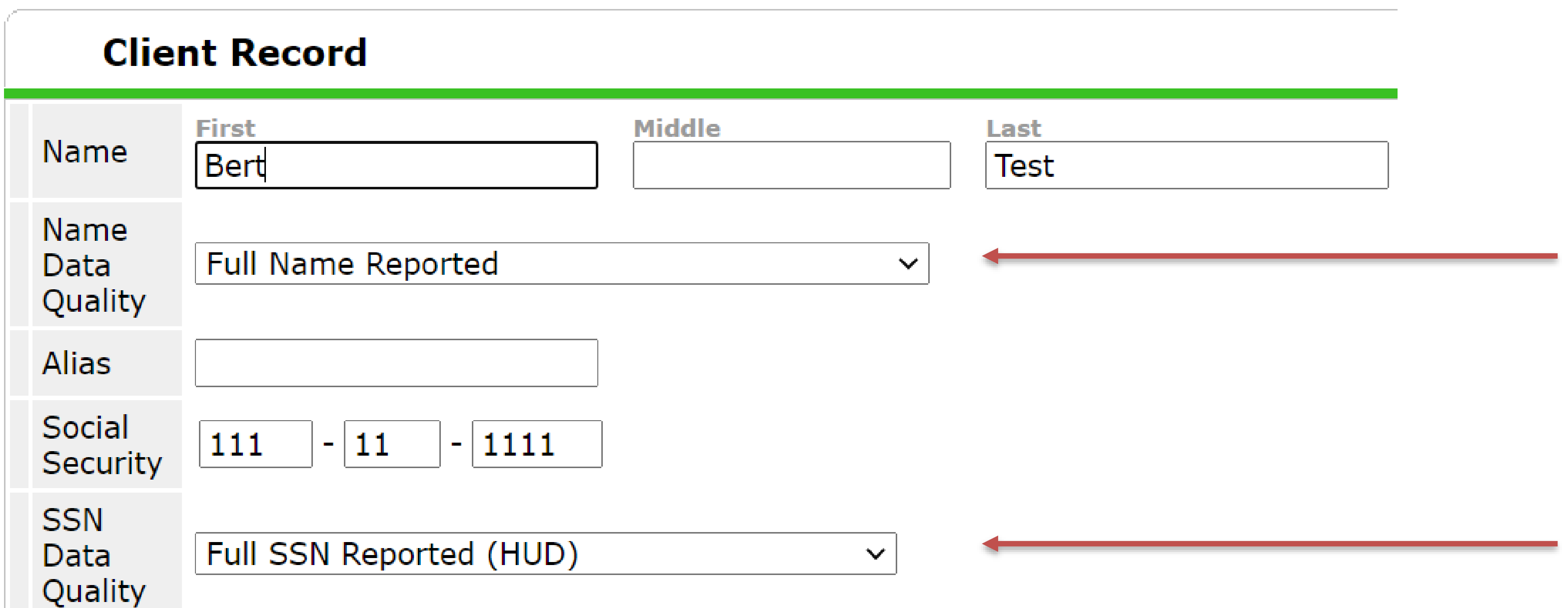
# Common data quality errors

- Client Refused, Client didn't know, Null, Other, Data not Collected
- Back Date mode and EDA mode not set correctly
- Data quality questions left blank

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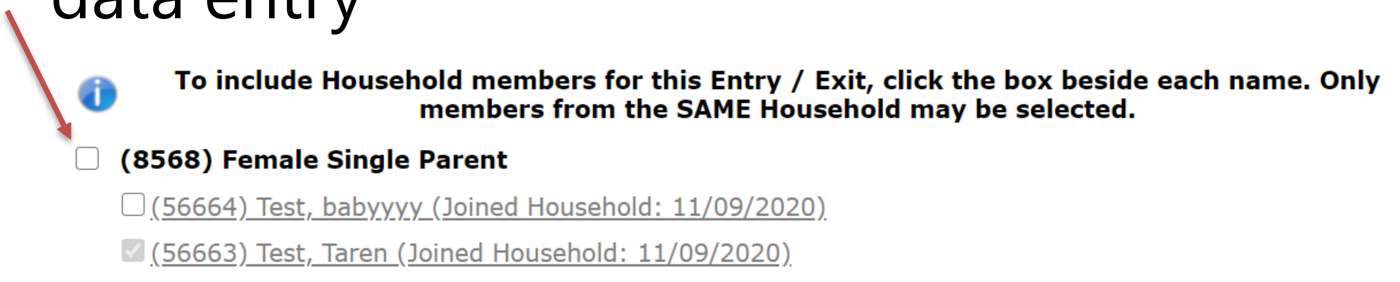
# Common data quality errors

