

HMIS TipSheet

The Emergency Shelter Grant Report - Part One

The Emergency Shelter Grant Report

What is it?

The Emergency Shelter Grant (ESG) Report counts individuals and families receiving housing or assistance to prevent homelessness during the reporting year. This report can be printed out of ROSIE and submitted directly to the Department of Social Services in order to fulfill reporting requirements for agencies receiving ESG funding.

Where can I find it?

The ESG Report is located on the "Reports" dropdown, under "Program Reports."

How do I run it?

First, enter the beginning and ending dates of your ESG program year. Then you have two options:

1. Clicking "**ESG**" will run the basic ESG report that can be submitted to the Department of Social Services
2. Clicking "**ESG Audit**" will run the basic ESG report, plus additional pages which list the clients counted under each category. This version of the ESG Report can be an invaluable tool when the numbers just don't add up right.

Once you click on "ESG" or "ESG Audit," the report will run, and be displayed on your monitor. To print a copy for your secure use, or to be sent to the Department of Social Services, click the button with the printer on it in the top left corner of the screen, and click "Yes."

Don't
Forget!

Any reports printed from the HMIS that contain identifying client information are sensitive documents, and should be treated as such. When you're done with them shred them, or be sure to keep them under lock and key where only authorized staff can access them.

What data is reported under each section of the ESG Report?

Section 1 – Emergency and/or Transitional Housing

This section counts clients receiving emergency shelter or housing for each type of household defined below.

household defined below.

Annual number of persons served

These three (3) values represent:

1. Number of adults receiving Emergency Shelter or Transitional Housing
2. Number of children receiving shelter/housing
3. Total of both adults and children

These values are not duplicated.

Annual Individual/Single Households

These four (4) values represent:

1. Number of unaccompanied males age 18 or older receiving Emergency Shelter or Transitional Housing
2. Number of unaccompanied females age 18 or older receiving shelter housing
3. Number of males 17 or younger receiving shelter/housing
4. Number of females 17 or younger receiving shelter/housing.

Annual Family Households with children headed by ...

These seven (7) values represent the number of families with children, according to the age and gender of the Head of Household.

1. Family is single male age 18 or older
2. Family is single female age 18 or older
3. Family is single male under age 18
4. Family is single female age 17 or younger
5. Family of two (2) parents age 17 or younger
6. Family of two (2) parents under 18
7. family of two (2) parents one age 18 or older, one age 17 or younger.

Annual Family Households with no children ...

This value represents the number of families having no members under the age of 18 receiving Emergency Shelter or Transitional Housing.

Annual Number of Persons Served for each Subpopulation

These values represent the number of persons served in each type of population, including:

1. Chronically Homeless (for Emergency Shelter only)
2. Severely Mentally Ill
3. Chronic Substance Abuse
4. Other Disability
5. Veterans
6. Persons with HIV/AIDS
7. Victims of Domestic Violence
8. Elderly

This count is duplicated.

Annual Number Served in Emergency or Transitional Shelters by Facility Type

These values are not available in the ROSIE database. Grant recipients should choose the value that coincides with their program type. These values represent the number of persons residing in each type of housing, including:

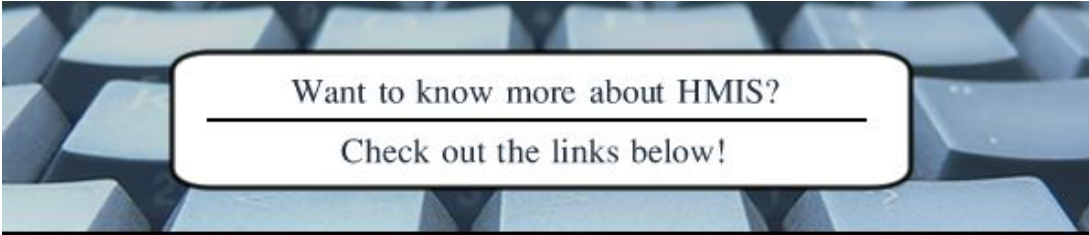
1. Barracks
 2. Group/Large House
 3. Scattered Site Apartment
 4. Single Family Detached House
 5. Single Room Occupancy
 6. Mobile Home/Trailer
 7. Hotel/Motel
 8. Other
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In the next Tipsheet:

The Emergency Shelter Grant Report - Part Two

Including:

- Proper set-up of Assistance Provided Categories
- Section 2 and 3 Explained



1. [HMIS Website](#)
2. [HMIS FAQ](#)
3. [Training and Technical Assistance](#)
4. [Missouri Association for Social Welfare](#)



Have questions about ROSIE?

Call the MISI Help Desk at **(800) 536-6474!**

Live help: Monday through Friday, 6:00 am - 4:30 pm

Messages left outside those hours will be returned.

HMIS Staff

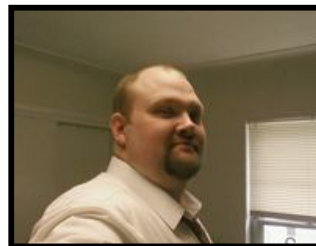
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