How to Run & How to Read the ESG CAPER in HMIS

The Data Center at NCCEH

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Version 1

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How to submit the ESG CAPER - Overview

Part 1

Run the ESG CAPER in NC HMIS. Review the report for data quality issues and make corrections as needed.
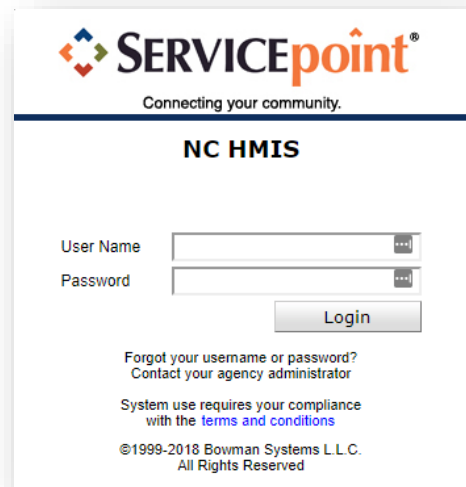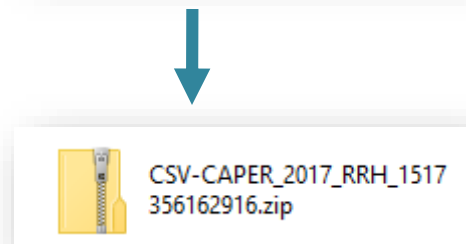

Part 2

Download the ESG CAPER to your computer. Please note that the download is a CSV file.

CSV-CAPER_2017_RRH_1517 356162916.zip

Part 3

Upload the ESG CAPER (CSV file) to Sage. Review and resolve errors.

How to Run the ESG CAPER

1 Confirm your default or select Enter Data As for the ESG project.

Mode: Shadow
Enter Data As
Back Date

Last Viewed	Favorites
Home	
ClientPoint	
ResourcePoint	
ShelterPoint	
SkanPoint	
Reports	
Admin	
Logout	
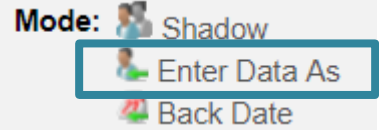
2 Select Reports from the Home Dashboard.
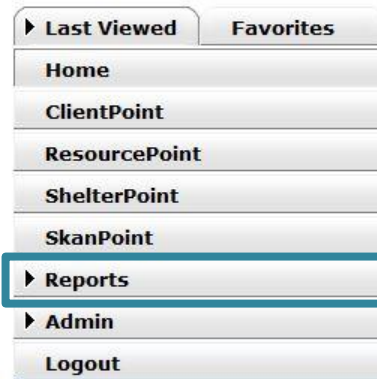
3 Select ESG CAPER (HDS V5) from the Reports Dashboard, under the Provider Reports section.

Provider Reports

Annual Homeless Assessment Report (AHAR)

Call Record Report

Client Served Report

Entry/Exit Report

ESG CAPER (HDS V5)

Fund Availability Report

Remember - Run the ESG CAPER for each individual HMIS project

4 On the Report Options screen, complete the prompts by clicking on each prompt and entering or selecting the correct response.

Use the table below to determine prompt responses:

Prompt	Response
Provider Type	Provider
Provider	Choose a specific project Select This provider ONLY
Program Date Range	01/01/2017 - 12/31/2017
Entry/Exit Types	HUD

Here is an example of how the prompts should appear:

Report Options | | Use Previous Parameters

Provider Type — ● Provider ○ Reporting Group

Provider * — Heading Home - Rowan County - Emergency Shelter - State ESG (7389) | Search | My Provider | Clear
○ This provider AND its subordinates ● This provider ONLY

Program Date Range * — 01 / 01 / 2017 📅🔄📅 to 12 / 31 / 2017 📅🔄📅

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

5 Select the Build Report Button. | Build Report
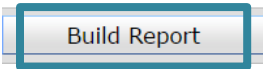
Remember - Run the ESG CAPER for each individual HMIS project

How to Read the ESG CAPER – for data quality

Providers must review the report for data quality, and update HMIS with accurate information. Corrected data will be reflected immediately in this report (unlike ART).