- Additional household members without completed client records
- Additional household members aren't tagged in data entry




- Relationship to Head of Household left blank
- Annual assessments not completed
- "Client Location" left blank

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# Compliance

- Rent Reasonableness & FMR Requirements
- Habitability Checklist
- Recertification of Eligibility (including Income Verification) if assisted > 1 year.
- Staff certification
- Lead-based paint certification
- Grievance Policy
- Evidence of need due to correlation with the effects of the coronavirus pandemic (COVID-19)
- Look at the RFP for more compliance documentation requirements

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# Data Quality/Reporting

- It will be critical that each agency has a plan in place for HMIS data entry, and monitoring data quality.
  – Run the CAPER regularly to review/ fix data quality errors

- Check out the reporting calendar
- Attend "HMIS Office Hours" if you have questions about your CAPERs

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# Reporting calendar

National Human Services Data Consortium

Streamlining Data to Inform Decision Making and Break Down Barriers

2020 Fall Conference

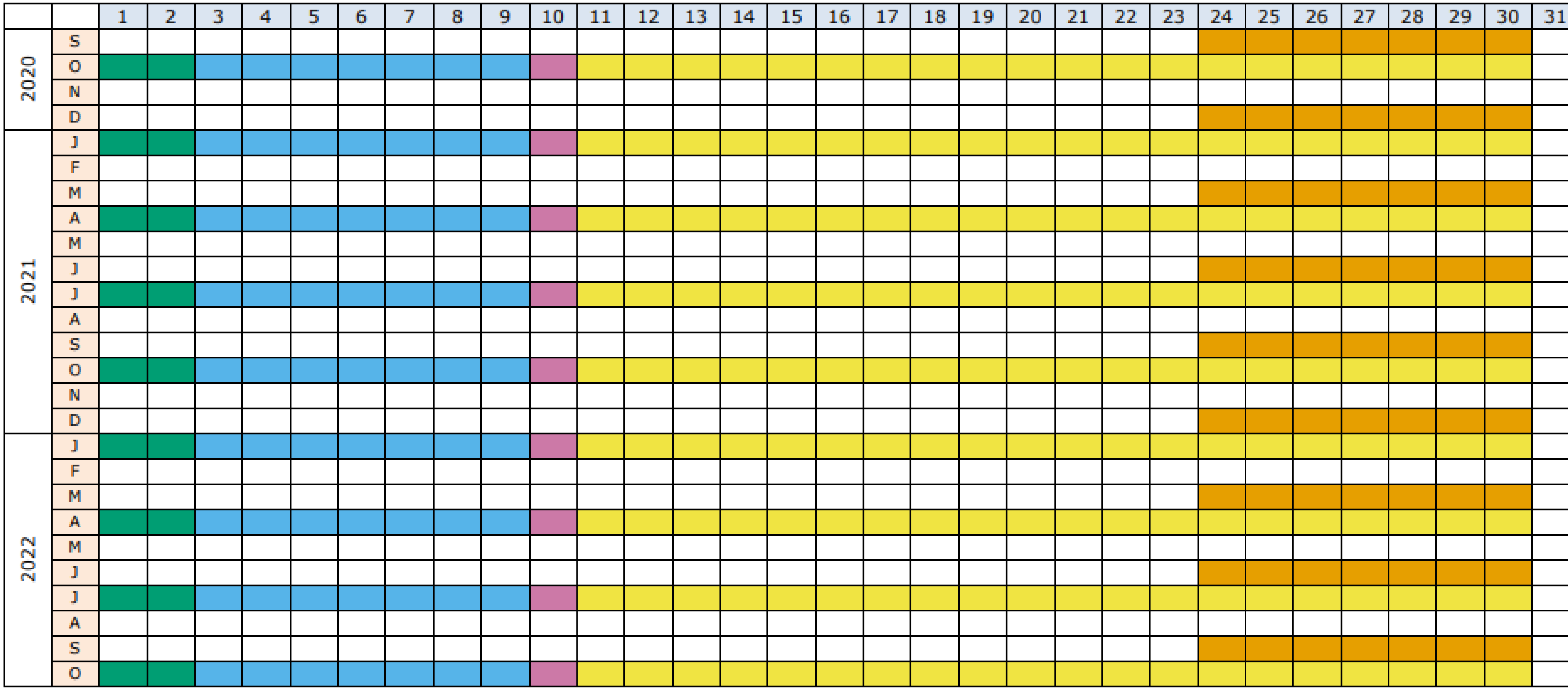
October 2020

## Reporting Periods

| ESG-CV Report Submissions | Due Date |
|---|---|
| **Initial** -- Start to September 30, 2020 | October 30, 2020 |
| **Q1** -- October 1, 2020 to December 31, 2020 | January 30, 2021 |
| **Q2** -- January 1, 2021 to March 31, 2021 | April 30, 2021 |
| **Q3** -- April 1, 2021 to June 30, 2021 | July 30, 2021 |
| **Q4** -- July 1, 2021 to September 30, 2021 | October 30, 2021 |
| **Q5** -- October 1, 2021 to December 31, 2021 | January 30, 2022 |
| **Q6** -- January 1, 2022 to March 31, 2022 | April 30, 2022 |
| **Q7** -- April 1, 2022 to June 30, 2022 | July 30, 2022 |
| **Q8** -- July 1, 2022 to September 30, 2022 | October 30, 2022 |

*Additional submissions as needed until the grant is closed out.*

This ESG-CV Quarterly Reporting Calendar provides a general outline of when each entity should generally be performing key reporting tasks—exact dates will be outlined in the Sage-generated email.




