

ESG CAPER Report

The ESG CAPER Report is available in ClientTrack versions 13.1 and later.

Context

The ESG CAPER report has been part of ClientTrack for many years. The new ESG CAPER report is significantly different than the older versions of the report. Not only does the new report better conform to the most recent version of the data standards, the report output is an export that is uploaded to HUD using eCart. HUD's programming specifications for the ESG can be found [here](#).

For instructions on using eCart to submit your export please see [HUD's training](#) on eCart.

The [HMIS Reporting Glossary](#) is another important document for understanding HUD reporting. In this document HUD defines the logic used for important concepts like active client, chronic homelessness, and many others. The document will be useful to administrators seeking to understand specifics of HMIS reporting for the ESG CAPER and other reports.

Basic Instructions and Parameters

You'll find the ESG CAPER report in the home workspace in all of ClientTrack's standard HMIS workgroups. The menu option to launch ESG CAPER is in the HMIS Reports menu group under HUD/HMIS Reports. Please note that the menu option for the older version of the ESG report was initially relabeled for this deployment to indicate it's the older version. The menu option for the old report will be disabled in ClientTrack's standard HMIS workgroups a couple of weeks after the initial deployment. It shouldn't be used for anything but historical reference. All ESG reporting to HUD should conform with the new reporting specifications.

Parameters

For HMIS reporting it is helpful to understand that the enrollment record is central to all other data returned in the export. This means that parameters filter the enrollment record in one way or another.

It's also helpful to know that the ESG export uses ClientTrack's "security model lite" to filtering by organization. This same approach is used by the older version of the ESG and APR reports. Basically, this approach filters by organization using the organization filters on the report launch form. Users can only see organizations they have access to on the report launch form which prevents them from accessing data from organizations they are not designated to access. The "security model lite" approach is a good reflection of HUD's expectations for reports and simplifies understanding how the report filters.

Please note that eCart expects project level data to be imported. You should select a single program for uploading to eCart.

Report Date Range

The date range filter is intended to represent the reporting period. All active enrollments during the date range will comprise the universe of data used for each question in the report. An active enrollment includes enrollments that began before the end date of the report and were not exited before the report begin date.

Organization(s)

The organization filters enrollments created by the selected organizations. You should select all organizations that enroll clients in the programs funded by the grant you are reporting for. The grant and program parameter lists are dependent on the organization(s) selected. If you don't see a grant or program you expect then they are probably not accessible by the selected organization(s).

Program

The program parameter filters enrollments by the enrolled program. HUD, or more specifically the eCart tool, requires a single program. ClientTracks uses a dropdown to enforce this.

Grant(s)

The grant parameter filters enrollments by the grant(s) that fund the program at the time of enrollment. It's important to remember that ClientTrack allows multiple grants to fund a program. You can use program access to determine or change the grants that fund a program. This option is under setup data management, programs, and program access in the global administration menu group.



It's helpful to remember that dates are factored into the logic that determines which grant fund a program. ClientTrack uses the enrollment date as the reference point to determine which grants fund an enrollment. If a client's enrollment began on 2/16/2016 then all grants associated with that the program before 2/16/2016 that did not end before that date would be considered as grants that fund the enrollment.

Running the Export

Use the “Run Export” button to initiate the export. ClientTrack will prompt you for a password. This password is used so that the exported data is downloaded in encrypted form and can only be opened with the password.

Export Encryption

If you encrypt the export, the generated exports will be zipped and encrypted using 256 bit AES encryption that can only be decrypted using the password you provide. Strong passwords are not enforced here, but the password you provide must be at least 8 characters long.

If you choose to not to encrypt your export, the file exported may contain person identifying information in plain text. All appropriate cautions should be exercised to ensure the protection of this information.

Indicate if the exported file(s) should include a header line at the beginning of the file that indicates what each of the values in the CSV file represent.

Encrypt Export:

Password:

Confirm Password:

Include Header Row in CSV File(s):

Asynchronous Task

ClientTrack creates export using a task queue that improves efficiency of your ClientTrack solution. The task queue allows the server to process an export without interrupting other critical functions of the ClientTrack application. You can monitor the progress of your task from the asynchronous task queue. This queue is accessible from the “Click to view” link on the files on server page. You can also access asynchronous tasks from the System Integration options in the Global Administration menu group.

