

## ESGP Reporting Announcement – Spring 2008

This is a reminder that the Third Quarter ESGP Report (covering July 1, 2007- March 31, 2008) will be due on April 30, 2008.

As with the past ESGP reports, you should:

1. Use the HMIS Advanced Reporting Tool (ART) to produce your ESGP Report.
2. Export the ESGP Counting Report (not Data Checking) into an Adobe PDF file.
3. Verify that the information represented in these reports is accurate, or work with Wilder Research staff to correct any inaccuracies.
5. Email these ESGP Report files to Pat Leary at: [pat.leary@state.mn.us](mailto:pat.leary@state.mn.us).
6. Do not send your data checking reports (client level data) to the OEO. We do not need/want them, and emailing them poses a threat to data privacy.

**Remember:**

The data in the reports you submit is the official, legal record of your program's performance under the current ESGP contract.

According to State law, you must keep either an electronic or paper copy of the ESGP Report you submit for at least six years (Minn Statute 16B.98 subd. 8). Furthermore, you should always keep the email (or a printout of the email) showing you submitted the report to this office.

Thank you.

Isaac Wengerd  
Office of Economic Opportunity  
Phone: (651) 431-3815  
Fax: (651) 431-7509  
Minnesota Department of Human Services  
PO Box 64962  
St. Paul, MN 55164-0962