ESG-CAPER CSV Requirements

The new ESG - CAPER report, to begin October 1, 2015, consists of a subset of the tables that are used for the APR. As you know the CAPER is not reported through **eSNAPS** but though the IDIS system.   HUD has invested in a flexible reporting tool called **eCART** (the ESG CAPER Annual Report Tool) designed to take an export of HMIS data and move it from the provider to the jurisdiction and then to HUD.

eCART will enable ESG recipients (the jurisdiction receiving the funding from HUD) to import CSV files containing the aggregate responses for each question from each project in their jurisdiction into a single Excel Spreadsheet. They will then attach the **eCART** spreadsheet to their CAPER submission in IDIS.

In order for **eCART** to properly sort and organize data during the CSV import process, there are several crucial requirements that vendors must adhere to when programming the ESG-CAPER report:

a) The report must be programmed to allow for an export of all data in standard CSV format.

b) Each question in the report must generate one CSV export and must be named equal to the question table number, e.g. "Q6b.csv". The tool is designed to recognize only exact file names as part of its sorting process. Deviations from these file names will result in incorrect import into **eCART**. The CAPER report consists of 32 separate tables and thus a CSV export of the CAPER must consist of 32 files (list of files and required names is provided below). Note that not every question/file will generate data for every project type. However, since **eCART** is designed to expect all 32 files regardless of project type, it is imperative that each of the 32 files are output precisely, even if a particular file's data consists of all blanks or zeroes.

c) The structure of each file must match the layout in the Programming Specifications table shell for that question in terms of the quantity and sequence of lettered columns and numbered rows, excluding columns Y and Z. Y and Z are only present to aid in programming and not part of the report output to screen or CSV. The tool is designed to precisely map the location of each piece of data into a corresponding cell in Excel. Therefore, any table/CSV file that is structured differently will result in incorrect data mapping.

d) Column and row headers must be exported for every table shell which has them, but these headers are not used to look up or access data in a particular file. **eCART** uses cell positions to accomplish this. There must be a placeholder for each cell that is a header in the CSV file (see first row of example below) to maintain the overall structure of the file.

e) All grayed-out cells are those which logically should not contain any data (see cells E2 and C3 below). The CSV must contain either 0 (zero) or (blank) with a comma for all grayed-out cells.

f) Use double-quotes to surround all text in column and row headers in order to ignore commas which are sometimes present in that text.

The examples below show the format for an example question (Q6b: Number of Persons Served) with sample data in the table shell as indicated in the APR/CAPER Programming Specifications followed by the layout of that same table in CSV format. Note the text on some row headers does not match exactly, but the meaning of data in those rows is the same.

Q6b table shell

	A	B	C	D	E	F
1		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
2	Adults	135	18	117	0	0
3	Children	218	0	215	3	0
4	Client Doesn't Know/ Client Refused	0	0	0	0	0
5	Data Not Collected	0	0	0	0	0
6	**Total**	353	18	332	3	0

Q6b.csv

```
,"Total","Without children","With children and adults","With only children","Unknown household type"
"Adults",135,18,117,0,0
"Children",218,0,215,3,0
"Don't know / refused",0,0,0,0,0
"Information missing",0,0,0,0,0
"Total",353,18,332,3,0
```

Lisr of CSV files required for ESG CAPER:

2015 #	CSV file name	Table Shell Name
Q4a	Q4a.csv	Project Identifiers in HMIS
Q5a	Q5a.csv	HMIS or Comparable Database Data Quality
Q6a	Q6a.csv	Report Validations Table
Q6b	Q6b.csv	Number of Persons Served
Q7a	Q7a.csv	Number of Households Served
Q7b	Q7b.csv	Point-in-Time Count of Households on the Last Wednesday
Q9a	Q9a.csv	Number of Persons Contacted
Q9b	Q9b.csv	Number of Persons Engaged
Q10a	Q10a.csv	Gender of Adults
Q10b	Q10b.csv	Gender of Children
Q10c	Q10c.csv	Gender of Persons Missing Age Information
Q10d	Q10d.csv	Gender by Age Ranges
Q11	Q11.csv	Age
Q12a	Q12a.csv	Race
Q12b	Q12b.csv	Ethnicity
Q13a1	Q13a1.csv	Physical and Mental Health Conditions - at Entry
Q13b1	Q13b1 .csv	Physical and Mental Health Conditions at Exit
Q13c1	Q13c1.csv	Physical and Mental Health Conditions - for Stayers
Q14a	Q14a.csv	Persons with Domestic Violence History
Q14b	Q14b.csv	Persons Fleeing Domestic Violence
Q15	Q15.csv	Residence Prior to Project Entry

Q20a	Q20a.csv	Type of Non-Cash Benefit Sources
Q21	Q21.csv	Health Insurance
Q22a2	Q22a2.csv	Length of Participation – ESG Projects
Q22c	Q22c.csv	RRH Length of Time between Project Entry Date and Residential Move-in Date
Q22d	Q22d.csv	Length of Participation by Household Type
Q23	Q23.csv	Exit Destination – More Than 90 Days
Q23a	Q23a.csv	Exit Destination - All Persons
Q23b	Q23b.csv	Homelessness Prevention Housing Assessment at Exit
Q24	Q24.csv	Exit Destination – 90 Days or Less
Q25a	Q25a.csv	Number of Veterans
Q26b	Q26b.csv	Number of Chronically Homeless Persons by Household