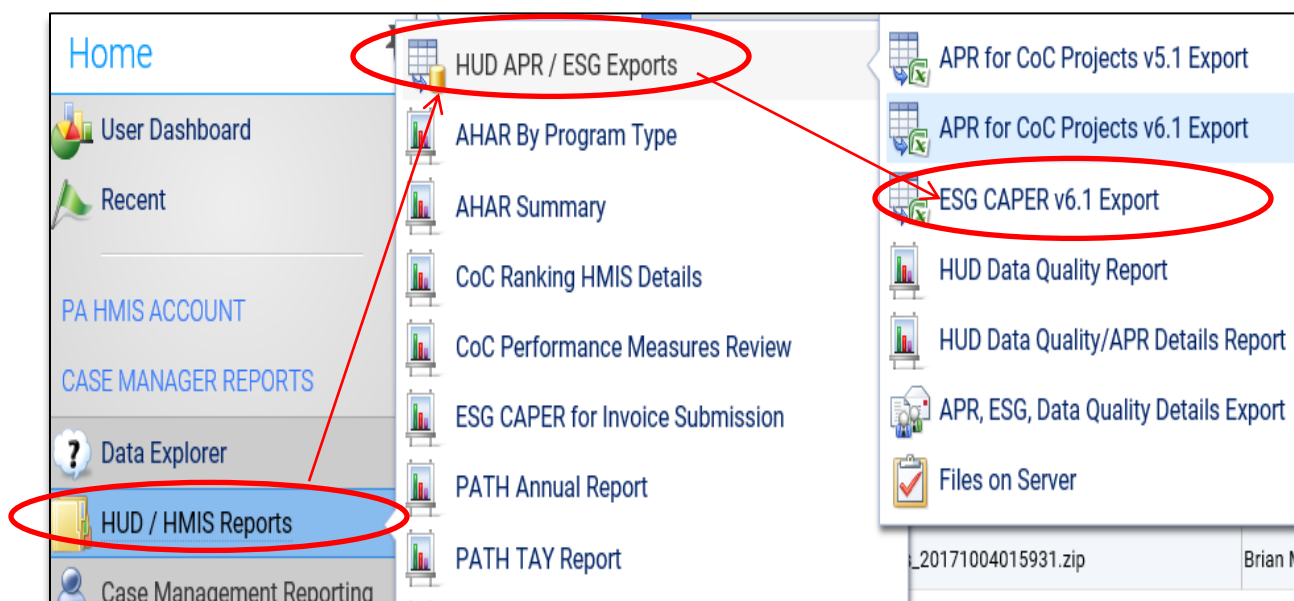


## Emergency Solutions Grant CAPER v.6.1 Export Guide

The following guide overviews the **Emergency Solutions Grant CAPER Export for v.6.1 or 2017** (ESG CAPER) that is available within the PA HMIS to be used for annual reporting for the CR-65 section of CAPER report for ESG Grant Recipients and their sub-recipient funded projects. This guide is primarily for Federally Funded ESG Grantee Recipients using PA HMIS to locate and use this export process to submit their annual ESG CAPER directly to HUD.

*Please note the ESG CAPER works like the previous version and produces an export with 37 separate CSV files, the main difference is the method of submission to HUD. Starting on October 1<sup>st</sup>, 2017 all ESG CAPER exports, once generated will need to be uploaded directly to HUD' SAGE Repository to complete section CR-65; the eCart Reporting Tool is no longer being used.*

All users with access to the new PA HMIS/Client Track system will have access to the ESG CAPER Export, and is located under the **Home -> Case Manager Report** area. There are four folders in this area, and this report is located within the HUD / HMIS Reports -> HUD APR/ESG Exports section within the **ESG CAPER v6.1 Export** option.



After selecting the Case Manager Reports folder, hover over the HUD / HMIS Reports folder, which allows for the individual reports to appear. Hover over the HUD APR / ESG Exports folder and you will see the APR and ESG exports and HUD data quality report options. Select the **ESG CAPER v6.1 Export** to load the export/report screen.

