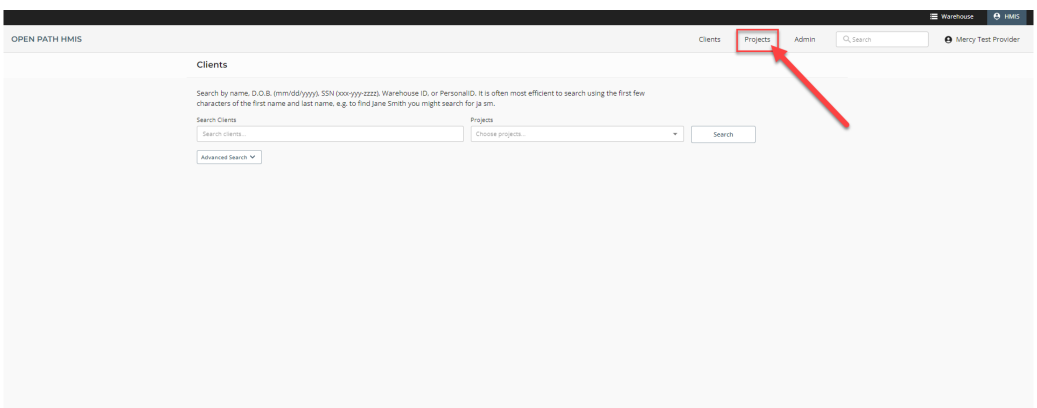
Entering ESG Funding and using the ESG Funding Report– HMIS Job Aid

The ESG Funding report is a report that will display client information and previous ESG funding received for both **referrals and active clients** (based on current household composition) in ESG rapid rehousing and ESG homeless prevention programs. The report will pull in data entered in the ESG Rapid Rehousing and ESG Homeless Prevention Funding Assistance, required for ESG-funded rapid rehousing and homeless prevention programs. It is designed to help staff evaluate eligibility for ESG programs based on prior funding received.

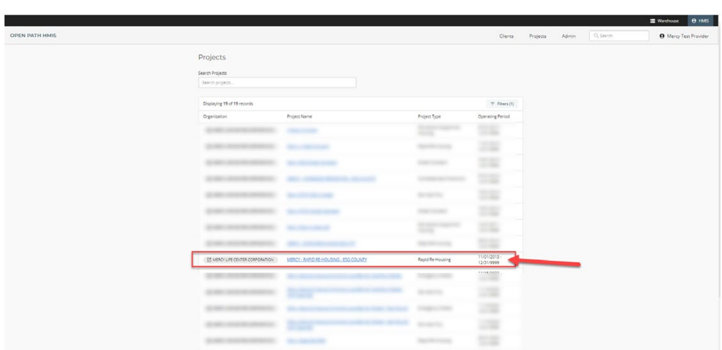
The report will include the following information for household members ages 18 and older: first name, last name, DOB, MCI ID, and the following information of where each adult client previously received ESG Rapid Rehousing and Homeless Prevention assistance: Provider ID, Provider Name, Program ID, Program Name, Funding Source, Payment Type, Amount, Payment Start Date, and Payment End Date.

How to Enter ESG Funding Information for a client in HMIS

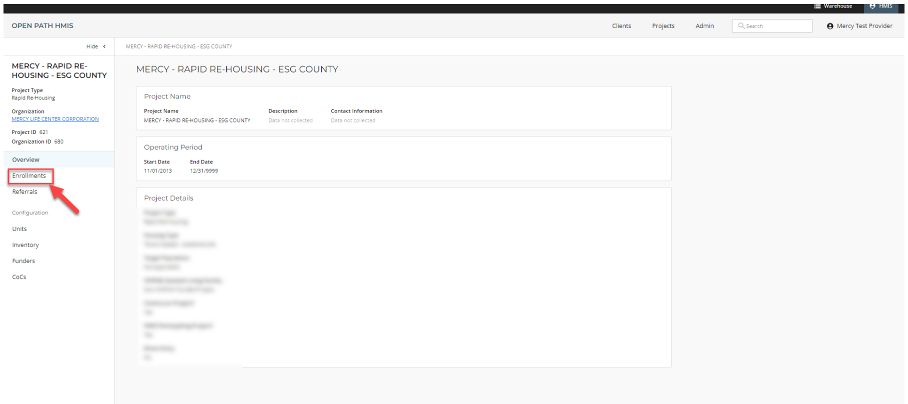
Log into HMIS and select the *Projects* hyperlink on the upper right screen.



