CoC APR Guidebook

For APRs submitted beginning: April 1, 2017

Sage HMIS REPORTING REPOSITORY

Table of Contents

Guidebook changes

Date	Change
April, 2017	APR guidebook (v.1) published
April 28, 2017	Match calculation text clarification

Introduction

HUD requires Continuum of Care (CoC) recipients (including recipients of funds under the CoC Program, Supportive Housing Program (SHP), Shelter Plus Care (S+C), and Section 8 Moderate Rehabilitation Single Room Occupancy (SRO) Program) to submit Annual Performance Reports (APR) within 90 days from the end of their grant operating year. Beginning April 1, 2017, HUD is requiring all CoC recipients to submit their APRs in *Sage* **HMIS Reporting Repository**, regardless of when HUD initially funded their grants. HUD uses the APR to track the progress and performance of HUD-funded grants. HUD switched to *Sage*–from *e-snaps*–to allow recipients to submit data from their Homeless Management Information Systems (HMIS)–or comparable databases–via a Comma Separated Value (CSV) import to eliminate the manual data entry requirement. Another benefit is that *Sage* will increase the capacity of recipients, CoCs, and HUD to generate reports.

Grant information in *Sage* is populated on a regular basis from the grant application information in *e-snaps* and the financial information from the Line of Credit Control System (LOCCS).

This guide superceeds other HUD-issued APR submissions guidance and includes hyperlinks so that users can navigate to the various sections. Below are several quick links:

1. Instructions on APR information and using *Sage* for:

    a. CoC APR (instructions for all Transitional Housing, Permanent Supportive Housing, Supportive Services Only (SSO), Safe Haven, S+C, and SHP).

    b. CoC HMIS Dedicated Grants

    c. CoC Planning Grants

    d. Section 8 Moderate Rehabilitation SRO Program

2. Reference Information

    a. Help and Resources

    b. Creating an Account

    c. Test Run a Report

    d. Quick Lookup (definitions, programming information, common terms)

CoC Full APR

CoC Full APR = An APR for any of the following CoC Program components: Transitional Housing, Permanent Housing, Services Only and Supportive Housing Program or Shelter Plus Care. Different APRs are completed for CoC Planning Grants, CoC HMIS Dedicated Grants, and Section 8 Moderate Rehabilitation Single Room Occupancy (SRO) Program Grants.

To begin an APR in *Sage,* identify the correct APR in the **APRs Not Started** box on the dashboard and click on the name.

APRs Not Started			
PROJECT NAME	**GRANT NUMBER**	**GRANT TYPE**	**DUE DATE**
Permanent Housing Project A	DC0082L3G221501	PH	4/30/2017

As soon as the recipient begins entering and saving data in the APR the APR is **In Progress** and moves to the **In Progress** section of the dashboard. Until the recipient sends the APR to HUD by clicking **Submit**, the recipient can open, close, add information, review, and make changes to the **In Progress** APR.

APRs In Progress					
PROJECT NAME	**GRANT NUMBER**	**GRANT TYPE**	**STATUS**	**STATUS DATE**	**DUE DATE**
ABC House	DC0082L3G221501	PH	○ In progress	4/1/2017	4/30/2017
Sue's Place	DC0082L3E221601	TH	○ In progress	4/8/2017	5/30/2017

If you cannot find your grant listed in the **Not Started** box, use the Search function in **Sage** on the navigation bar to locate the grant and begin the APR. If the recipient is still unable to locate the grant it should submit an AAQ to the HUDExchange.

When users open an APRs, they will see two sections in the **Submission Launchpad**:

1. **Submission Status**–tracks the submission status (by dates) and HUD approval of this APR.

2. **Imported Grant Information**–gathers the grant information that was imported into *Sage* from *e-snaps* and LOCCS in a central location. This information is visible to anyone with access to this APR. This includes:
   a. The name of the project (from *e-snaps*);
   b. The grant number (from *e-snaps*);
   c. The CoC it is affiliated with (from *e-snaps*);
   d. The grant component type (from *e-snaps*);
   e. The operating year start date and end date (from LOCCS);
   f. The grant term–in months (from LOCCS); and
   g. Financial information (from *e-snaps*–based on what was awarded and LOCCS based on what has been authorized and drawn down).

Financial information from LOCCS is updated regularly. *Sage* will display the date of the most recent update from LOCCS. The LOCCS data that is current as of the date of the APR submission will be included in the final APR submission to HUD.