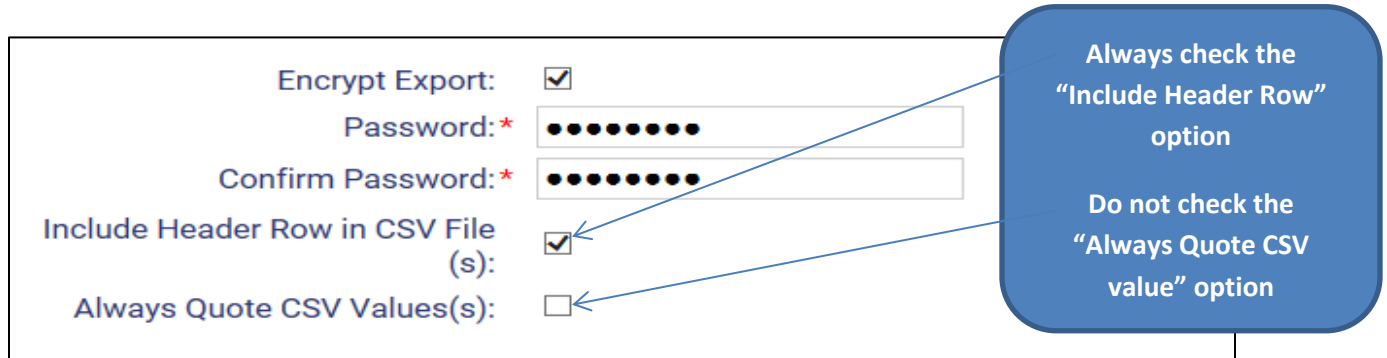
Once you have selected the report/export option, the options to generate your ESG CAPER will be very much the same as in the past and similar to any standard export/report in HMIS.



The ESG CAPER export is designed to only generate and report data on 1 project at a time and only a single program can be selected from your list. If you have multiple programs (i.e. sub-recipients) under a single grant, you will need to run the ESG CAPER export multiple times for each one.

**Generate the Export:** Once the export/report filters have been properly set, select the “Run Export” button on the bottom right-hand side of the screen, this will start the CAPER generate process in PA HMIS.

You will be prompted with the following questions, which include Encrypt Export, Include Header Row in CSV File(s) and Always Quote CSV Value(s).



The screenshot shows a form with the following options:

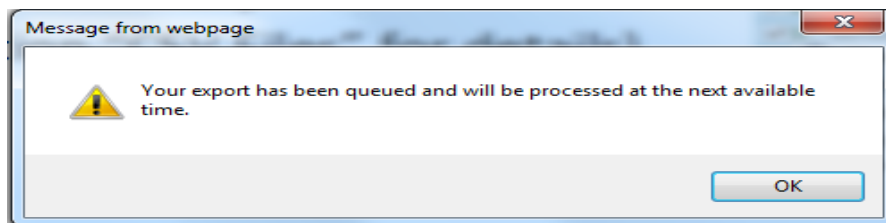
- Encrypt Export:
- Password: \* [password field]
- Confirm Password: \* [password field]
- Include Header Row in CSV File (s):  (indicated by a blue arrow from the callout box)
- Always Quote CSV Values(s):  (indicated by a blue arrow from the callout box)

A blue callout box on the right contains the following text:

- Always check the “Include Header Row” option
- Do not check the “Always Quote CSV value” option

With the Encrypt Export, if you select this option the system will ask for a secure password. If you uncheck this option no password is needed. **Please note that if you do secure the export you will need to use the password entered during this process to retrieve your CAPER files.**

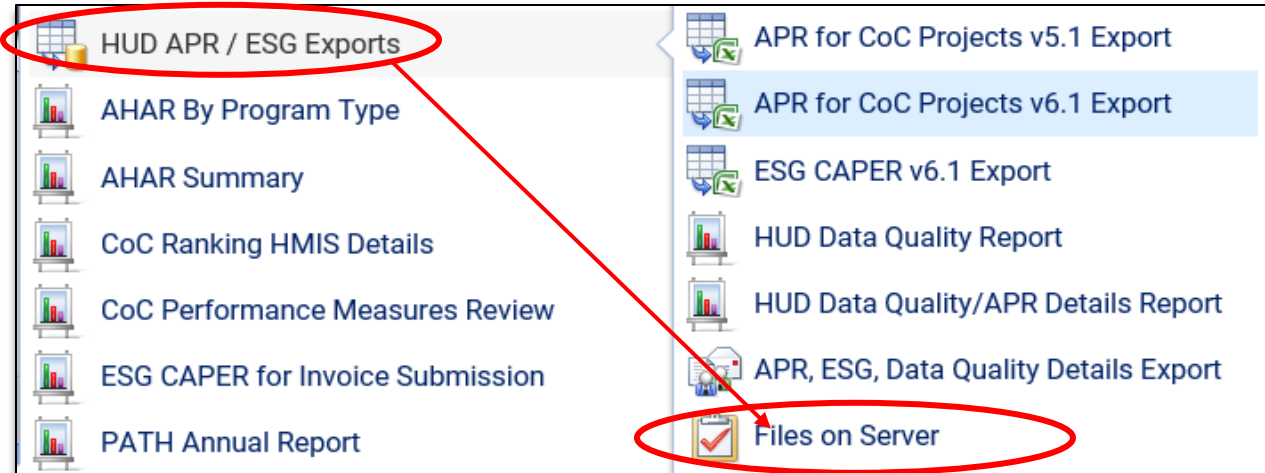
Once you have completed this step hit “Done” on the window and the system will provide you with the following message.



