



# ESG Client File Checklist / STREET OUTREACH

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** that the client meets the Category 1: Literally Homeless **definition of homelessness** at program entry. The client must be living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelter. (24 CFR 576.500(b))
4. \_\_\_\_\_ Record of **services provided** while in street outreach program (24 CFR 576.101(a), 576.500(l))  
Eligible Costs
  - Engagement
  - Case management
  - Emergency health services
  - Emergency mental health services
  - Transportation
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 576.56(a3)) (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

revised 1/2023