None of the **Launchpad** or **Imported Grant** information is editable; it is for reference only. If a user believes there is an error in the **Launchpad** information, the user can indicate that to HUD in Step 6 of the APR–Additional Comments.

To complete an APR, follow the Submission Steps, below. To start, click the **ADD** link for each submission section and add the information required for the APR. Each section will allow the user to **SAVE** information in *Sage*. Users can also go back to the page and **EDIT** the information they entered at any time prior to the final submission to HUD. The on-screen status report indicates exactly which forms users have completed, which forms are missing information, and, at the end, what users have submitted to HUD.

SUBMISSION STEPS	DATE LAST INFORMATION RECORDED	STATUS	WORK
Grant Information		❗ missing	☑ ADD
Contact Information		❗ missing	☑ ADD
Housing Information		❗ missing	☑ ADD
Additional Comments		optional	☑ ADD
Sign and Submit	03/13/2017	⭕ not started	(you can't edit)

APR Step 1: Grant Information

Component type: ALL

The following questions are asked about the specific grant being reported on:

APR Information

Operating start date for APR

Operating end date for APR

These dates are loaded into *Sage* from LOCCS and are read-only. The date range reflects the operating period approved in LOCCS for this grant and is the time period that the recipient bases its CSV-APR Report data on for uploading into *Sage*.

Are the dates shown above the dates your CSV-APR was generated for?

The dates of CSV-APR export should match the grant operating period users are reporting on. The only exception is if there is a HUD-approved change that was not recorded in LOCCS. If the recipient is certain the dates are incorrect, then respond **No** and report the correct dates for the APR, and provide and explanation of why the auto-populated dates are incorrect.

Tip: APR dates can be confusing. If the recipient believes the dates are incorrect the recipient should contact the local HUD CPD Field Office to confirm before responding **No** in *Sage*.

Is this an APR for a grant that received a HUD-approved grant extension?

If the recipient applied for, and received, an extension of their grant term from its local HUD CPD Field Office indicate **Yes**, otherwise indicate **No**. HUD no longer requires recipients to submit a separate APR for a grant extension period. That period should be included in the single APR.

What operating year are you reporting on?

Select the operating year of the grant for the APR that is being reported. This field corresponds to how many years this grant has been operating since the grant began operating. This fields refers to when the **grant** started, as opposed to when the project started; while these periods might be the same they often are not because most grants have been renewed at least once. Most grants have 1-year grant terms so the response then would be **1**. However, some grants are awarded multi-year terms, are older legacy grants which have not yet expired and are towards the end of their terms, or are grants with 20-year use requirements. In these cases, the recipient will select the correct year it is reporting on from 2 to 21+.

> **Tip:** If a recipient has a grant that has a use restriction but is also still receiving one year grants associated with the project (i.e. Operating, Supportive Services, or HMIS), the recipient should select a 1-year grant term, not the use restriction term. The recipient only needs to submit one APR for these projects. If the project stops receiving the annual funding, recipients must continue filing an APR for the project for the duration of the use agreement.

> **Tip**: The only recipients that should be reporting **21+** for their operating year are SRO grants.

Is the APR fulfilling the reporting obligation associated with a use requirement?

Projects that received funding for acquisition, new construction, and rehabilitation are required to maintain the facility as a homeless project for a certain period (20 years under SHP, S+C, and SRO Programs; 15 years under the CoC Program), which is documented by submitting an APR each year. Select **Yes** if this APR is fulfilling the reporting obligation associated with the use requirement under either of these conditions:

1. The original grant was only for hard costs (acquisition, new construction, rehabilitation), or
2. The original grant was for hard costs and soft costs (leasing, operations, or supportive services) and the recipient is no longer renewing the soft costs.

Select **No** if this funding is being used to fund leasing, rental assistance, operations, or supportive services in this property, since the APR is not solely being submitted to fulfill the use requirement.

Is this a final APR?

An APR is a final APR if it is covering the last operating year of the **grant**, as opposed to the life of the project. Therefore, all grants funded for one year should indicate **Yes**, as this is the only operating year of the grant. If the recipient answers **Yes** that this is a final APR, it must answer two additional questions:

1. **Have you completed your final draw in LOCCS?** Indicate **Yes** if all money expended on this grant has been drawn from the LOCCS system. Indicate **No** if the recipient still has to make a final LOCCS draw. In general, all expended funds should have been drawn from LOCCS by the time of APR submission.

2. **Have you renewed this project?** Indicate **Yes** if the project has already been renewed through the CoC process. Indicate **No** if this project will no longer be renewed.

