

ESP Grantees:

This is a reminder that the **Annual ESP Report** (covering July 1, 2008 - June 30, 2009) will be due on **August 14, 2009**. (If you have already submitted your report, you can ignore this email). Please send reports to Isaac Wengerd at the following email address:

isaac.wengerd@state.mn.us

**** **Include your agency name in the email subject line, and your report contact info in the body of the email**

As with the last report submission, you should receive an email confirming receipt of the reports (within three business days). **If you do not receive an email confirmation, we cannot guarantee that your report was received by our office.** If you do not receive a confirmation within two days, please contact Isaac Wengerd at 651-431-3815.

QUESTIONS

If you have program-specific questions about the ESP Report, you should contact Isaac Wengerd at 651-431-3815 or isaac.wengerd@state.mn.us.

Technical questions about the HMIS system should continue to go to Wilder Research' HMIS staff, at 651-280-2780 or hmis@wilder.org

ESP REPORTING INSTRUCTIONS

1. Use the HMIS Advanced Reporting Tool (ART) to produce your ESP Reports.
2. Under the ESP folder (Counting), run and export the following summary report in Adobe PDF file format:

- ESP - Demographics and Services

3. Verify that the information represented in these reports is accurate, or work with Wilder Research staff to correct any inaccuracies.

REMEMBER

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

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

-- Other state officials have begun requesting statewide data from HMIS, including information regarding the performance of certain programs. The data that goes into your OEO ESP Reports is the same data that will be used, in part, to assess the effectiveness of the Emergency Services Program as a whole. **What you enter into HMIS (and how it comes out on reports) does matter.**

Thank you.

Isaac Wengerd
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