

## 1.1 NC ESG EMERGENCY SHELTER CLIENT FILE CHECKLIST 2020

HMIS Client Identifying #		
Entry Date		
Exit Date		
Coordinated Entry (Circle One)	Access Point	Referral

### Tab 1: Initial Assessment / Eligibility Criteria

**1.1** NC ESG Emergency Shelter Client File Checklist

**2.0** NC ESG Verification of Homeless Status

- Must attach documentation from ESG Record Keeping Requirements based on category of homelessness

**3.1** Intake:

NC HMIS: NC ESG Street and Shelter Intake  
 HMIS@NCCEH: Project Start Assessment – ES

### Tab 2: Interim Assessment / Client Exit Strategy

**3.8** NC ESG Housing Barriers Matrix and Initial Housing Stabilization Plan

**6.0** Exit:

NC HMIS: NC ESG Client Exit Form  
 HMIS@NCCEH: Project Exit Assessment – SSO, DS, ES, TH, RRH, OPH, PSH

### Tab 3: Miscellaneous

- Termination of Assistance (required if applicable)
- Client Grievances / Appeals (required if applicable)

**Tabs 1 – 3 are required to be present in the Client File**

**Tab 4 is recommended but not required**

### Tab 4: Recommended ESG Documentation

- Coordinated Entry Documentation
- Emergency Response Essential Services (case notes, services, referrals, etc...)
- Shelter Operations (HMIS/DV output delivery notes)
- Correspondence
- HMIS/Comparable Database Release of Information and/or Sharing Plan

**\*\*NOTE:** While NC ESG Form 5.1 (Emergency Response Minimum Habitability Standards Checklist) is not required for inclusion in Shelter Client Files, per 24 CFR 576.403, emergency shelters must meet minimum safety, sanitation and privacy standards. Therefore, habitability inspections must occur in April, July and November of each year.