Updated 04/06/2022

Texas Balance of State CoC ESG HMIS-MPR Guide

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Overview of the Monthly Performance Report

Emergency Solutions Grants (ESG) Subrecipients must submit a Monthly Performance Report (MPR) and a Monthly Expenditure Report (MER) through the Department's web-based Housing Contract System.

Monthly Report Uses

The Department uses the financial and performance information submitted through the monthly reports to understand the success and improve the administration of the program, and to report performance data to the U.S Department of Housing and Urban Development (HUD) through the Consolidated Annual Performance and Evaluation Report (CAPER). The data the Department collects is subject to change as required by HUD.

Due Dates

The MPRs and MERs are due on or before the fifteenth (15th) day of each month of the Contract Term, following the reporting month. If the 15th falls on a weekend or holiday, the reports must still be entered on or before the 15th.

Access

Subrecipients must access the Housing Contract System with a username and password assigned to them by the Department. To receive an individual username and password, each staff expected to complete and/or review the MER/MPRs must submit a Housing Contract System Access Request Form to esg@tdhca.state.tx.us. The Housing Contract System Access Request Form can be downloaded from the ESG Program Guidance web page. A new form must be submitted for each new ESG Contract, even if staff has been granted a password or username in previous years.

Order of Reports and Validations

A Monthly Performance Report must first be submitted in the Housing Contract System before the system will allow the user to submit the Monthly Expenditure Report. Together, the MPR and the MER comprise the ESG Draw Request. Validations are programmed into both reports to verify data accuracy. If an error message appears, a data validation has been violated and errors must be corrected before the Housing Contract System will allow a user to approve the reports.

HMIS-ESG MPR

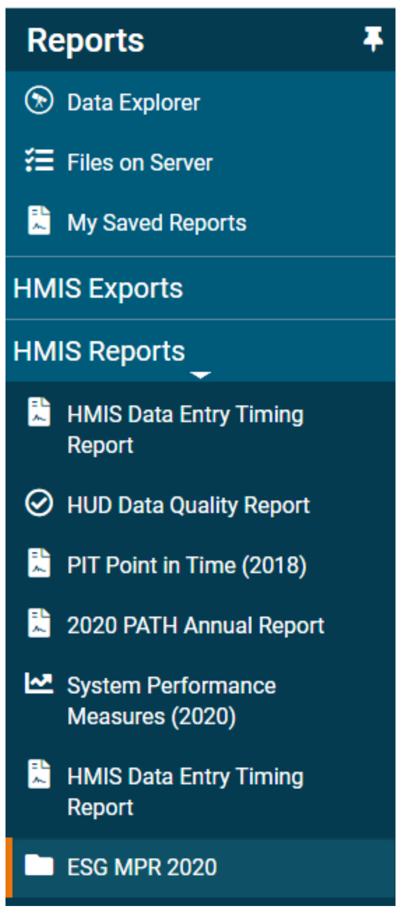
In order to help state ESG grantees meet the ***MPR requirement***, the Texas Balance of State CoC has built an up-to-date version of the ESG MPR in HMIS. This guide outlines how to access and run the report for the four ESG components: Emergency Shelter, Rapid Re-Housing, Homelessness Prevention, and Street Outreach.

Please note that MER data is not collected in HMIS. This information must be obtained from outside the HMIS system.

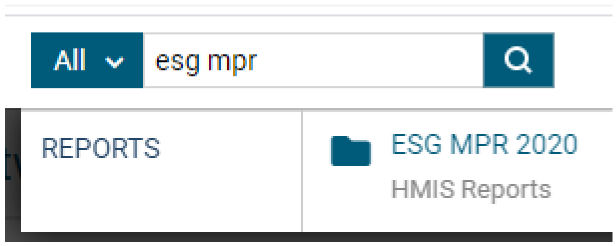
For more information on data collection requirements, please refer to TDHCA's webpage, Guidance for TDHCA Subrecipients.

Where to Find the HMIS-ESG MPR

You can find the ESG MPR 2020 report in the Reports workspace under the HIMS Reports submenu in the left hand menu panel. If needed, here is a quick video on how to switch workspaces.



You can also also use the search bar at the top of the screen to find the report regardless of what workspace you are in. Click on the ESG MPR 2020 search result to be taken directly to the report launch page.



