2026 ESG-SAF Application – Client Detail

This report was created in conjunction with the ESG-SAF Application report to provide users with an option to identify issues, correct errors, or provide context for the datapoints reflected in the ESG-SAF Application.

Running the Report

To utilize this report, you will complete the prompts as you would on the ESG-SAF Application report. However, unlike the ESG-SAF Application report, the Client Detail report allows users to change the reporting period at will to allow for greater utility in identifying errors or trends. It defaults to the reporting period of the ESG-SAF Application report (1/1/2023 – 12/31/2024), but you can adjust the Report StartDate and the Report EndDate + 1 Day as suits your needs.

Like the ESG-SAF Application report, this report allows all projects in question to be pulled at once. However, since this is intended exclusively for agency use, there is no requirement placed on how many projects can or should be pulled at once.

> NOTE: This report does ***not*** have logic specific to PSH or other PH projects; pulling those projects will have mixed results.

Utilizing the Report – Tab Walkthrough

Combined 2023 & 2024

This tab is an exact replica (with the potential for some slight differences in formatting) of the ESG-SAF Application.

If you pull the report for a period outside of the 2023-2024 timeframe, then the titles for each section and overall title WILL NOT change.

2025 ESG/SAF Application Report (Grant results: 1/1/2023 - 12/31/2024)

Combined Performance for 2023 & 2024			
1. How many total participants were served through the program in 2023 & 2024	Shelter	Rapid Rehousing	Homelessness Prevention

Additionally, the Shelter Funding Request section will have unreliable results if you use a different timeframe than the default. If you need to pull this information for purposes unrelated to the ESG-SAF competition, please see the Client Detail – Shelter Funding Request – Detail tab.

Shelter Funding Request (SHELTER ONLY)			
6c. Maximum eligible request	Avg Bed nights provided per year (2023 & 2024)	Avg Bed Inventory / night (2026)	Bednights Avail. (2026)

Client Detail – Q1 – Served

This tab contains all the information that is being pulled into the Question 1 section of the ESG/SAF application.

1. How many total participants were served through the program in 2023 & 2024	Shelter	Rapid Rehousing	Homelessness Prevention	Street Outreach
Number of participants that were served				
Number of adult or head-of-household participants				
Number of adult participants or head of households (HoH) served that came from the street, other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence, including less than 90 days in institution with literally homeless immediately prior.				
Percentage of adult or head-of-household particpants that entered directly from the street, place not meant for human habitation, emergency shelter, safe haven or fleeing domestic violence				

The first table contains all of the client details for clients served in the project(s) pulled, with the two highlighted columns identifying whether a client is considered an adult or head of household, and whether that client was experiencing category 1 or category 4 homelessness at the time of project entry. All of the other columns are utilized to either calculate those two columns or identify the client's enrollment that may be causing an error.

Client Detail - Q1 - Served

This table has all of the relevant information regarding clients served and enrolled in the project(s) on th

The two columns highlighted a darker gray are based off of logic created by ICA. If there are any incons

Cells that are highlighted in other columns indicate that there may be missing information that is needed

Client Uid	Provider ID	Adult/HoH or child?	Adult/HoH - Cat 1 or Cat 4 Homeless	Re
		Unknown		

The second table (on the far right of the first) contains data regarding clients enrolled in Street Outreach projects. This table compiles ALL Street Outreach clients' information, even those not calculated in the Q1 table. This is so users can identify any clients who are missing Dates of Engagement and thus are not being calculated on the Q1 table. This table also highlights clients whose date of engagement is before their entry date – although these clients are being included on the Q1 table, there is a good chance that those clients' dates of engagement were made in error and should be corrected.

Client Detail - Street Outreach - Date of Engagement DQ				
This table contains the information for all of the street outreach clients enrolled during the reporting period. If a client does NOT have a Date of Engagement, then they are NOT included in this report. If a client's Date of Engagement is before their entry date, then they WILL be included in this report, even though that is an error. All clients with a Date of Engagement less than the Entry Date are highlighted in red.				
Provider	Client ID	Entry Date	Exit Date	Date of Engagement - Entry Assessment

Client Detail – Q2 – Completeness

This tab contains the information necessary to identify clients that have missing values in the Q2 – Completeness table.

