2026 ESG-SAF Application – Client Detail

Link to in-depth walkthrough:

all walkthroughs can be found at icalliances.org/report-walkthroughs

https://icatrainingvideos.s3.amazonaws.com/Report%20training/Walkthroughs%2C%20Project%20Summaries%2C%20ICA%20summaries/Walkthrough%20-%202026%20%20ESG-SAF%20Application%20-%20Client%20Detail.pdf

What is this report?

- This report is meant to supplement the 2026 ESG-SAF Application report. Since the 2026 ESG-SAF Application report has no client detail, this report was created to help provide that client detail for each of the required metrics on the ESG-SAF grant application report
- There are requests every year for an ESG-SAF Application with a flexible reporting period. This report fulfills that request and allows you to change the reporting period, and it defaults to the same reporting period as the 2026 ESG-SAF Application Report (1/1/23 - 12/31/2024)

Who is this for?

- This is not a required report, but may prove helpful to projects that are running the 2026 ESG-SAF Application report, since it can help identify errors or incongruities that can either be corrected or explained.

Understanding the prompts:

Prompt Options	Picklist	Definition	Special Notes
Provider(s)	Select at least one provider to run the report	Provider or set of providers whose clients you'd like to include	Allows you to select all ESG-SAF funded programs simultaneously.
EDA Provider	-default provider-		Leave this as the default provider.
Report Startdate	Date format MM/DD/YYYY	This is the first date of the reporting period. All clients who are in a program or start on or after this date will be included.	Defaults to 1/1/2023, the beginning of the ESG-SAF Application reporting period.
Report Enddate + 1 day	Date format MM/DD/YYYY	All clients who are still in a program (stayers) or exited prior to this date will be included.	Defaults to 1/1/2025, since the ESG-SAF Application reporting period ends 12/31/2024.

Tab Breakdown:

- Combined 2023 & 2024: is an exact replica (with potentially some slight differences in formatting) of the ESG-SAF Application.
- Client Detail – Q1 - Served: provides tables with information regarding client-level detail for the Question 1 table/section on the Combined 2023 & 2024 tab.
- Client Detail – Q2 - Completeness: provides tables with information regarding client-level detail for the Question 2 - Completeness table/section on the Combined 2023 & 2024 tab.
- Client Detail – Q3 - Timeliness: provides tables with information regarding client-level detail for the Question 3 - Timeliness table/section on the Combined 2023 & 2024 tab.
- Client Detail – Q4 thru 7: provides tables with information regarding the client-level detail for the table that has Questions 4 through 7. There are five different tables on this tab, each clarifying the project(s) and question(s) that the table's information is intended to provide.
- Client Detail – Shelter Funding Request - Detail: provides tables with information regarding bednights available and bednights utilized for the Shelter Funding Request portion of the Combined 2023 & 2024 tab.

What data is feeding this report?

All reports in SAP/Business Objects require a query of one or many of the tables that are populated via the data that's entered into HMIS/DVIMS. Although you cannot access the queries as a user, the names of the queries are provided below so that if you have any questions about where data is coming from, the report writers will be more equipped to help clarify.

High-level descriptions of the queries and data pulled for each are provided below:

- Provider: This query connects the providers selected in the 'Provider(s)' prompt to the other queries; functions as a filter for the other queries.
- New: This query contains all the information needed to fill cells pertaining to clients 'newly' enrolled in the project(s) selected on the 'Provider' query during the reporting period.
- Served: This query contains all the information needed to fill cells pertaining to clients served at any point during the reporting period for the project(s) selected on the 'Provider' query.
- Exit: This query contains all the information needed to fill cells pertaining to clients who exited from their projects during the reporting period for the project(s) selected on the 'Provider' query.
- Beds: This query contains information necessary to identify the number of bednights available for clients.
- Date of Engagement DQ: This query contains additional information for identifying Street Outreach clients who may be missing a Date of Engagement. This information is not required for computations on the ESG-SAF Application report but can be helpful for

identifying clients that may be missed on the ESG-SAF Application report, which is why it is provided here.