1.1   NC 507 EMERGENCY SHELTER CLIENT FILE CHECKLIST 2021

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 (note only 3.3/3.4 or 3.8 is required)

☐ **3.3** Housing-Critical Needs Assessment Summary

☐ **3.4** Individual Housing Stabilization Plan

☐ **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)

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Tabs 1 – 3 are <u>required</u> 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.