1 Select the **blue** numbers in the Don't Know/Refused and Data Not Collected columns or rows to view a list of clients who are missing HMIS data.

check all report sections

6a - Data Quality: Personally Identifiable Information

Data Element	Client Doesn't Know/Client Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	0	0%
SSN (3.2)	3	2	4	6%
Date of Birth (3.3)	0	1	2	2%
Race (3.4)	0	0		0%
Ethnicity (3.5)	1	0		1%
Gender (3.6)	0	0		0%
Overall Score				8%

21 - Health Insurance

	At Start	At Annual Assessment for Stayers	At Exit for Leavers
MEDICAID	189	0	149
MEDICARE	89	0	62
State Children's Health Insurance Program	0	0	0
Veteran's Administration (VA) Medical Services	76	0	56
Employer-Provided Health Insurance	10	0	5
Client doesn't know/Client refused	6	0	5
Data not collected	40	4	23
Number of stayers not yet required to have an annual assessment		212	
1 Source of Health Insurance	287	0	209
More than 1 Source of Health Insurance	50	0	42

2 Once the **blue** number is selected, a list of the client IDs and full names will appear. Review this list to identify which clients are included in that row, or download the to export the list.

Clients in answer cell ⊠

6e - Data Quality: Timeliness

Number of Project Start Records

ID	Client
157	Doe, Baby
238	Froman, Abe
91	Xavier, Charles
Showing 1-3 of 3	

[Download Results] [Exit]

3 Be sure to check the Validation table for data quality issues that are not obviously listed as in an error rate.

5a - Report Validation Table

Report Validation Table

4. Number of Persons with Unknown Age	0
5. Number of Leavers	0
6. Number of Adult Leavers	0
7. Number of Adult and Head of Household Leavers	0
8. Number of Stayers	11
9. Number of Adult Stayers	11
10. Number of Veterans	0
11. Number of Chronically Homeless Persons	1
12. Number of Youth Under Age 25	0
13. Number of Parenting Youth Under Age 25 with Children	0
14. Number of Adult Heads of Household	11
15. Number of Child And Unknown-Age Heads of Household	0
16. Heads of Households and Adult Stayers in the Project 365 Days or More	11

🔒 Protect client data.
Never save client identifying information to your computer.

4 Annual Assessments are required for clients enrolled in your project for more than 365 days. The ESG CAPER identified errors with Annual Assessments (including incorrect ROIs) in several questions.

6c – Data Quality: Income and Housing Data Quality

Data Element	Error Count	% of Error Rate
Destination (3.12)	0	0%
Income and Sources (4.2) at Start	1	13%
Income and Sources (4.2) at Annual Assessment	0	0%
Income and Sources (4.2) at Exit	0	0%

21 – Health Insurance

	At Start	At Annual Assessment for Stayers	At Exit for Leavers
MEDICAID	20	0	0
MEDICARE	0	0	0
State Children's Health Insurance Program	0	0	0
Veteran's Administration (VA) Medical Services	0	0	0
Employer-Provided Health Insurance	2	0	0
Health Insurance obtained through COBRA	0	0	0
Private Pay Health Insurance	1	0	0
State Health Insurance for Adults	0	0	0
Indian Health Services Program	0	0	0
Other	0	0	0
No Health Insurance	3	0	0
Client doesn't know/Client refused	0	0	0
Data not collected	4	0	0
Number of stayers not yet required to have an annual assessment		30	
1 Source of Health Insurance	23	0	0
More than 1 Source of Health Insurance	0	0	0

Protect client data.
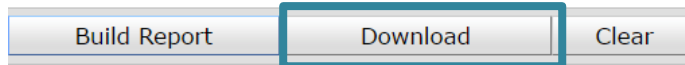Never save client identifying information to your computer.

5 Living Situation reviews the type of housing a client entered your project from, and can indicate eligibility. Should all your clients come from Homeless Situations?

15 - Living Situation	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	8	0	8	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Place not meant for habitation	3	0	3	0	0
Safe Haven	0	0	0	0	0
Interim Housing	0	0	0	0	0
Subtotal	**11**	**0**	**11**	**0**	**0**
Institutional Settings					
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Foster care home or foster care group home	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Subtotal	**0**	**0**	**0**	**0**	**0**
Other Locations					
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with VASH subsidy	0	0	0	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, with other housing subsidy (including RRH)	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Staying or living in a friend's room, apartment or house	0	0	0	0	0
Staying or living in a family member's room, apartment or house	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Subtotal	**0**	**0**	**0**	**0**	**0**
Total	**11**	**0**	**11**	**0**	**0**

5 Once the data quality issues are corrected within client records, you can re-run the ESG CAPER report to confirm that the corrections were successful. The ESG CAPER report will respond immediately to changes made in HMIS – no need to wait 24 hours!

