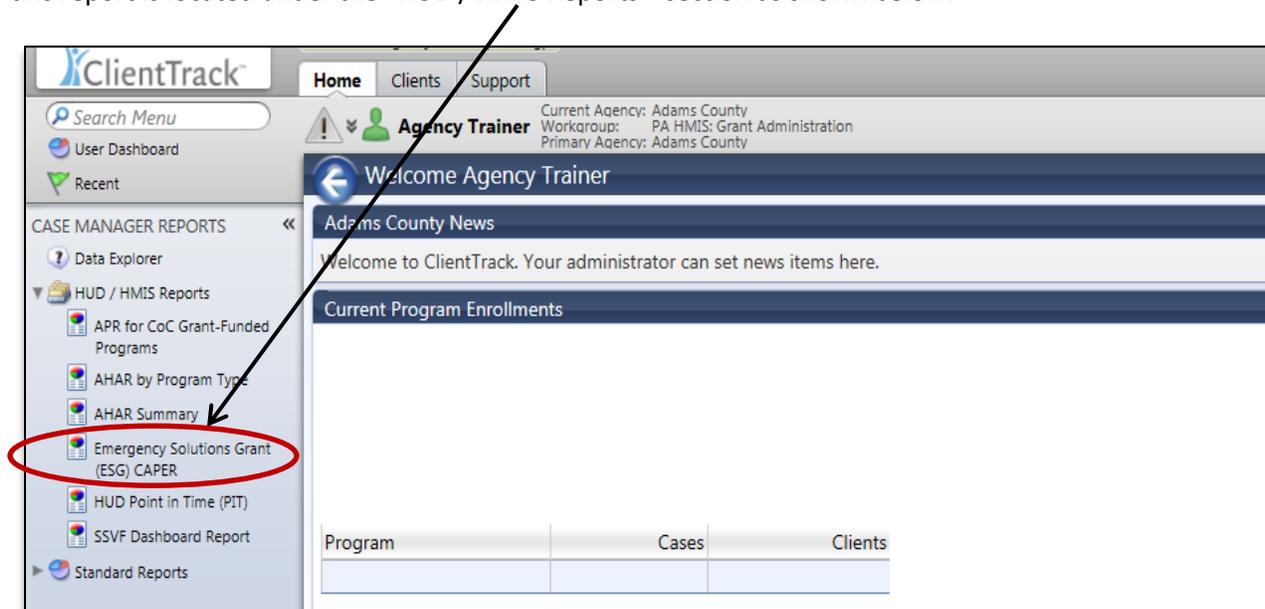


Emergency Solutions Grant (ESG) CAPER Guide

The following guide provides information on locating and running the newly released Emergency Solutions Grant (ESG) CAPER in the PA HMIS/Client Track system. This report is available to all users and generates data for those programs that are funded by Emergency Solutions Grants. This is the report that is needed when submitting invoices to DCED.

Please note that the new ESG CAPER runs exactly the same as the previous report, the only difference is this new version contains expanded information for Grantees.

All users with access to the new PA HMIS/Client Track system will have access to the ESG CAPER report, and is located under the **Home -> Case Manager Reports** area. There are two folders in this area, and this report is located under the “HUD / HMIS Reports “ section as shown below:



Select the Emergency Solutions Grant (ESG) CAPER report link and the system will load the report filter that will enable you to enter options for which to generate the report.

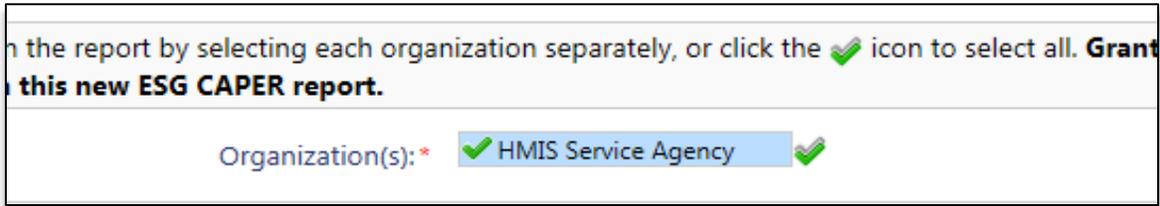
Date Range: the report allows you to enter in a date range for the report, which will determine which served clients to include on the report. The new system provides predefined date ranges to select from or you can manually enter the Begin and End Dates. For invoicing purposes, enter the dates to match the date of your invoice.

Records that fall within the date range you select will be included.

Predefined Date Range:

Begin Date: * and

Organization(s): the report will require you to select the organization(s) that contain your ESG Grants, in most cases this will be a single organization that the report will default to when loading.



The ESG CAPER report will appear in a new window on your screen, you can use the “PDF Export” icon near the top right of the report window to create and save the report into a PDF. This is the report you will submit to DCED for all ESG invoicing processes.

Type	Homelessness Prevention	Rapid Rehousing	Emergency Shelter	Street Outreach	Total Served
Adults	1	0	12	1	12
Children	0	0	0	1	0

This new version of the ESG CAPER contains all the data standard previously provided but now provides every data set broken out by ESG Category. This new report also includes the Race and Ethnicity data (CR-10) as well as the Shelter Utilization data (CR-70) for Emergency Shelter programs.

The new version also has embedded Client Details reports for each major section and any header that looks like a hyperlink ([Persons Served by Race/Ethnicity](#)) is a sub-report that when selected will produce client level data on the records that comprised the aggregate table numbers.

Race	Homelessness Prevention	Rapid Rehousing	Emergency Shelter	Street Outreach	Total Served
White	1	0	17	2	18
Black or African-American	0	0	4	0	4
Asian	0	0	2	0	2
American Indian or American Native	0	0	1	0	1
Native Hawaiian or Other	0	0	0	0	0