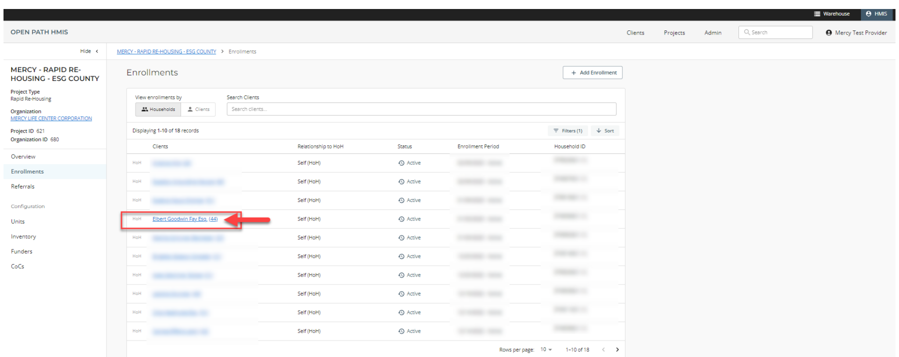
Select the ESG Homelessness Prevention or ESG Rapid Rehousing program



On the left-hand side, select the *Enrollments* hyperlink

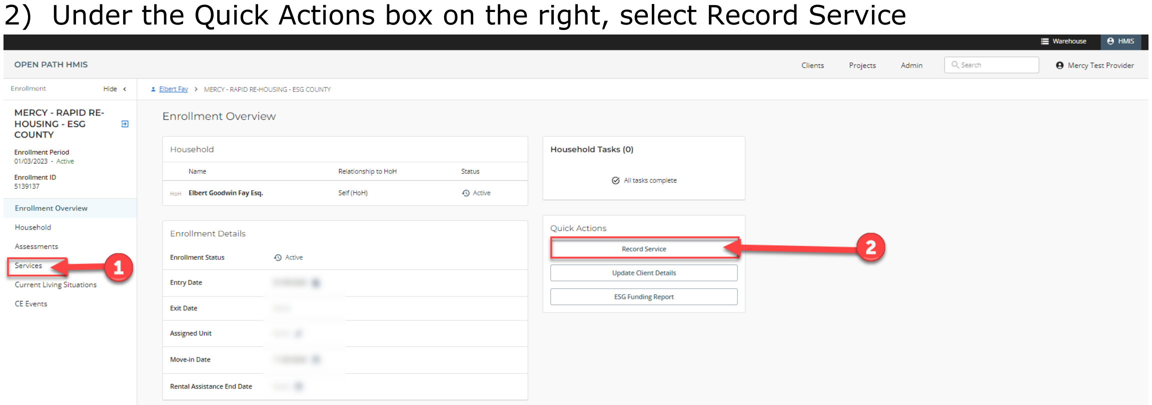


Select the name of the client to add the ESG funding information



There are two methods to add ESG Funding Assistance provided once the client is in focus.

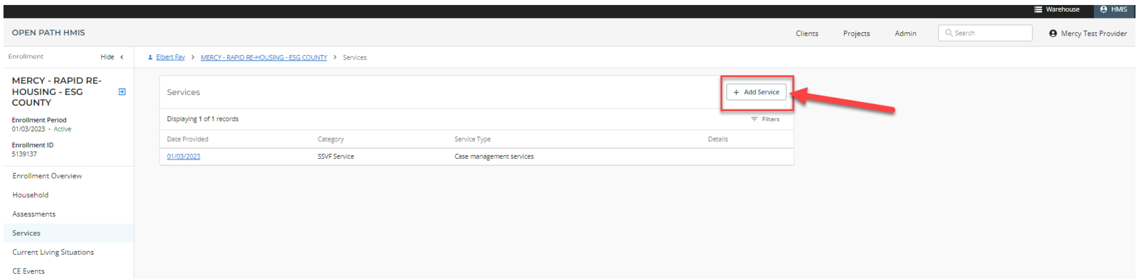
1) the Services hyperlink on the left-hand side
2) Under the Quick Actions box on the right, select Record Service



