* 1. **NC ESG PREVENTION CLIENT FILE CHECKLIST 2023**

|  |  |  |
| --- | --- | --- |
| HMIS Client Identifying # |  | |
| Entry Date |  | |
| Exit Date |  | |
| Coordinated Entry Referral (Circle One) | Y | N |
| Coordinated Entry Access Point (Circle One) | Y | N |

**Tab 1: Initial Assessment / Eligibility Criteria**

**1.4** NC ESG Homeless Prevention Client File Checklist

**2.0** NC ESG Verification of Homeless Status

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

**3.2** Intake:

NC HMIS: ESG RRH and Prevention Intake Form

HMIS@NCCEH: Project Start Assessment – HP, SSO, DS, CE, TH, RRH, OPH, PSH

**3.5** NC ESG Initial Third Party Verification of Client’s Income (initial intake)

**3.5A** NC ESG Recertification Third Party Verification of Client’s Income (recertifications)

**3.6** NC Initial Client’s Self Certification of Income **(ONLY if 3.5 cannot be obtained)**

**3.6A** NC ESG Recertification Client’s Self Certification of Income **(ONLY if 3.5 cannot be obtained)**

**3.7** NC ESG Initial Income Calculation Worksheet (initial)

**3.7A** NC ESG Recertification Income Calculation Worksheet (initial)

**Tab 2: HMIS Interim Assessment / Client Exit Strategy**

**3.3** Housing-Critical Needs Assessment Summary

**3.4** Individual Housing Stabilization Plan

**3.8A** NC ESG Monthly Update

**3.9** NC ESG Financial Assistance Tracking

**Tab 3: Housing and Habitability Information**

**4.0** NC ESG Rental Assistance Agreement

Copy of Client’s current lease and/or new lease (if applicable)

**4.1** NC ESG Rent Reasonableness Checklist and Certification

**4.2** NC ESG HUD VAWA Form 5380 (required)

**4.3** NC ESG HUD VAWA Form 5381 (give in client experiences a DV incident)

**4.4** NC ESG HUD VAWA Form 5382 (required)

**4.5** NC ESG HUD VAWA Form 5383 (given upon client request)

**5.0** NC ESG Housing Stabilization Minimum Habitability Standards Checklist

**6.0** Exit: NC HMIS: NC ESG Client Exit Form

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

**Tab 5: Miscellaneous**

Termination of Assistance (required if applicable)

Client Grievances / Appeals (required if applicable)

**Tabs 1 – 5 are required to be present in the Client File**

**Tab 6 is recommended but not required**

**Tab 6: Recommended ESG Documentation**

Coordinated Entry Documentation

Case Notes ***(required if 3.8A not included/completed monthly)***

Services Provided

Referrals

Correspondence

HMIS/Comparable Database Release of Information and/or Sharing Plan