How to Run the HMIS-ESG MPR

Like many reports in HMIS, you must first select specific criteria before running the report. Users are required to set a Contract Start Date, Report Date Range, and select their ESG program(s).

The Contract Start Date

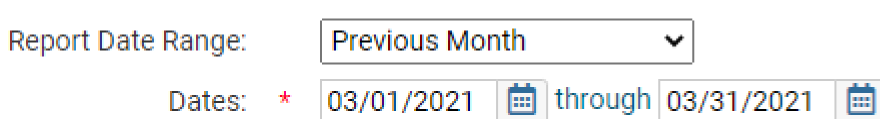
Guidance from TDHCA indicates that clients can only be counted once during the Contract (grant) period. This means that the report needs to be able to look back over any past enrollments the client may have to determine if they should be counted in specific sections of the report. The Contract Start Date helps meet this requirement.

Unlike the Date Range boxes, there is only one space for a single date.

The Contract Start Date should be the date your current ESG Contract (grant) began. This will be different for every ESG grantee. If you are unsure of when your Contract date begins, reach out to the individual who handles your contracts or TDHCA.

Report Date Range

In most cases, the MPR is meant to be run for a single month at a time. The default setting for this reporting criteria is Previous Month, but users can manually change the report date ranges if needed.



If you manually change the date range for the report, note that the end date of the report must be after the start date of the report. Changing the start date of the report gives a “NAN” message in the end date field. The report will not run with this message.

Use the calendar icon or manually type in the end date before running the report.

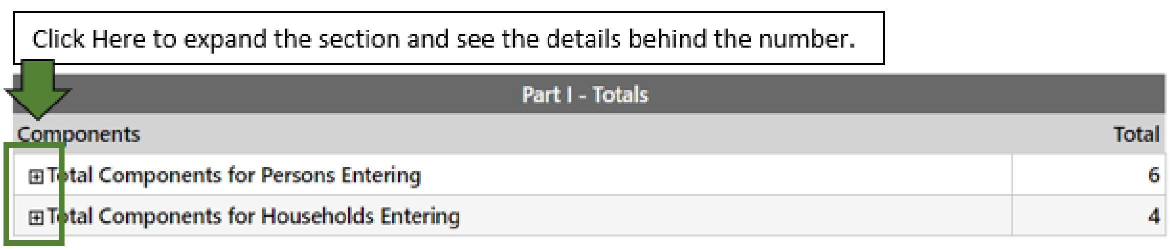
Program Selection

Users are required to select at least one program before running the MPR, but the report can handle multiple programs at once. This is useful if your agency has more than one ESG component like Emergency Shelter and Street Outreach, for example.

What the Report Looks Like/Report Sections

Layout/Functionality of the Report

- When you run the report all sections are collapsed to show just the totals for each line. For sections of the report where there is more detail, click the plus button to the left of the line item to see the detail. Depending on the item, you will see different information in the details section.



- Sections related to households may have multiple levels of detail available.

Household section has multiple levels of detail. You have a line with the family ID and number of case members, and if you expand that you can see all the individual client IDs that are included in the enrollment and their relationship to the Head of Household.

⊟Total Components for Households Entering						4
Family ID	Family Name		Program	Case Members		
⊟14990	test, 377		THN ESG Homelessness Prevention	2		
Client ID	Name	Age at Entry	Relation to HoH	Enroll Date	Exit Date	
413450	test, 377	20	Self	1/7/2021	1/7/2021	
413451	bro, 377	26	Other Family Member	1/7/2021		

- The totals for each line item are to the right of the line item.
- The totals for the entire section is at the bottom of the section.
- If you expand a section, the total for that section will still appear next to the line item to the right.