2. What was your agency's data completeness in ServicePoint?									Less than 2% missing (null) values									
Vet	Rela -tion-ship	DOB	Race & Ethn-icity	Gender	DI	Insur-ance	Enroll CoC	Zip	Resid -ence Prior	LOS	Hmls start date	DV Surv-ivor	Edu	Emp	Any Income	Total Cash Income	Any Non cash
OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

This tab contains a table with the list of all the elements on the 'completeness' table, and highlights the 'NULL' in red whenever an element is left blank and should not be. Not all elements are necessary for all clients – for example, minor children (who are not their own head of household) are not required to have 'any income' reported.

mpleted are highlighted - not all NULL cells will need to be completed, as not all elements are

Health Insura	Enrollment Co	Zip Code	Residence Pri	Length of Stay	Homeless sta	Domesti
Complete	Complete	Complete	NULL	NULL	NULL	NULL
Complete	Complete	Complete	Complete	Complete	NULL	Complet
Complete	Complete	Complete	Complete	Complete	NULL	Complet
Complete	NULL	NULL	NULL	NULL	NULL	NULL
NULL	NULL	NULL	NULL	NULL	NULL	NULL
Complete	Complete	Complete	Complete	Complete	NULL	Complet

In the example above, the 'NULL' cells that are not highlighted are all acceptable to leave blank. The red highlighted NULL cells are all registering as errors. To correct these, simply navigate to the client's enrollment and complete the missing information for that element.

Client Detail – Q3 – Timeliness

This tab contains the client’s information used to calculate timeliness (amount of time it takes from an event to happen in the real world until it is entered into HIMS or DVIMS) as it relates to the Q3 – Timeliness table.

3. What was your agency's average data timeliness?	

This tab contains one table that has the client’s ID, their entry date into a program (i.e., the project entry date), the date that this entry record was created (i.e., the date that data was entered into the system), and then the data entry delay (the difference between those two dates).

Client Detail - Q3 - Timeliness

This table contains information to help you identify the clients that may be causing exceptionally high timeliness issues. Although these cannot be corrected (they're based off of metadata collected by the system itself), this table can help identify the clients causing timeliness issues to provide narrative if desired.

Client Uid	Entry Date	Date Record was Created	Data Entry Delay

As noted on this tab, data entry delay issues ***<u>cannot</u>*** be resolved as we lack a time machine, and this data is collected via metadata that we cannot adjust. However, it can be helpful to identify any clients who may be causing serious issues. For example, occasionally, there are data errors in clients’ records that are more important to resolve than to worry about timeliness, so ICA staff will instruct projects to delete and then re-enter a client’s information, causing a large data entry delay. In these instances, noting the client’s ID can allow for a robust narrative explanation in this section.

Client Detail – Q4 thru 7

This tab contains five different tables that provide the information used to complete the sections on this table (screenshot below) in the ESG-SAF Application.

		Shelter	Rapid Rehousing	Homelessness Prevention	Street Outreach
4b.	Destination Error Rate (exited clients) (Q 5d. for RRH)				
5a.	What was your program's average length of time from enrollment to permanently housed? (RRH ONLY)				
5b.	What was your program's Move-in error rate? (RRH ONLY)				
5c.	Of the program participants that exited your Rapid Rehousing program, what percentage exited to a permanent destination? (RRH ONLY)				
	Identify your program's average length of stay and exits to permanent housing (Shelters ONLY)				
	Average Length of Stay (ES, TH ONLY)				
4a.	Exits to permanent housing (ES, TH ONLY)				
7.	What percentage of program participant leavers exited to the streets, jails, or unknown destination? (Street Outreach ONLY)				
6.	What percentage of program participants that exited your program remained in permanent housing? (Homelessness Prevention ONLY)				

An overview of each of these tables is provided below:

Client Detail - Q4b for ES/TH, Q5b for RRH - Destination Error Rate

Any clients that appear here are considered to have an error in either Q4b or Q5b (depending on the proejct type). Any client with an exit destination in the following list is considered to have a destination error: Client doesn't know, Client prefers not to answer, Data not collected, Other, No exit interview completed

Project	Project Type	Client ID	Entry Date	Exit Date	Destination

- This table contains all of the information necessary to identify clients that have a destination error for ES, TH, and RRH projects, including the exact project that a client was enrolled in, their entry and exit dates, and their destination. This table is filtered so that ONLY clients with an exit destination error show. If it is empty, there are no destination errors.
  NOTE: PROJECTS ARE NOT EXPECTED TO HAVE NO DESTINATION ERRORS. Destination errors are expected to be a higher percentage for shorter-term projects – like Street Outreach and Emergency Shelter -

Client Detail - Q5a and Q5b - Days to Permanently Housed and Invalid Move-in Date check.

This provides a chart that includes the number of days between enrollment to housing move-in date for RRH projects. Any cell that is highlighted in the last column has a move-in date that needs to be corrected.

Project	Project Type	Client ID	Entry Date	Housing Move	Housing Move	Exit Date	Exit Destinatio	Days to Permaner	Invalid Move-

- This table contains all of the information needed to answer Q5a and Q5b.
- This table is filtered to contain ONLY Rapid Rehousing project information. This provides all of the information for ALL RRH clients, regardless of whether they have a move-in date or were permanently housed, to allow projects to identify clients that may be missing a move-in date or have an incorrect destination listed.

Client Detail - Average Days to Exit for Shelters (ES/TH)

Project	Project Type	Client ID	Entry Date	Exit Date	Days to Exit

- This table contains the information to answer the 'Average Length of Stay' question. It is filtered to include data ONLY for ES and TH enrollments.