6 Once data is confirmed as accurate, select the Download button at the top of the report to download the full CAPER report and email the NCCEH Data Center for further troubleshooting.

Build Report	Download	Clear

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How to Read the ESG CAPER – for outcomes

Providers can also use the ESG CAPER report to review and monitor project outcomes. Below are a few examples of outcomes to look for.

1 Length of Stay can be tracked by whether clients have open enrollments (Stayers) or exited (Leavers) during the report date range. Use Question 22a2 review the length of stay in your project.

22a2 - Length of Participation - ESG Projects	Total	Leavers	Stayers
0-7 days	0	0	0
8 to 14 days	1	1	0
15 to 21 days	1	0	1
22 to 30 days	4	2	2
31 to 60 days	3	2	1
61 to 90 days	4	0	4
91 to 180 days	15	1	14
181 to 365 days	29	0	29
366 to 730 Days (1-2 Yrs)	0	0	0
731 to 1,095 Days (2-3 Yrs)	0	0	0
1,096 to 1,460 Days (3-4 Yrs)	0	0	0
1,461 to 1,825 Days (4-5 Yrs)	0	0	0
More than 1,825 Days (>5 Yrs)	0	0	0
Data not collected	0	0	0
Total	**57**	**6**	**51**

2 Question 22d tracks Length of Stay in your project by HUD Household Type: Adults without Children, Adults with Children and only Children

22d - Length of Participation by Household Type	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type

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3 Exit Destination can help your project track permanent housing placements for clients.

Rapid Re-Housing projects can be review Destination in two ways:

Exits less than 90 days (23a)

Exits more than 90 days (23b).

Prevention, Street Outreach, and Emergency Shelter projects can look at Question 23c for all Exits

23c - Exit Destination - All persons	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	4	2	2	0	0
Owned by client, no ongoing subsidy	0	0	0	0	0
Owned by client, with ongoing subsidy	0	0	0	0	0
Rental by client, no ongoing subsidy	2	2	0	0	0
Rental by client, with VASH subsidy	0	0	0	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, other ongoing subsidy	0	0	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Subtotal	6	4	2	0	0

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4 Rapid Re-Housing projects can view how long it takes to find clients permanent housing units with Question 22c. This measure the time between Project Start and the Housing Move-In date.

22c - RRH Length of Time between Project Start Date and Housing Move-in Date	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	28	2	26	0	0
8 to 14 days	16	0	16	0	0
15 to 21 days	20	0	20	0	0
22 to 30 days	41	0	41	0	0
31 to 60 days	49	0	49	0	0
61 to 180 days	56	0	56	0	0
181 to 365 days	0	0	0	0	0
366 to 730 Days (1-2 Yrs)	0	0	0	0	0
Data not collected	10	0	9	1	0
Total	**220**	**2**	**217**	**1**	**0**

5 Prevention projects can view the distribution of the Housing Assessment at Exit between permanent and temporary locations. These outcomes are also divided by Household type.

24 - Homeless Prevention Housing Assessment at Exit	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Able to maintain the housing they had at project start--Without a subsidy	2	2	0	0	0
Able to maintain the housing they had at project start--With the subsidy they had at project entry	0	0	0	0	0
Able to maintain the housing they had at project start--With an on-going subsidy acquired since project entry	2	0	2	0	0
Able to maintain the housing they had at project start--Only with financial assistance other than a subsidy	0	0	0	0	0
Moved to new housing unit--With on-going subsidy	0	0	0	0	0
Moved to new housing unit--Without an on-going subsidy	0	0	0	0	0
Moved in with family/friends on a temporary basis	1	1	0	0	0
Moved in with family/friends on a permanent basis	0	0	0	0	0
Moved to a transitional or temporary housing facility or program	0	0	0	0	0
Client became homeless - moving to a shelter or other place unfit for human habitation	0	0	0	0	0
Client went to jail/prison	0	0	0	0	0
Client died	0	0	0	0	0
Client doesn't know/Client refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	1	1	0	0	0
Total	**6**	**4**	**2**	**0**	**0**

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access local support for Balance of State, Wake, Durham, & Orange CoCs

919.410.6997 or hmis@ncceh.org

helpdesk for local support