

## **ESP Grantees:**

This is a reminder that the **Annual ESP Report** (covering July 1, 2007 - June 30, 2008) will be due on **August 15, 2008**. Please send reports to Isaac Wengerd at the following email address:

[isaac.wengerd@state.mn.us](mailto: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 two 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](mailto: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](mailto: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 reports in Adobe PDF file format:
  - \* ESP\_Demographics
  - \* ESP\_Household Living Situation and Homeless Status
  - \* ESP\_Services Provided
3. **Verify that the information represented in these reports is accurate, or work with Wilder Research staff to correct any inaccuracies.** We have had an unusually high number of reports that have been submitted with significant reporting errors, questionable data, and blank tables.

## **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 Transitional Housing as a whole. **What you enter into HMIS (and how it comes out on reports) does matter.**