ESP WORKFLOW CHANGE FAQ

PURPOSE OF DOCUMENT

This document has been created to answer some of the common questions for the 7/1/17 workflow change for DHS OEO ESP funding. The workflow in HMIS will be changing on 7/1/17 from the previous ESP workflow to the already established ESG workflow.

Q: What is the workflow change?

A: DHS OEO ESP will be adopting the HUD ESG workflow. ESP has been using Service Transactions in HMIS to track program participation. This is changing to Entry/Exits in HMIS on 7/1/17. The Assessment that agencies will now be completing is the ESG All Inclusive. The workflow is explained in this video: https://vimeo.com/162906231 For a more detailed refresher on how to complete entry/exits there is this video: https://vimeo.com/185363380

Q: Why is this workflow change happening?

A: There are multiple factors for this change. First, this change brings the ESP workflow in line with the workflows for all other funding streams. This makes training and support for users easier. Second, this will allow for an easier time using DHS OEO ESP funding as a match for HUD ESG funding for DHS.

Q :   When will this change happen?

A: The workflow will change on 7/1/17. Any client that comes into your Agency on or after 7/1/17 will need to be entered into HMIS with the new workflow.

Q: What happens with the clients in the program on 6/30/17 and are still in the program on 7/1/17?

A: Those clients that are currently in your program on 6/30/17 and are still in the program on 7/1/17 will have an open Service Transaction. You will need to create an entry/exit going back to the service transaction start date. You will also want to answer the assessment questions as of the entry date. For example: a client comes into your program on 6/25/17 so you have created a service transaction with a start date of 6/25/17. The client is still in your program on 7/1/17 you would then create an entry/exit for the client with an entry date of 6/25/17 and would answer the ESG All Inclusive assessment for what is true for the client as of 6/25/17. When the client leaves the program, you would add an end date for both the Service Transaction and the Entry/Exit.

Q: Will this affect my reports?

A: The reports for the last funding cycle will be the same ART reports as before. For the next funding cycle, Agencies will now be submitting ESG CAPERs to DHS OEO for ESP funding. This is a canned (not ART) report. There is a User Guide for this report. It is both a count report and a data quality report.