* 1. **NC ESG STREET OUTREACH CLIENT FILE CHECKLIST 2025**

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

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 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

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**

Correspondence

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