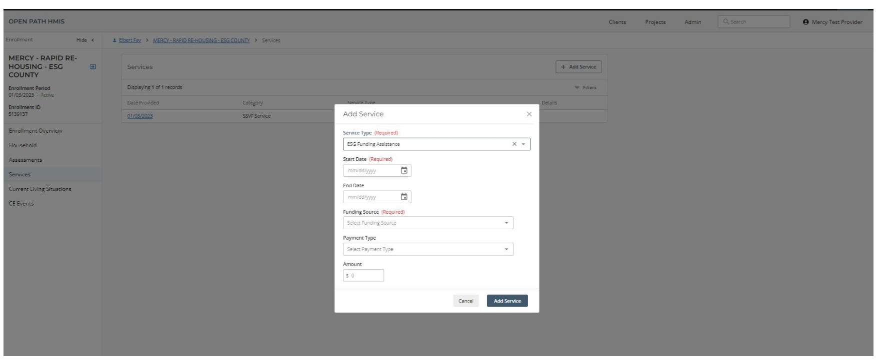
Using the Services link on the left-hand panel

If using the Services hyperlink at left, you will be navigated to the Services screen.

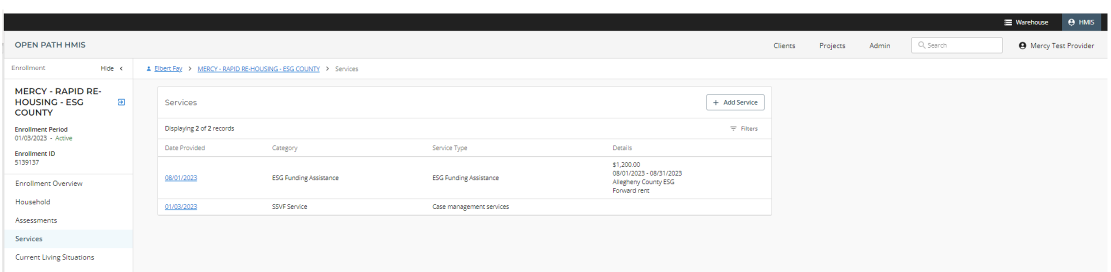
To add the ESG Funding Assistance, click the Add Service button.



In the Add Service pop up, select the service ESG Funding Assistance and enter the remaining information.

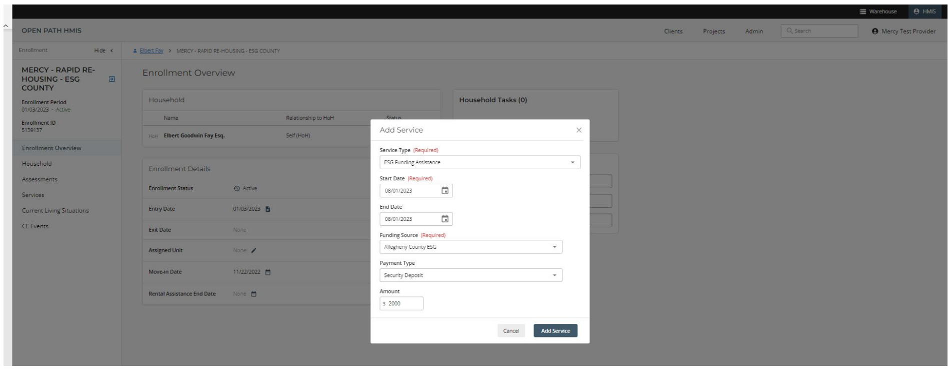


Click Add Service to save and return to the Services screen.



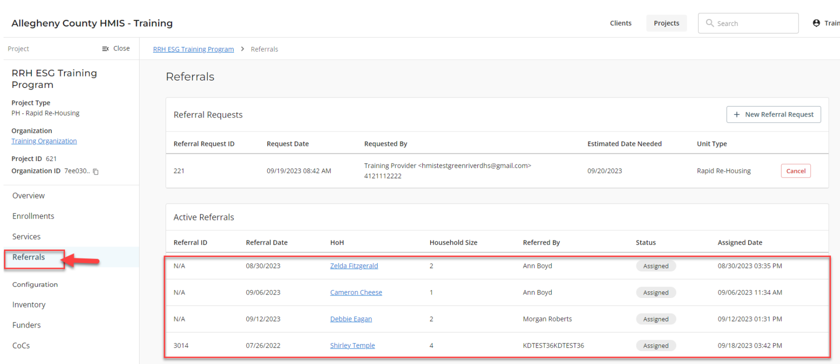
Using the Quick Actions> Record Service button

In the Add Service pop up, select the service ESG Funding Assistance and enter the remaining information. Click Add Service to save and return to the Enrollment Overview screen.