Part II - Demographics					
Unduplicated Race					
⊟American Indian or Alaska Native					2
Client Name	Client ID	Program	Enroll Date	Exit Date	
Child, HP	413489	THN ESG Homelessness Prevention	1/1/2021	1/19/2021	
Test, HP	413488	THN ESG Homelessness Prevention	1/1/2021	1/19/2021	
⊞Asian					2
⊞Black or African American					1
⊞Native Hawaiian or Other Pacific Islander					4
⊞Client Doesn't Know					1
Total					10

Header Section

Emergency Solutions Grant (ESG) MPR Grantee or Subgrantee Report

ClientTrack™

Reporting Period: 1/1/2021 to 1/31/2021
Looking back to: 10/1/2019

Report Criteria:

Reporting Period Criteria:	Include Program Participants Based Only on the Date Range Provided
Organization(s):	Texas Homeless Network
Program(s)	THN ESG Emergency Shelter, THN ESG Homelessness Prevention, THN ESG-CV Homelessness Prevention, THN HUD:CoC Rapid Re-Housing

- This appears at the top of the report and shows you the report criteria you selected when you ran the report. You can use this section to verify that the data is pulling for the dates and projects you are expecting.

- This section includes the date ranges entered for begin date, end date, contract start date (which should be the date the contract began for the grant period you are reporting on), the organization and the specific programs/projects that you selected.

- If you selected multiple projects, you should see all of the selected projects here.

Part I - Totals

Part I - Totals					
Components					**Total**
⊟ Total Components for Persons Entering					6

Client ID	Name	Age at entry	Program	Enroll Date	Exit Date
413451	bro, 377	26	THN ESG Homelessness Prevention	1/7/2021	
413489	Child, HP	2	THN ESG Homelessness Prevention	1/1/2021	1/19/2021
413491	GulfCoast, Bobbette	31	THN ESG Homelessness Prevention	1/28/2021	1/28/2021
413490	OfAllTests, Mother	30	THN ESG Emergency Shelter	1/19/2021	
413450	test, 377	20	THN ESG Homelessness Prevention	1/7/2021	1/7/2021
413488	Test, HP	30	THN ESG Homelessness Prevention	1/1/2021	1/19/2021

⊟ Total Components for Households Entering			4
Family ID	**Family Name**	**Program**	**Case Members**
⊞ 14990	test, 377	THN ESG Homelessness Prevention	2
⊞ 15017	Test, HP	THN ESG Homelessness Prevention	2
⊞ 15018	OfAllTests, Mother	THN ESG Emergency Shelter	1
⊞ 15019	GulfCoast, Bobbette	THN ESG Homelessness Prevention	1

Unduplicated ESG Entries	Total
Individuals	6
Households	4

- This section displays general information on all enrollments that match the criteria you selected when running the report (displayed in the header). If the enrollment date is within the reporting period you entered, and it is the first enrollment after the contract start date for this component, then you will see the client information displayed here. Only the first enrollment after the contract start date is displayed, because you do not want to count multiple enrollments within the grant period.

- Total Components for Persons Entering
  - Displays all clients that meet the report criteria you entered.
  - If you run the report for multiple projects, if a person is enrolled in multiple projects during the reporting period they may appear multiple times.

- Total Components for Households Entering
  - Rolls the enrollments up by family.
  - Will show you the HOH and the case members for the family members included in the enrollment.

- Unduplicated ESG Entries
  - Shows the unduplicated number of individuals and Households with enrollments that match the report criteria you entered.

- If a client has multiple enrollments based on your selections, they will only be counted once here.

Part II - Demographics

Unduplicated Race

Part II - Demographics					
Unduplicated Race					
⊟American Indian or Alaska Native					2
Client Name	Client ID	Program	Enroll Date	Exit Date	
Child, HP	413489	THN ESG Homelessness Prevention	1/1/2021	1/19/2021	
Test, HP	413488	THN ESG Homelessness Prevention	1/1/2021	1/19/2021	
⊞Asian					2
⊞Black or African American					1
⊞Native Hawaiian or Other Pacific Islander					4
⊞Client Doesn't Know					1
Total					10

- This section displays the unduplicated race for all clients in section 1 - Total Components for Persons Entering
- This number could be larger than the number for Total Components for Persons Entering if you have clients that have identified as multiple races, as they would be counted under each race they indicated during intake.

Unduplicated Ethnicity

Unduplicated Ethnicity					Total
⊟Non-Hispanic/Latino					3
Client Name	Client ID	Program	Enroll Date	Exit Date	
bro, 377	413451	THN ESG Homelessness Prevention	1/7/2021		
OfAllTests, Mother	413490	THN ESG Emergency Shelter	1/19/2021		
test, 377	413450	THN ESG Homelessness Prevention	1/7/2021	1/7/2021	
⊟Hispanic/Latino					3
Client Name	Client ID	Program	Enroll Date	Exit Date	
Child, HP	413489	THN ESG Homelessness Prevention	1/1/2021	1/19/2021	
GulfCoast, Bobbette	413491	THN ESG Homelessness Prevention	1/28/2021	1/28/2021	
Test, HP	413488	THN ESG Homelessness Prevention	1/1/2021	1/19/2021	
Total					6

- The number here should be the same as the unduplicated individuals number.