### *Sequence of Events*

- **Recipients**: Contact your HMIS Lead(s) to determine the contact person for each HMIS implementation in your geography. Contact any VSP(s) funded to ensure they can generate a report from their system. HMIS Leads and VSPs can test their reports at [www.Sagehmis.info](http://www.Sagehmis.info) to ensure they can meet the CSV upload requirements. Determine your reporting start date and enter all projects into Sage and send the bundle emails to the HMIS Lead(s) and VSP(s) on or soon after the first day of the reporting period.
  Timing: Begin outreach one to two weeks before the reporting period begins and send bundles when the reporting period begins.
- **HMIS Leads/VSPs**: Review the projects within 24 hours. Make sure all projects funded with ESG-CV are there and they are set up with the correct project type in HMIS.
  Timing: Around the date the reporting period begins, depending on when the recipient sets up the bundles in Sage.
- **Subrecipients/Sub-subrecipients who are Direct Service Providers:** Review of data for completeness and data quality. No reporting to Sage required.
  Timing: Within the first week or two after the reporting period begins, as well as regularly reviewing data quality throughout the year.
- **HMIS Leads/VSPs**: About a week after the reporting period opens—when the organizations in the previous step have confirmed the data is accurate—upload required quarterly CSV bundles by deadline specified in Sage-generated emails. Generate the ESG Consolidated Annual Performance and Evaluation Report (CAPER) for each bundle (same component, same date range).
  Timing: About one or two weeks after the reporting period opens—when the organizations in the previous step have confirmed the data is accurate, but no later than the date requested by the recipient.
- **Recipients**: Review data as received from HMIS Lead(s) and VSP(s) and complete all required forms in Sage (financial information, activities, contact, etc.). Then submit to HUD.
  Timing: About two to three weeks (but no later than 30 days) after the reporting period begins.