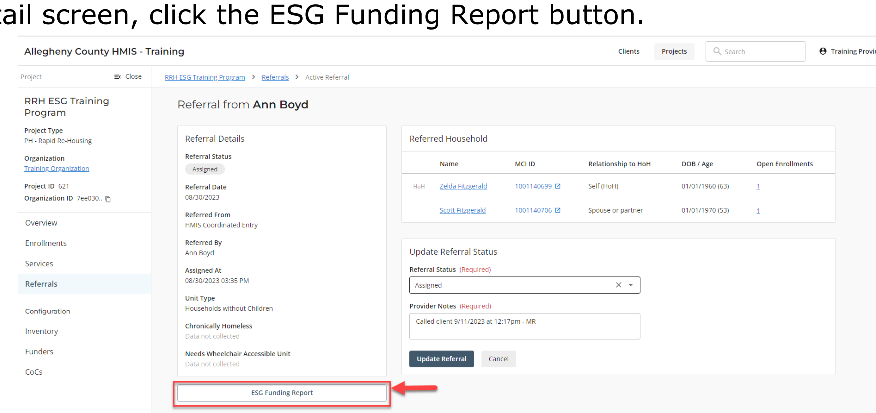


Accessing the ESG Funding Report for Referrals Posted to the Program's Bulletin Board

To view the ESG Funding Report for referrals, navigate to the Referrals screen. Click on the hyperlinked name of the client whose report you want to view.

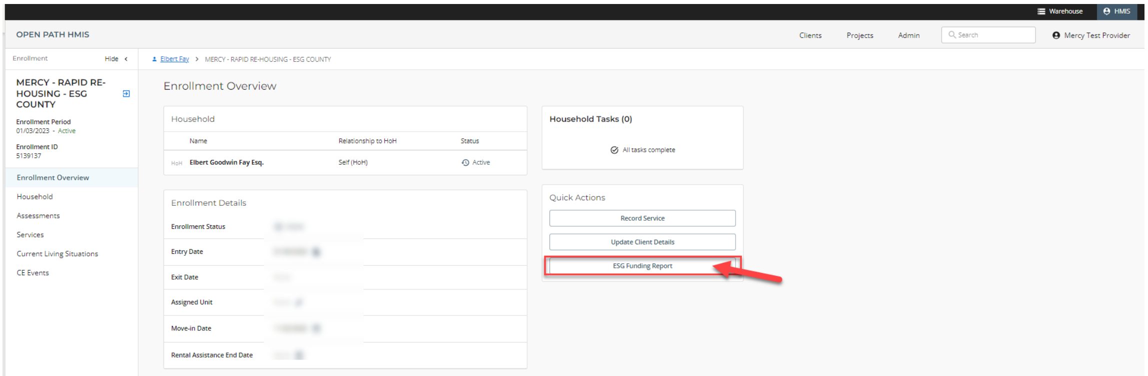


On the referral's detail screen, click the ESG Funding Report button.



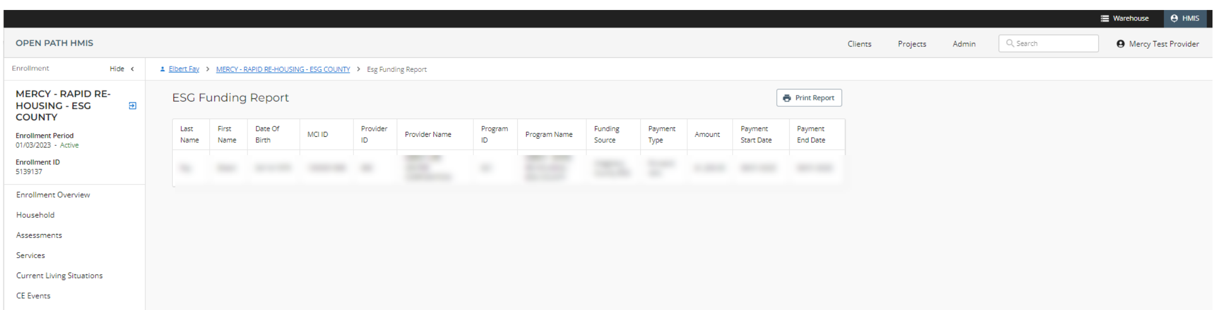
Accessing the ESG Funding Report for Enrolled Clients

The ESG Funding Report can be accessed on the Enrollment Overview screen under the Quick Actions box.



The report will display all ESG Funding Assistance entered in any ESG RRH or ESG HP program for current members of the household ages 18 and older.

The report can be printed.



For more information…

For assistance, please contact the Allegheny County Service Desk at dhs-servicedesk@alleghenycounty.us or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access Service Desk Plus, go to: https://dhs-servicedesk.alleghenycounty.us/