Unduplicated Gender

Unduplicated Gender					Total
⊟Male					3
Client Name	**Client ID**	**Program**	**Enroll Date**	**Exit Date**	
bro, 377	413451	THN ESG Homelessness Prevention	1/7/2021		
test, 377	413450	THN ESG Homelessness Prevention	1/7/2021	1/7/2021	
Test, HP	413488	THN ESG Homelessness Prevention	1/1/2021	1/19/2021	
⊟Female					3
Client Name	**Client ID**	**Program**	**Enroll Date**	**Exit Date**	
Child, HP	413489	THN ESG Homelessness Prevention	1/1/2021	1/19/2021	
GulfCoast, Bobbette	413491	THN ESG Homelessness Prevention	1/28/2021	1/28/2021	
OfAllTests, Mother	413490	THN ESG Emergency Shelter	1/19/2021		
Total					6

- The number here should be the same as the unduplicated individuals number.

Unduplicated Age

Unduplicated Age					Total
⊟Under 18					1
Client Name	Client ID	**Program**	Enroll Date	Exit Date	
Child, HP	413489	THN ESG Homelessness Prevention	1/1/2021	1/19/2021	
⊟18 - 24					1
Client Name	Client ID	**Program**	Enroll Date	Exit Date	
test, 377	413450	THN ESG Homelessness Prevention	1/7/2021	1/7/2021	
⊞25 - 34					4
Total					6

- The number here should be the same as the unduplicated individual number.

Part III - Unduplicated Special Populations

Part III - Unduplicated Special Populations	
⊞Persons in at least one special population	3
⊞Chronically Homeless	2
⊞HIV/AIDS	0
⊞Unaccompanied Children (Under 18)	0
⊞Unaccompanied Youth (18-24)	0
⊞Children of Parenting Youth (Under 18)	0
⊞Parenting Children and Youth (Under 25)	0
⊞Severe Mental Illness	0
⊞Chronic Substance Use Disorder	0
⊞Veterans	1
⊞Victims of Domestic Violence	0

- Persons in at least one special population: This section counts each client once if they belong to one or more special populations. The number here may be less than if you add up each line because some people may be included in multiple special populations.
- The details for each special population is included in this section as well.

Part IV - Street Outreach

Part IV - Street Outreach (SO) Component	
⊞Street Outreach Persons Served	0
⊞Street Outreach Adults Served	0
⊞Street Outreach Households Served	0
⊞SO Exit To Temporary/Transitional/Permanent Housing Destination	0

- This section gives the data for persons, adults and households served for any Street Outreach project that is included in your reporting.
- It is important to note that the SO Exit to Temporary/Transitional/Permanent Housing Destination is based on the Exit date for the project, so you may see numbers here even if you didn't have anyone enroll in the project during the reporting period you entered.
- If you don't have any Street Outreach projects selected when you run the report, this section will show zeros.

Part V - Emergency Shelter

Part V - Emergency Shelter (ES) Component	
⊞Emergency Shelter Persons Served	1
⊞Emergency Shelter Adults Served	1
⊞Emergency Shelter Households Served	1
⊞Housed Overnight	1
ES Available Nights	744
⊞ES Provided Bed Nights	3,175
Rehabilitated Beds	
Converted Beds	
⊞Non-Cash Benefits Increase	0
⊞Income Increase	0
⊞Exit to Temporary/Transitional Housing Destination	0
⊞Exit to Permanent Housing Destination	0