*Please note that since this is no longer a report and is a collection of data files the CAPER will not generate automatically. Your CAPER will be placed into a queue and will be processed over a period of 20-30 minutes depending on the size of your data and the number of organizations requesting CAPERs.*

**Retrieving the CAPER Export:** once your CAPER file has been completed, sometime after the processing timeframe, you can use the **Files on Server** option/screen to retrieve your export. This is where all CAPER files (and all exports) are placed once they have been finalized by PA HMIS.

The **Files on Server** is located within the same ESG CAPER folder displayed earlier, and is the bottom option in the sub-folder.



When viewing this option, it will display your APR file when complete as each file will be listed on its own row. If the screen is empty please give the system more time to complete the processing of your file.

For each APR you generate, you will see 2 files. The first file generated will be named **HMIS APR-ESG v6.1 – Populate Staging Tables...**, the 2<sup>nd</sup> file will be named **CSV – CAPER 2017 Export...**

		File Name
		CSV - CAPER 2017 Export_20171004033104.zip
		HMIS APR-ESG 6.1 - Populate Staging Tables_20171004031940.zip

The file you need for your submission to the HUD SAGE system is the one named **CSV – CAPER 2017 Export, which is the one highlighted above with the RED ARROW.**

The 2<sup>nd</sup> file which indicates “...*populate staging tables...*” is only an internal file and is not needed and should be discarded/deleted and not used (to delete a file select the red X icon for that file).

		File Name	Creator	Created
		CSV - CAPER 2017 Export_20171004033104.zip	Brian Miller	10/4/2017 3:31:05 AM
		HMIS APR-ESG 6.1 - Populate Staging Tables_20171004031940.zip	Brian Miller	10/4/2017 3:19:41 AM

To download you file you need, the one named **CSV – APR 2017 Export**, use the first icon in the row (green arrow) to begin the process. Once you click this icon your computer’s operating system will walk you through the steps of saving (and naming) this file to your local computer.

		File Name
		CSV - CAPER 2017 Export_20171004033104.zip

Once you begin the download you should see a pop-up message from your computer asking you to open / save the file. We recommend using the Save -> Save As function which allows you to save it to a specific location on your computer and name the file something easy to find later (CAPER for Program ABC).



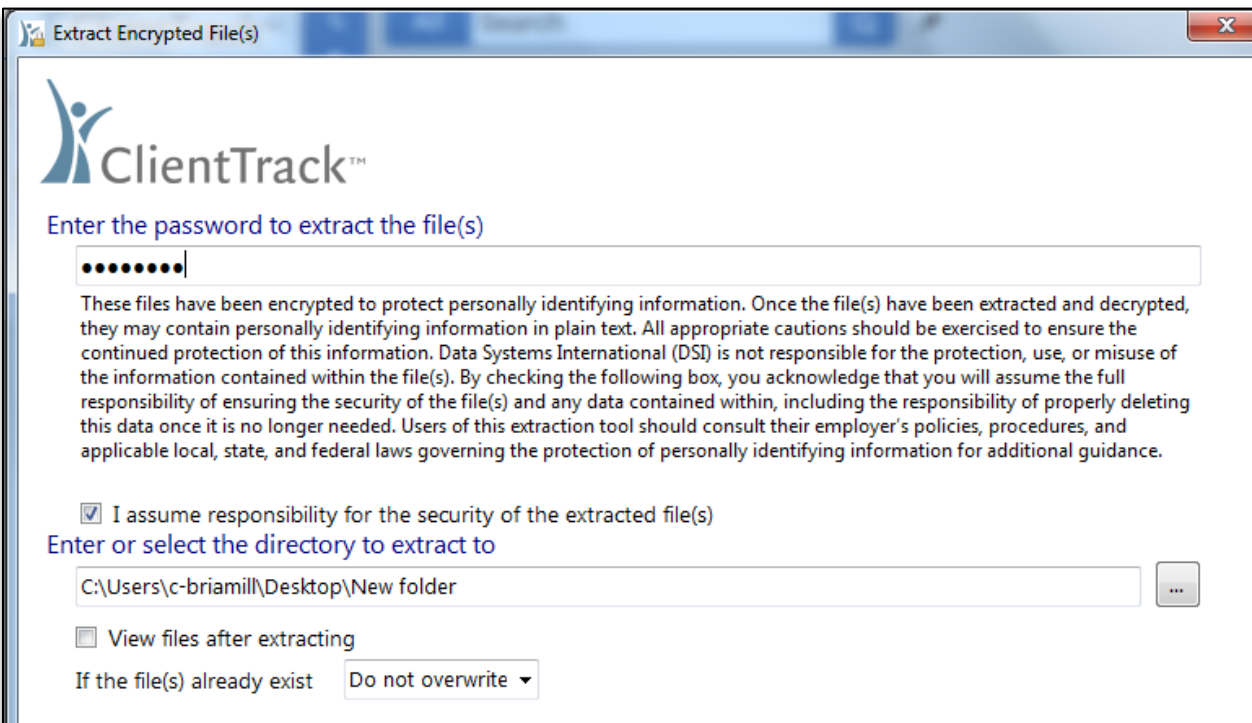
*Please note that if you have not encrypted the CAPER file, it will generate in the needed .zip format and can be downloaded and directly uploaded to HUD's SAGE Repository. If you have encrypted the CAPER file please see the instructions below on retrieving your files and making them SAGE upload ready.*