Identify the specific project type of this grant:

The response has a dropdown menu that allows recipients funded under the Permanent Housing or the Supportive Services Only components to further identify their project types. Permanent Housing (PH) Projects must select either PSH (Permanent Supportive Housing) or RRH (Rapid Re-housing). Grants funded as Supportive Services Only (SSO) components must select either: SSO--Street outreach, SSO--with housing outcomes, or SSO--without housing outcomes. The only projects without housing outcomes might be those that provide specific individual services such as daycare, transportation, or health care.

Tip: Recipients with a SSO-Coordinated Entry grant should identify as an SSO—with housing outcomes. HUD plans to revisit this categorization soon.

Grant Focus Information

Was this project funded under a special initiative?

If the project was funded under a special initiative during its original application, indicate **Yes** and select the initiative. The special initiatives include:

Permanent Housing Bonus–serving disabled or chronically homeless– These were new permanent housing projects funded through the CoC applications from fiscal years 2009 through 2011 that may have been dedicated to chronically homeless individuals or families, but were not required to be.

Permanent Housing Bonus–serving chronically homeless only–These were new permanent housing projects funded through the CoC applications in fiscal year 2012 were required to serve chronically homeless individuals or families.

Pay for Success–These are new grants under the Pay for Success initiative.

Rapid Re-Housing Demonstration-These were grants awarded in 2009 to provide a demonstration program for RRH for homeless familes.

Samaritan Housing Bonus–These were new permanent housing projects originally funded under fiscal years 2006 through 2008 CoC applications with the specific Samaritan Housing Bonus funding to serve chronically homeless individuals or families.

Youth Homeless Demonstration Program–These are new projects developed as a direct outcome of the award of Youth Homeless Demonstration Program (YHDP) funding in fiscal year 2016.

Target subpopulation(s): Does your project have a specific population focus?

If the recipient identified a target subpopulation (e.g., Veterans or Youth) in its Project Application, it must indicate **Yes**. If a subpopulation was not identified in the Project Application, choose **No** even if the recipient served one of the subpopulations listed. If the recipient answers **Yes**, it will see an additional question asking **If yes, which population?** for it to indicate either veterans or youth.

Are 100% of the clients in HMIS or, where applicable, in a comparable database?

The CoC Program requires all clients served to be entered into HMIS or a comparable database. Answer **Yes** if all clients who were served in the project were also entered into the HMIS or comparable database. If the recipient answers **No**, it will see an additional question asking **If no, why?** 100% of clients are not in the HMIS or comparable database (and thus not in the CSV-APR Report it is attaching), which requires a narrative response.

APR Step 2: Bed and Unit Inventory and Utilization

Component type: PH (including PSH and RRH) and TH

The total number of year-round beds and units from the Project Application along with the number of beds dedicated for chronically homeless persons are imported into *Sage* from *e-snaps*.

The recipient will report on the actual Bed and Unit Utilization on the last Wednesday in January, April, July, and October by the following categories:

1. **Actual Inventory–Total Units** is the number of units that were actually occupied on the last Wednesday of the appropriate month. If the project did not have units active on that day place a **0** in the total unit's boxes.

2. **Actual Inventory–Total Beds** is the number of beds that were actually occupied on the last Wednesday of the months listed.

   Sage will automatically calculate the project's utilization rates.

   The total number of beds reported in the actual inventory as occupied should equal the total number of person reported in Q7b. The total number of units should be equal to or less than the total number of households reported in Q8b.

   If there is a difference between the beds and units the recipient proposed and what it actually operated with during the operating year, it must explain the difference in the Additional Comments section of the APR (Step 6).

APR Step 3: Contact Information

Component type: ALL

The **Contact Information** form identifies the person that HUD will contact regarding the APR submission if any questions or issues arise. The contact person should be familiar with both the project and the APR submission.

This is also the person who will receive the email from *Sage* acknowledging the submission of the APR to HUD and of the action taken by HUD (e.g., approval, request to resubmit, comments).

APR Step 4: Financial Information

Component type: ALL

Expenditures

In the first section of the form, CoC recipients report funds expended during the operating year by budget line item, including: development costs(acquisition, rehabilitation, and new construction), supportive services, HMIS, leasing, rental assistance, operating, and administration.

This form is visible to all component types submitting a CoC Full APR; however, recipients submitting APRs due to a 15- or 20-year use requirement will leave this form blank as there were no CoC, SHP, or S+C Program funds expended on this grant during the reporting period.

Sage defaults to $0 for all line items, so the recipient only needs to complete the lines where funds have been expended.

