* 1. **NC ESG EMERGENCY SHELTER CLIENT FILE CHECKLIST 2025**

|  |  |
| --- | --- |
| 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

 MeckHMIS Project Enrollment

 Wake HMIS Project Intake

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

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

[ ]  **3.4** Individual Housing Stabilization Plan (upon 7 days in shelter)

 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 – SSO, DS, ES, TH, RRH, OPH, PSH

 MeckHMIS Project Exit

 Wake HMIS Project Exit

**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.