- This section gives the data for persons, adults and households served for any Emergency Shelter project that is included in your reporting.
- The housed overnight line item counts all clients who had an overnight stay in the ES enrollment, it will not count clients who have an enrollment and an exit date on the same day.
- ES Avail Bed Nights - This is based on the current inventory record in the HMIS system. If this seems incorrect please contact HMIS@thn.org
- ES Provided bed nights - The total number here is the number of nights in the reporting period multiplied by the number of clients enrolled for each night.
  - This will include people who were enrolled prior to your reporting period, if they are not exited before the reporting period began.
  - If a client is not exited prior to, or on the last day of the reporting period, it is assumed they stayed that night and it will be counted as a night.
- Non-Cash Benefits Increase
  - This section will display data for any client with an **exit** date within the reporting period.
  - If one or more non-cash benefits are recorded at exit that were not present at entry that will be counted here as an increase
  - If an actual amount is entered at Entry for non-cash benefits in the Monthly Amount field and that amount increases at Exit, that will also count towards a non-cash benefits increase.
  - If no assessment is completed at Entry, but an assessment is completed at Exit, it will not be reported as an increase.
- Income Increase
  - This section will display data for any client with an **exit** date within the reporting period.

    - If a client chooses “no” for “income from any source” at entry, this will calculate the dollar amount as $0. If they have a dollar amount at Exit then it would be considered an increase in income.
    - If no assessment is completed at Entry, but an assessment is completed at Exit, it will not be reported as an increase.
- Exit to Temporary/Transitional Housing Destination
    - Only the client’s first enrollment (by project type) and associated exit within a grant year will be counted.
    - For this section only exits marked as Host Home (non-crisis) are counted.
- Exit to Permanent Housing Destination
    - Only the client’s first enrollment (by project type) and associated exit within a grant year will be counted.
    - The following destinations are
        - Moved from one HOPWA funded project to HOPWA PH
        - Owned by client, no ongoing housing subsidy
        - Owned by client, with ongoing housing subsidy
        - Permanent housing (other than RRH) for formerly homeless persons
        - Rental by client, no ongoing housing subsidy
        - Rental by client, with GPD TIP housing subsidy
        - Rental by client, with other ongoing housing subsidy
        - Rental by client, with VASH housing subsidy
        - Staying or living with family, permanent tenure
        - Staying or living with friends, permanent tenure
        - Rental by client, with RRH or equivalent subsidy
        - Rental by client, with HCV voucher (tenant or project based)
        - Rental by client in a public housing unit

Part VI - Rapid Re-Housing

Part VI - Rapid Re-housing (RRH) Component	
⊞Rapid Re-housing Persons Served	0
⊞Rapid Re-housing Adults Served	0
⊞Rapid Re-housing Households Served	0
⊞Non-Cash Benefits Increase	0
⊞Income Increase	0
⊞Less than 60 Days to Move-In	0
⊞Greater than 60 Days to Move-In	0
⊞Maintained Housing for 3+ Months	0
⊞Exit to Permanent Housing Destination	0
⊞Households Rental Assistance	0

- This section gives the data for persons, adults and households served for any Rapid Re-Housing project that is included in your reporting.
- Non-Cash Benefits Increase
    - This section will display data for any client with an **exit** date within the reporting period.
    - If one or more non-cash benefits are recorded at exit that were not present at entry that will be counted here as an increase
    - If an actual amount is entered at Entry for non-cash benefits in the Monthly Amount field and that amount increases at Exit, that will also count towards a non-cash benefits increase.
    - If no assessment is completed at Entry, but an assessment is completed at Exit, it will not be reported as an increase.
- Income Increase
    - This section will display data for any client with an **exit** date within the reporting period.
    - If a client chooses “no” for “income from any source” at entry, this will calculate the dollar amount as $0. If they have a dollar amount at Exit then it would be considered an increase in income.
    - If no assessment is completed at Entry, but an assessment is completed at Exit, it will not be reported as an increase.
- Less than 60 Days to Move-In
    - This calculates at a clients exit date and displays data for anyone who has a Move In date less than or equal to 60 days from their enroll date.
- Greater than 60 Days Move-In
    - This calculates at a clients exit date and displays data for anyone who has a Move In date greater than 60 days from their enroll date.