Asynchronous Tasks

Below is a listing of tasks that are either queued to be completed or that have been completed in the last 40 Days. To view the full task detail, click the view details folder to the left of the task. To view a log of the task execution, upon task processing, completion or error, click view log. It's important to note that it a task begins its execution at the next available time based on overall system load.

[+ New Scheduled Task](#)

[Refresh Page](#)

Displaying 1-200 of 625 results. [Next](#) [Last](#)

Task Name	Desired Start Time	End Time	Status
Run CSV Export - ESG_Caper	12/28/2015 11:03AM		Processing
Build Data Warehouse	12/28/2015 6:00PM		Not Started
End Expired Enrollment Accounts	12/28/2015 4:00AM	12/28/2015 4:04AM	Completed Successfully
Missing ServiceFamilyInfo	12/28/2015 2:00AM	12/28/2015 2:04AM	Completed Successfully


Downloading and Unzipping the Files

Once ClientTrack has created your export it will appear in the files on server page:

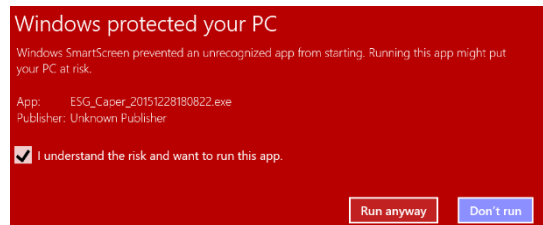
Files on Server

Displayed below is a list of the files available for you to download. Files may be available for a limited time they expire, and will be automatically removed, on the date specified. To download the file click the download link, to remove the file from file on server click the delete link. The file will no longer be available for download by any user or be available for processing if used in an import once deleted.

[Click to view](#) the status of export or import tasks.

File Name	Creator	Created	Expires
  ESG_Caper_20151228180822.exe 	Sam Taylor	12/28/2015 6:08:25 PM	1/27/2016 6:08:25 PM

Use the download link to download the file. Please keep in mind that this file is an executable. Your browser and operating system will warn you before letting you run it. This is a standard security measure and is fully expected with this type of file.



Once you run the export file you will be prompted for the password. Please enter the password and select a location to unzip your file. We recommend you create a folder specifically for this export. If you need to correct data and rerun the export you may want to unzip to the same location and overwrite the version of the files created before you corrected data.

Validation File

Your export includes all the files required for ESG and a validation file. It's very important to remember that **you must remove your validation file from the folder before submitting to eCart.** eCart is only

 Data (Validation Only)	12/28/2015 11:08 AM	Microsoft Excel Com...
 Q4a	12/28/2015 11:08 AM	Microsoft Excel Com...
 Q5a	12/28/2015 11:08 AM	Microsoft Excel Com...
 Q6a	12/28/2015 11:08 AM	Microsoft Excel Com...
 Q6b	12/28/2015 11:08 AM	Microsoft Excel Com...
 Q7a	12/28/2015 11:08 AM	Microsoft Excel Com...

designed to accept the ESG files. The validation file is provided by ClientTrack to give you a way to verify your data at the detailed level. In the validation file you will detailed data required to calculate each of the data points in the ESG. This includes both raw data like ClientID and calculations like household type. Here is a list of possible values for some fields that will help you understand the content:

- AdultChild – possible values include A=Adult C=Child and U=Unknown.
- HouseholdType – possible values include Adult=Adults only, Unknown=Unknown household type (usually indicating missing data like birth date), Both= both adults and children in household, and Child=only children in household. Please see the HMIS Reporting Glossary for the logic used to determine household type.
- LengthOfStay – an integer representing the client's length of stay which is used for multiple questions in the export.

- NumberInHousehold - an integer representing how many people were in the household at time of enrollment.
- HH_Children – an integer representing the number of children in the household.
- HH_Unknown – an integer representing the number of clients with unknown age in household.
- HH_Adult – an integer representing the number of adults in a household.

