* 1. **NC ESG STREET OUTREACH CLIENT FILE CHECKLIST 2024**

|  |  |
| --- | --- |
| HMIS Client Identifying # |  |
| Entry Date |  |
| Exit Date |  |

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

[ ]  **1.2** NC ESG Street Outreach 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 – SO

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

[ ]  **3.3** Housing-Critical Needs Assessment Summary AND;

[ ]  **3.4** Individual Housing Stabilization Plan (upon 30 days of enrollment)

 OR

[ ]  **3.8** Housing Barriers Matrix and Initial Housing Stabilization and Action Plan

[ ]  **6.0** Exit:

 NC HMIS: NC ESG Client Exit Form

 HMIS@NCCEH: Project Exit Assessment – HP, SO, CE

**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**

[ ]  Correspondence

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