- Maintained Housing for 3+ months
    - This will display data if a 3+ month assessment has been completed and that assessment indicates that the client maintained their housing.
- Exit to Permanent Housing Destination
    - Only the client's first enrollment (by project type) and associated exit within a grant year will be counted.
    - Exit destinations included in this section are:
        - Moved from one HOPWA funded project to HOPWA PH
        - Owned by client, no ongoing housing subsidy
        - Owned by client, with ongoing housing subsidy
        - Permanent housing (other than RRH) for formerly homeless persons
        - Rental by client, no ongoing housing subsidy
        - Rental by client, with GPD TIP housing subsidy
        - Rental by client, with other ongoing housing subsidy
        - Rental by client, with VASH housing subsidy
        - Staying or living with family, permanent tenure
        - Staying or living with friends, permanent tenure
        - Rental by client, with RRH or equivalent subsidy
        - Rental by client, with HCV voucher (tenant or project based)
        - Rental by client in a public housing unit
- Rental Assistance
    - Any client enrolled in RRH at any point during the Report Month receiving a Rental Assistance service associated with the enrollment.
    - Only the client's first rental assistance service associated with that enrollment within a grant year will be counted
- COVID 19 FMR Waiver
    - Any client who has this "COVID 19 FMR Waiver" service added to an RRH enrollment where the service date is within the reporting period.
    - Only the client's first Waiver Service will be included in the report.

Part VII - Homelessness Prevention

Part VII - Homelessness Prevention (HP) Component					
⊟Homelessness Prevention Persons Served					5
Client ID	Name	Age at entry	Enroll Date	Exit Date	
413450	test, 377	20	01/07/21	1/7/2021	
413451	bro, 377	26	01/07/21		
413488	Test, HP	30	01/01/21	1/19/2021	
413489	Child, HP	2	01/01/21	1/19/2021	
413491	GulfCoast, Bobbette	31	01/28/21	1/28/2021	
⊟Homelessness Prevention Adults Served					4
Client ID	Name	Age at entry	Enroll Date	Exit Date	
413450	test, 377	20	01/07/21	1/7/2021	
413451	bro, 377	26	01/07/21		
413488	Test, HP	30	01/01/21	1/19/2021	
413491	GulfCoast, Bobbette	31	01/28/21	1/28/2021	
⊞Homelessness Prevention Households Served					3
⊞Non-Cash Benefits Increase					1
⊞Income Increase					2
⊞Maintained Housing for 3+ Months					1
⊞Exit to Permanent Housing Destination					1
⊞Households Rental Assistance					0

- This section gives the data for persons, adults and households served for any Homelessness Prevention project that is included in your reporting.
- Non-Cash Benefits Increase
  - This section will display data for any client with an **exit** date within the reporting period.
  - If one or more non-cash benefits are recorded at exit that were not present at entry that will be counted here as an increase
  - If an actual amount is entered at Entry for non-cash benefits in the Monthly Amount field and that amount increases at Exit, that will also count towards a non-cash benefits increase.
  - If no assessment is completed at Entry, but an assessment is completed at Exit, it will not be reported as an increase.
- Income Increase
  - This section will display data for any client with an **exit** date within the reporting period.
  - If a client chooses “no” for “income from any source” at entry, this will calculate the dollar amount as $0. If they have a dollar amount at Exit then it would be considered an increase in income.
  - If no assessment is completed at Entry, but an assessment is completed at Exit, it will not be reported as an increase.
- Maintained Housing for 3+ months

    - This will display data if a 3+ month assessment has been completed and that assessment indicates that the client maintained their housing.
- Exit to Permanent Housing Destination
    - Only the client's first enrollment (by project type) and associated exit within a grant year will be counted.
    - Exit destinations included in this section are:
        - Moved from one HOPWA funded project to HOPWA PH
        - Owned by client, no ongoing housing subsidy
        - Owned by client, with ongoing housing subsidy
        - Permanent housing (other than RRH) for formerly homeless persons
        - Rental by client, no ongoing housing subsidy
        - Rental by client, with GPD TIP housing subsidy
        - Rental by client, with other ongoing housing subsidy
        - Rental by client, with VASH housing subsidy
        - Staying or living with family, permanent tenure
        - Staying or living with friends, permanent tenure
        - Rental by client, with RRH or equivalent subsidy
        - Rental by client, with HCV voucher (tenant or project based)
        - Rental by client in a public housing unit
- Rental Assistance
    - Any client enrolled in RRH at any point during the Report Month receiving a Rental Assistance service associated with the enrollment.
    - Only the client's first rental assistance service associated with that enrollment within a grant year will be counted.
- COVID 19 FMR Waiver
    - Any client who has this "COVID 19 FMR Waiver" service added to an RRH enrollment where the service date is within the reporting period.
    - Only the client's first Waiver Service will be included in the report.