**Retrieving an Encrypted Export:** when you have encrypted your CAPER export, prior to downloading the final file you are required to enter in your password to complete the process.

Within the Files on Server screen the system will provide you with your CAPER data file, but you will need to run a decryption program after you download the file (by selecting the green arrow like above).



After the program runs, you will be prompted to enter in the password for the CAPER files and prompted for where on your computer the files should be placed.

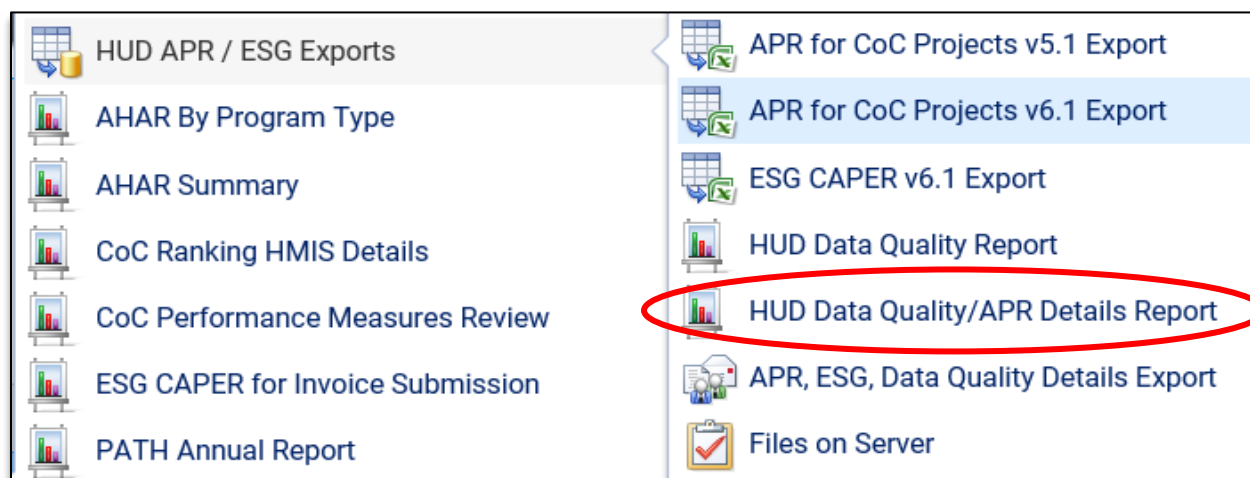


Once the form is completed, select the Extract option on the bottom and the system will provide you with the 37 CSV files that make up the ESG CAPER Export. You will then need to take those individual CSV files and place them into a final ZIP file for upload to the HUD SAGE system.

### ESG CAPER Details Report:

While the ESG CAPER generates data for your programs it is on an aggregated or summary level, to assist with providing information on a client details level, we have provided a client details report called the **HUD Data Quality/APR Details Report**.

This details report is located within the HUD APR / ESG Exports folder and is circled below. Selecting this option will load the report screen where you can enter in your dates, organization(s) and program in which to view individual client data elements.



Since the CoC APR, ESG CAPER and the HUD Data Quality report all pull data from the same data elements this single “client details” report can be used to view per client information for each of these submissions.

*Please refer to the **HUD Data Quality/APR Details Guide** for additional details on this feature available within the PA HMIS system under the HOME -> PA HMIS Account -> System Documents area (under System Guides / Reporting).*

### SAGE HMIS Reporting Repository:

From October 1st, 2017 going forward all ESG CAPERs are to be submitted into the HUD SAGE reporting system. Once you retrieve your electronic CAPER file from PA HMIS you will need to upload this file (it must be uploaded in a standard zip file format) to the SAGE system within your CAPER CR-65 section.

Below is a link to the HUD SAGE Reporting Repository, please be on the lookout for new materials from HUD on the updated ESG CAPER submission guidebook(s) regarding the SAGE system for CR-65.

[SAGE HMIS Reporting Repository](#)