



# ESG Client File Checklist / EMERGENCY SHELTER

Client Name \_\_\_\_\_ Program \_\_\_\_\_

Entry Date \_\_\_\_\_ Exit Date \_\_\_\_\_

1. \_\_\_\_\_ Documentation of program **enrollment in HMIS** (or comparable database) (24 CFR 576.500(n))  
*Provide a screenshot of the client's enrollment in the program, with entry and exit dates.*
2. \_\_\_\_\_ **Intake Form/Initial Assessment** identifying client's most pressing needs (24 CFR 576.401(a))  
*Must be dated within 1 week of entry date.*
3. \_\_\_\_\_ **Documentation** of an eligible **definition of homelessness** at program entry (24 CFR 576.500(b))
  - Literally Homeless (category 1 homeless)
  - Imminent-Risk-of-Homelessness (category 2 homeless)
  - Homeless under other federal statues (category 3 homeless)
  - Fleeing or attempting to flee domestic violence (category 4 homeless)
4. \_\_\_\_\_ Record of **services provided** while in shelter program (24 CFR 576.101(a), 576.500(l))
 

Essential Services

<input type="checkbox"/> Shelter stay	<input type="checkbox"/> Employment assistance/job training
<input type="checkbox"/> Motel Voucher	<input type="checkbox"/> Outpatient health services
<input type="checkbox"/> Case management	<input type="checkbox"/> Legal services
<input type="checkbox"/> Transportation	<input type="checkbox"/> Life skills training
<input type="checkbox"/> Childcare	<input type="checkbox"/> Mental health services
<input type="checkbox"/> Education services	<input type="checkbox"/> Substance abuse treatment services
5. \_\_\_\_\_ Documentation of **referral and connection** to homeless and mainstream services. (24 CFR 576.401(d))  
*Must show that the referral/connection(s) occurred while the client was in the program.*
6. \_\_\_\_\_ Documentation of provision of **Termination Procedure** (24 CFR 576.500(f3))  
*Include reasons for termination as well as the procedure for if/when a client is terminated form the shelter program*  
Was the client terminated from the program?  Yes  No  
*If yes, provide documentation related to the termination proceeding.*

**If ESG was used to provide a motel voucher, the following requirements apply:**

7. \_\_\_\_\_ **Documentation of motel stay**, including dates the client stayed and documentation of payments made  
*(i.e. fiscal ledger, check stubs, etc.)*

**Notes**