Match

In the second part of the form, CoC recipients report the match committed to the grant during the operating year. Match requirements vary depending upon the program the grant was awarded under, but generally is cash or in-kind resources contributed to the grant and expended on eligible costs. For specific match requirements review the HUD regulations for the program under which your project was funded. The recipient must record all cash and in-kind match expended on this grant, including if the recipient expended more match than was required. Complete the cash match and in-kind match lines with the actual value of the match for this grant.

Sage will automatically calculate the percentage of match. It will calculate the total match divided by the total expenditures (minus any funds expended on leasing costs, which do not require a match). Note: projects reporting on legacy grants which were not yet renewed under the CoC Program will have only in-kind match for Shelter Plus Care and SRO programs.

APR Step 5: Performance Accomplishments

Component type: ALL

The recipient may describe in no more than 2,500 characters, any significant accomplishments it achieved during the reporting period.

Sage will count the characters used as the user types, including spaces and special characters.

APR Step 6: Additional Comments

Component type: ALL (Optional)

The CoC recipient will use this text box to inform HUD of why this report reflects information differently than in the grant application or amendment as approved by HUD along with any other information the CoC recipients believes HUD needs to know. The CoC recipient should use this field to describe any discrepancies in its APR and provide HUD any other information it might need as it reviews the APR.

APR Step 7: CSV APR Upload

Component type: ALL

The data submitted for the APR from HMIS or comparable database via the CSV–APR Report begins with Q4 (descriptions of APR questions and validations are found in CSV-APR Report Question Details section).

Sage will not accept manual data entries on the required statistical information. HUD expects the recipient's APR data to be generated by its HMIS or comparable database and reported via the CSV–APR Report. HUD has not provided any other mechanism to enter data into *Sage* or upload data into *Sage*.

Users must generate the CSV-APR Report from their HMIS or comparable database for the date range identified in Step 1. The recipient runs the report in its HMIS and saves it to its computer. Remember where it is saved. The CSV-APR REPORT will be in a single .ZIP file. That .ZIP file will contain the table information for each of the APR questions. It contains aggregate data (the answers required on each cell of the report) and does not transmit any client level (or personal) data from the HMIS into *Sage*.

> **Tip**: Users should name the file APR-Grant Number and the date, in case they need to find it later (e.g., APR-insert example grant number).

Click **Browse** to launch the import process. The files on the user's computer will display. Select the CSV-APR Report file placed on the computer and double-click to have it display in the browser window.

Click **Upload and Test** button. *Sage* will retrieve and review the file and automatically refresh and display the results of its review on the page.

The **Results** message will identify if the **CSV-APR has passed all validations** or if there are errors. It will also display the information contained in Q4 of the APR–identifying the project

descriptor data elements of the project in the HMIS/comparable database (which allows the user to identify that the project uploaded is the project it is reporting on) and Q5a the report validation responses (which identifies the universe of clients being reported on).

Results

✔ The CSV-APR has passed all validations.

Review the Project Identifiers and Report Validations, then click 'Save This Apr'.

CANCEL   SAVE THIS APR
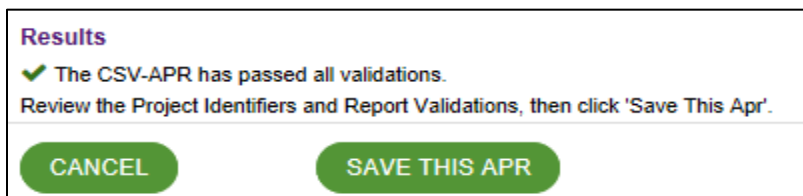
If the CSV-APR Report has **passed all validations** click **SAVE THIS APR**. *Sage* will upload all of the tables and all of the cells into the system.

If there are errors, *Sage* identifies them on the screen in red for the user. There are two types of errors that could occur with the upload: structural errors or report validations indicating errors in the data. Both of these errors are the result of programming issues with the CSV file.

1. **Structural errors**: The files are required to be configured exactly as specified in the APR programming specifications. As long as the user did not open and in any way change or save the CSV file, the issue is a programming error within the CSV file structure. The user will receive a message telling it where the issue is (e.g., Q9b) and what the issue is (e.g., **this file doesn't have the right number of rows and columns**). These are not errors the HMIS user can fix. The user must contact its HMIS Lead (or comparable database provider) to request assistance with the error.