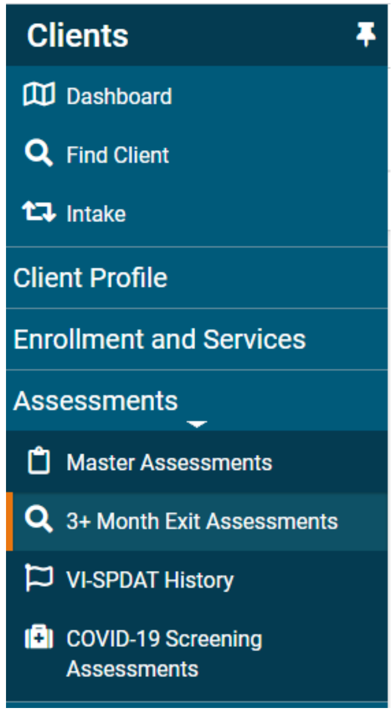
- AMFI Percentages
    - Clients whose HP enrollment date is within the report parameters that have the "ESG - COVID AMFI" Assessment completed for the enrollment.
    - The clients will show on the report in the group that was selected when the assessment was completed.

Troubleshooting/Things to Watch Out For

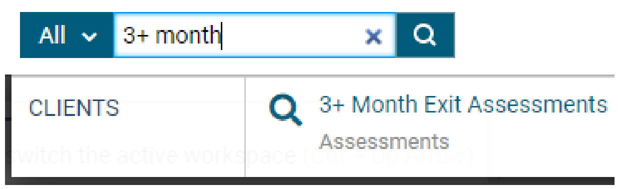
Making 3+ Month Exit Housing Assessments - HP and RRH Only

ESG subrecipients are required to follow up with their housed Homelessness Prevention and Rapid Re-Housing clients after they are exited from the project. This contact is used to determine if the household was able to maintain their housing three months or more after their initial exit. Users will enter this information using a custom assessment in HMIS called, 3+ Month Exit Assessments.

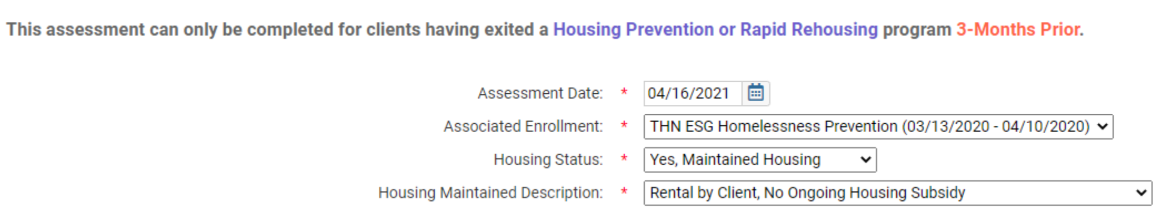
This assessment is located in the Clients Workspace under the Assessments submenu in the left hand menu panel.



You can also also use the search bar at the top of the screen to find the report regardless of what workspace you are in. Click on the 3+ Month search result to be taken directly to the report launch page.



Note that users will only be able to enter this type of assessment for HP and RRH projects that have been exited for at least three months. If the enrollment is not HP or RRH or if the exit date for the client is less than three months, nothing will appear in the Associated Enrollment dropdown menu. Below is an example of what the assessment looks like.



Grant Year Flip for MPR

If you are in the **first month** of your grant year you will need to make a slight change to how you pull the report to capture the clients for the first month.

- Set Contract Start date to the **previous grant years start date, or to one year previous if you didn't previously have this grant.**
- Check for clients who are not exited prior to the **new grant year start date**.
- These clients should be captured and reported
- EXAMPLE:
  - New grant is for Jan 1, 2021-Dec 31, 2021
  - Set contract start date date to Jan 1, 2020 (if that was the start date for previous grant contract)
  - Run the report for Jan 1, 2021-Jan 31, 2021
  - If a client has an exit date on or after Jan 1, 2021 they should be captured in your numbers. You should exclude anyone who has an exit date prior to Jan 1, 2021.