

MSHMIS

EMERGENCY SHELTER GRANT WORKFLOW

Be sure you have grouped grantees for analysis by creating a child bin with
“ESG 2006” included in the name.

Brief Services:

(ESG Short Form is on the Opening Screen, ESG Child placed on
Assessment Page as default):

- 1) **Enter a Client**
- 2) **If part of a family, build the household members.** Keep this Household pop-up window open (shrink it down / minimize) so you can toggle back and forth between household members. **If Single person, skip the Household Section.**
- 3) **Click on the orange ROI button and enter an ROI if sharing.**
- 4) **Complete the ESG Short Form for Adults (back date as needed)**
- 5) **Complete the ESG Child Form for Children (back date as needed)**
- 6) **Click on the Services Transactions Tab** (Create needs/services that can be met directly or through referral)
- 7) **Check household members**
- 8) **Identify the NEED – Change the date if needed**
 - a) *Save changes. Page refreshes and expands...*
- 9) **Provide the SERVICE – Change the date if needed.**
 - a) *Save changes.*
- 10) **Complete Outcomes as assigned.**
- 11) **Check the “Client Served Report” to ensure that data is accurate.**

Ongoing Services

ESG Long placed on Entry/Exit Page, ESG Child placed on Assessment Page as default, the Michigan Exit on the Exit Screen:

- 1) Enter a Client**
- 2) If part of a family, build the household members.** Keep this Household pop-up window open (shrink it down / minimize) so you can toggle back and forth between household members. Keep this Household pop-up window open (shrink it down / minimize) so you can toggle back and forth between household members. **If Single person, skip the Household Section.**
- 3) Click on the orange ROI button and enter an ROI if sharing.**
- 4) Click on the orange Entry/Exit button. Add an Entry.**
 - a) Check all associated family members names**
 - b) Select the TYPE: "HUD 40118" (Use of this field allows information to be pulled into a variety of reports within the MSHMIS.)**
 - c) Change the DATE to date of program entry.**
- 5) Complete the ESG Long Assessment for adults.** *(At the top of the Entry page, you can toggle between household members to complete each person's Entry information). Save changes and close the Entry/Exit screen.*
- 6) Click on the Assessment Tab and complete the ESG Child Assessment for children.**
- 7) Click on the Services Transactions Tab** (Create needs/services that can be met directly or through referral)
- 8) Check household members**
- 9) Identify the NEED – Change the date if needed**
 - a) Save changes. Page refreshes and expands...*
- 10) Provide the SERVICE – Change the date if needed.**
 - a) Save changes.*
- 11) At Program Exit, click on the orange Entry/Exit button. Add an Exit by clicking on the pencil below the words Exit Date.**
 - a) Enter the Exit Date**

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- b) Complete Reason for Leaving, Destination, Tenure & Subsidy
- c) **Review and update the Assessment data as necessary for all household members.** *(At the top of the Exit page, you can toggle between household members to complete each person's Entry information) Save changes and close the Entry/Exit screen.*
- d) **Be sure to Exit all children with adults.** *Only some of the Exit screen will be completed for Children.*

12) Complete Outcomes as assigned.

13) Check the "HUD APR Report" to insure that your entry is correct.