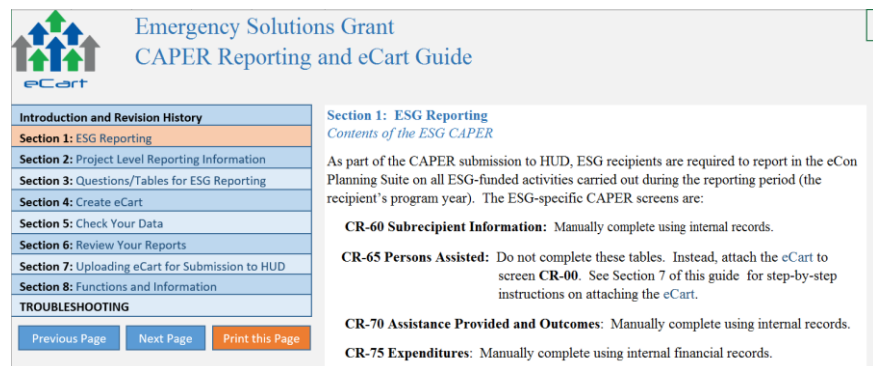
Using eCart

eCart is HUD’s method for validating and submitting data. ClientTrack has used this tool to validate our export during testing. You will use this tool to import your data, review, and save for submission.

The tool includes instructions and has been used many

times with ClientTrack exports during testing. If you are unfamiliar with the tool we recommend reviewing HUD’s webinar on the topic available here.

eCart is an Excel spreadsheet. One of the tabs in this spreadsheet is labeled “Import data” this is the tab you will use to select the folder containing your ESG export files. Please remember to remove your validation file from this folder:



The screenshot shows a document titled "Emergency Solutions Grant CAPER Reporting and eCart Guide". It features a table of contents on the left with sections: Introduction and Revision History, Section 1: ESG Reporting, Section 2: Project Level Reporting Information, Section 3: Questions/Tables for ESG Reporting, Section 4: Create eCart, Section 5: Check Your Data, Section 6: Review Your Reports, Section 7: Uploading eCart for Submission to HUD, Section 8: Functions and Information, and TROUBLESHOOTING. The right side of the document contains "Section 1: ESG Reporting" with a sub-section "Contents of the ESG CAPER". Below this, it states: "As part of the CAPER submission to HUD, ESG recipients are required to report in the eCon Planning Suite on all ESG-funded activities carried out during the reporting period (the recipient's program year). The ESG-specific CAPER screens are:" followed by three bullet points: "CR-60 Subrecipient Information: Manually complete using internal records.", "CR-65 Persons Assisted: Do not complete these tables. Instead, attach the eCart to screen CR-00. See Section 7 of this guide for step-by-step instructions on attaching the eCart.", and "CR-70 Assistance Provided and Outcomes: Manually complete using internal records." A fourth bullet point, "CR-75 Expenditures: Manually complete using internal financial records.", is partially visible at the bottom.

eCart Submission Information Form - Enter information about the ESG recipient:

		Required	Answered
Reporting Jurisdiction:	Jurisdiction	*	<input checked="" type="checkbox"/>
Program Year Start Date:	12/28/2013	*	<input checked="" type="checkbox"/>
Program Year End Date:	12/28/2015	*	<input checked="" type="checkbox"/>
Contact Name:	contact name	*	<input checked="" type="checkbox"/>
Title:	Administrator	*	<input checked="" type="checkbox"/>
Street Address 1:	123 street	*	<input checked="" type="checkbox"/>
Street Address 2:		*	<input checked="" type="checkbox"/>
City:	Your city	*	<input checked="" type="checkbox"/>
State:	state	*	<input checked="" type="checkbox"/>
Zip Code: (format as 12345 or 12345-1234)		*	<input type="checkbox"/>
E-mail address:		*	<input type="checkbox"/>
Phone Number: (format as 123-456-7890)		*	<input type="checkbox"/>
Extension:		*	<input type="checkbox"/>
Fax Number: (format as 123-456-7890)		*	<input type="checkbox"/>

[Click here to choose a folder and import data](#)

- [... Import Data](#) | [Check Your Data](#) | [Report with Filters](#) | [Combined Report](#) | [Data](#) | [+](#)

Once you've imported, you can use the Check Your Data tab for possible issues. These should be resolved before uploading the HUD.

Additional Support



If you need further help or have any questions about this update then please contact us. ClientTrack support professionals are available by phone at 855-374-7877. You may also submit a support question, issue, or suggestion using the help link found at the top right of your ClientTrack solution.

Feature Notes Version Control

Revision Number	Publication Date	Description
1.0	12/28/2015	Initial release