Client Detail - Q4a for ES/TH, Q5c for RRH, Q6 for HP - Clients that exit to Permanent Destinations or Remain Housed

Project	Project Type	Client ID	Entry Date	Exit Date	Destination

- This table contains information for ES, TH, RRH, and HP projects, and is filtered to show ONLY clients who have exits to permanent housing situations.

Client Detail - Q7 - Street Outreach Exits to Streets, Jails, or Unknown Destinations					
Project	Project Type	Client ID	Entry Date	Exit Date	Exit Destinati

- This table is filtered to include data ONLY for Street Outreach projects, and it ONLY shows clients whose exits are to places not meant for human habitation, jail, or unknown destinations.

Client Detail – Shelter Funding Request – Detail

This tab contains information that is calculated for the Shelter Funding Request section of the ESG-SAF report. This pertains to Emergency Shelters and Transitional Housing projects (since certain pre-approved TH projects can apply for this funding, this logic is consistent with the Application logic).

Note: if you have a shelter that operates as a motel/voucher program, your bed inventory and bednights will BOTH be calculated from the number of beds provided over the past year, since there is no set inventory to pull from.

Shelter Funding Request (SHELTER ONLY)				
6c.	Maximum eliglible request	Avg Bed nights provided per year (2023 & 2024)	Avg Bed Inventory / night (2026)	Bednights Avail. (2026)

Shelter Funding Request (SHELTER ONLY - VOUCHER)				
6c.	Maximum eliglible request	Avg Bed nights provided (2023 & 2024)	Avg Bed Inventory / night (2026)	Bednights Avail. (2026)

The Bednights Provided during Reporting Period table contains all of the information regarding *clients* who were enrolled in an ES/TH project during the reporting period. This reporting period will change based on the start and end date that you select while running the report.

Thus, if you need to check this information or need this information for other purposes, you can sum the 'beds utilized by client during reporting period' column to get the total bednights utilized in a reporting period.

Client Detail - Shelter Funding Calculation - Bednights Provided during Reporting Period This table provides the information regarding the 'Avg Bednights Provided' cell. This looks at the clients enrolled in the ES/TH project for the Reporting Period (1/1/23 - 1/1/25) and the number of nights they spent enrolled in a given project. To assist with calculations, the 'Adjusted Entry' and 'Adjusted Exit' columns provide adjustments to the entry or exit dates if a client's enrollment wasn't fully contained within the reporting period. The summation of all of the bednights utilized is divided by 2 in the final calculation in order to find the average number of bednights utilized per each individual year in the reporting period.						
Provider	Client ID	Entry Date	Exit Date	Adjusted Entry	Adjusted Exit	Bednights Utilized by client during Reporting Pe

The 2026 beds and bednight availability table is more complicated. This contains all of the information for the bed inventory that is kept in HMIS/DVIMS. Although some of the columns are self-explanatory, some of the other columns are not. Here is a breakdown of those:

- Bed Inventory Name (ICA Created)
  - This is a name that we give each bed inventory record, so we can tell at a glance the project type the record is for and whether it's intended for individuals or families.
- Bed Availability
  - This indicates whether the bed inventory is overflow, seasonal, or year-round. We are exclusively looking at year-round bed inventory for this report.
- Bed Type
  - This indicates whether an inventory record is associated with facility-based beds or voucher beds. If a project has any voucher beds for the reporting period, it will be calculated as a voucher project.
- Bed Inventory
  - The number of beds available.
- Bed and Unit Inventory Start Date and Bed and Unit Inventory End Date
  - The start dates and end dates that the beds in this record were available / utilized.
  - NOTE: Due to LSA and PIT/HIC reporting purposes, often times we create new bed inventory records yearly, to ensure that they are kept updated and accurate. This is why you may see multiple bed inventory records with the same number of beds in them, though their reporting dates don't overlap.
- Reporting Start Date and Reporting End Date
  - The start and end date for the reporting period. These are provided in this table to help identify overlaps in inventory dates and reporting period dates.
- Timeframes for beds available
  - The number of days that the beds are available during the reporting period.
- BUI – bednights available
  - (Bed inventory) * (timeframes for beds available)
  - The number of bednights available for this bed inventory record during the reporting period.
- Avg beds available per night
  - Bednights available / days in reporting period.
  - This calculation isn't used in the ESG/SAF Report; it's just a fun little guy, a remnant of historical calculations that could be useful for local use.

- Beds Available – Future (2026)
    - This calculates the number of beds that are currently available at the time of running the report. This is because the beds that **will be** available in 2026 are used to help determine shelter funding; however, if this report is run in 2027, this will be looking at any beds that are available in 2027, regardless of the reporting period selected.
- Total bednights available in 2026
    - (Beds Available – Future) * (365)
    - Provides the total bednights that will be available in 2026 for the bed inventory record.