

# **Emergency Shelter Grants Program (ESGP)**

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## **Reporting Requirements**

### **Participation in HMIS:**

All OEO grantees receiving Emergency Shelter Grants Program (ESGP) funds are expected to use the statewide Homeless Management Information System (HMIS) for ESGP record keeping and reporting.

If you are a new grantee receiving ESGP funds, you must begin using HMIS on or before the start date of your ESGP contract. All participants receiving assistance in an ESGP-funded program must be entered into HMIS. Clients who decline to have their identifiable information entered into HMIS should be entered as anonymous. They will still be included in your program reporting totals. If your agency has not yet completed training and set-up for the HMIS system, please contact Wilder Research (the HMIS Administrator) as soon as possible. They will provide information about the next HMIS Training opportunity, as well as system set-up requirements and costs.

For Community Action Agency grantees planning to use the new VISIONS system for homeless data entry, special instructions on complying with your HMIS requirements will be sent in the near future.

### **Reporting with HMIS:**

All ESGP data required by OEO for reporting is included in the HMIS system. These data elements are captured in sample ESGP Intake forms, available for download from the HMIS website (under "ESGP Funded Agency") at: <http://www.hmismn.org/forms/index.php>

The ESGP Quarterly Report will be available to your agency as part of the Advanced Reporting Tool (ART) feature within HMIS. You will need to run this report, review it for accuracy, and submit this report to the OEO to meet your ESGP reporting requirements in FY2007.

***For FY 2007, the ESGP Quarterly Report (a cumulative report) will be due to this office on the following dates:***

**1st Quarter** (July 1 – September 30, 2006): **October 31, 2006**

**2<sup>nd</sup> Quarter** (July 1 – December 31, 2006) **January 30, 2007**

**3<sup>rd</sup> Quarter** (July 1 – March 31, 2006): **April 30, 2007**

**4<sup>th</sup> Quarter** (July 1 – June 30, 2006): **July 31, 2007**

### **Reporting Questions:**

If you have specific questions about HMIS training, payments, agency and user agreements, or problems with the HMIS system, you should contact Wilder Research at (651)647-4600 or (800) 328-2972. email: [hmis@wilder.org](mailto:hmis@wilder.org) The HMIS web site, at <http://www.hmismn.org> is also a good source of HMIS information.

If you have further questions or concerns about OEO reporting timelines, requirements, or other HMIS-related issues, please contact Isaac Wengerd at (651) 431-3815 or [isaac.wengerd@state.mn.us](mailto:isaac.wengerd@state.mn.us)