ESG Client File Checklist / STREET OUTREACH

Client Name _____   HMIS / Comparable Database # _____

Entry Date _____   Exit Date _____

1. _____ Documentation of program **enrollment in HMIS** (or comparable database). *24 CFR 576.400(f)*
Provide a screenshot of the client's enrollment in the program, with entry and exit dates.

☐ Release of Information to input client's data into HMIS is documented and copy is provided to client

2. _____ **Case Notes**

☐ Documenting the client is experiencing unsheltered homelessness following definition of Homeless Category 1: Literally Homeless 24 CFR 576.500(b)

☐ Identifying client's most pressing needs *24 CFR 576.401(a)*

☐ Services provided while in street outreach program *24 CFR 576.101(a), 24 CFR 576.500(l)*

☐ Referral and connection to homeless and mainstream services *24 CFR 576.401(d)*

3. _____ **ESG Financial Tracking Form** listing all payments made towards eligible items purchased specific to the participant. *Financial Tracker includes, date paid, check number, vendor/payee, eligible expense type, amount paid by ESG. Optional example can be found on the THDA website.*

4. _____ Documentation of provision of **Termination Procedure** *24 CFR 576.500(f)(3), 24 CFR 576.402*
Not required for single-day services. Include reasons for termination as well as the procedure for if/ when a client is terminated from the program
Was the client terminated from the program? ☐ Yes ☐ No
If yes, provide documentation related to the termination proceeding.

Notes