



## CoC and ESG Monitoring

### Quarterly Report Submission Instructions

Updated November 7, 2019

#### Notes:

- For CoC programs, we request one quarterly report for each CoC program. We do not require your subrecipients to report separately. Grantees should work with their subrecipients to ensure complete and accurate reporting.
- Prior to submitting, gather the required documents listed below and make sure they are labeled as per the instructions. You may want to save all of your quarterly report documents in one place so they are easily accessible if you need to refer to them again later.
- Labeling documents to upload: Please label documents with agency name, program name, and document type.  
Examples: FamilyTree.HomeatLast.APR, JewishFamilyService.ESGPrevention.CAPER

#### Have questions or need assistance?

Contact the HMIS Help Desk regarding reporting from HMIS:

<https://cohmis.zendesk.com/hc/en-us>

For other inquiries contact [CoCmonitoring@mdhi.org](mailto:CoCmonitoring@mdhi.org)

#### Submission Instructions:

1. Submitter's Name: Enter submitter's name.
2. Submitter's Email: Enter submitter's email address.
3. Agency: Enter agency name (e.g. Family Tree).
4. Program: CoC grants—enter project name as it appears in esnaps.  
ESG grants—enter 'MDHI ESG RRH' or 'MDHI ESG Prevention'.
5. Quarter: Use the dropdown to select the quarter for which you are reporting.
6. Upload the APR or CAPER for the quarter for which you are reporting. Make sure the APR or CAPER is for the correct timeframe (e.g. January 1-March 31 for Quarter 1). Review the APR or CAPER for any data quality issues and correct any identified issues. Upload in Excel, not CSV details to ensure no client level information is uploaded.
7. ELOCCS Drawdown (CoC only): Upload your most recent ELOCCS drawdown document, including the total left to spend on the grant. **[Note: please submit the most recent ELOCCS payment voucher.]**
8. **[Note: The CoC removed the Data Quality report requirement. This information will be taken from the APR submitted in #6, above.]**

9. OneHome Housing Denial Forms: **We have removed this question starting with the 2019 Q2 reporting. This information is now tracked via HMIS.**
  
10. Current Staff (Title and Contact Information): Please submit roster of staff who are to the program for which you are submitting. Include name, title, and email for each staff person.
  
11. Current Average Caseload Size for Program: Enter average caseload size.
  
12. Quarterly Spending by Line Item: **We have removed this question starting with the 2019 Q2 reporting. We are getting sufficient information on the ELOCCS report.**
  
13. Comments on missing information or other issues: Please add any additional information or feedback here. Please note if you would like a reply.