

1.2 NC 507 STREET OUTREACH CLIENT FILE CHECKLIST 2021

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 (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 – 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