2. **Report validation errors:** The information contained in the CSV files is generated from an APR report that has been programmed into the HMIS or comparable database. The programming for that report is also detailed in the APR programming specifications and the report is required to be in balance. For example, if a recipient served 100 people then it must have basic client information (age, race, etc.) or **Client doesn't know**/**Client refused** for all 100 people. *Sage* reviews the APR and balances each question to Q5a–the Report Validation question. If the report is not programmed correctly, the user will see the specific errors that are being generated (e.g.,the total in 7a (495) must be greater than or equal to the sum of adult and child heads of households in Q5a (496). The screen also displays the report validation table itself that was generated in the CSV-APR Report for a quick reference. By using a CSV export created by the HMIS or comparable database, reporting errors are generally the result of programming errors.

   Tip: For either structural or report validation errors, the HMIS Lead will need to contact the CSV-APR Report programmer. The recipient will have to wait for the error to be fixed before it can proceed with the APR submission.

Sage allows the user to email itself and its HMIS Lead the error information right from the *Sage* results screen. The user can email multiple persons by placing a comma (,) between the email addresses. The information enables the user to accurately describe the error.

To Review the APR, the user should return to the **Launchpad** and click **VIEW** on the line of the CSV-APR REPORT it intends to review.

To Print the APR, the user should go to the **Print** function in its browser and print from the screen, which will print the document it is viewing. To save the CSV-APR REPORT as an Adobe PDF, use the functionality built in to the browser and select the printer as the Adobe PDF and follow the prompts. HUD does not accept paper submissions of APRs–HUD only accepts electronic submissions through *Sage*.

Other Upload Topics

Need to upload two CSV-APR Reports? If the recipient has multiple subrecipients, the recipient should aggregate the data directly in HMIS. If the recipient cannot directly aggregate the data in HMIS, because it has a victim service provider subrecipient or for another reason, each subrecipient must provide it with a CSV-APR Report generated by their comparable database. *Sage* allows the recipient to upload one or more CSV-APR Reports. Name any additional files associated with this grant, for example APR-Grant Number–DV1 (2,3,4, etc.). To upload an additional CSV .ZIP file, simply follow the instructions above again–browsing for the file, uploading and testing the file, and saving this APR.

PROCESS TO UPLOAD MORE THAN ONE APR: **Upload the first APR to Sage AND if it passed all validations press Save this APR**

Upload the second APR to Sage AND if it passed all validations press Save this APR

1.

> Choose File | HUD - APR-CSV RRH 5.1 - Copy.zip
>
> **Upload and Test**
>
> **Results**
>
> **CSV-APRs already attached**
> ✔ APR - RRH 🗑

2.

> **Results**
> ✔ This CSV-APR is now saved as part of the submission.
>
> **CSV-APRs already attached**
> ✔ APR - RRH 🗑
> ✔ Comparable Database 🗑
>
> **DONE**
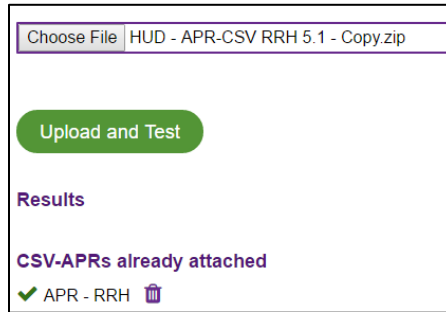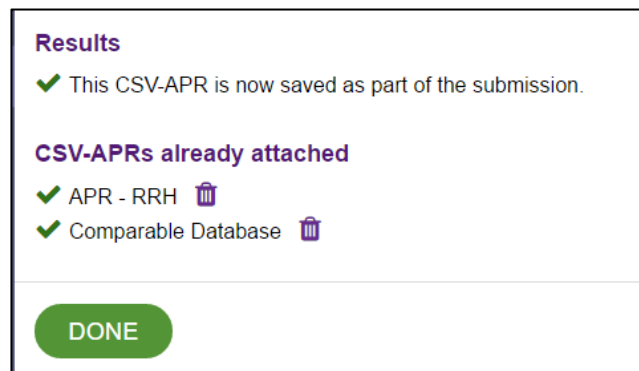
Follow this same process and uload multiple CSV-APR Reports to any one APR in Sage.

The submission screen will now shows two APR's attached.

| CSV APR Upload | 03/22/2017 | ✔ APR - RRH | 👁 VIEW ✏ EDIT |
| CSV APR Upload | 03/22/2017 | ✔ Comparable Database | 👁 VIEW ✏ EDIT |

What happens when we upload 2 CSV-APR Reports? *Sage* adds the results of the two (or more) APRs together and where necessary generates a weighted average. To view/print the combined APR you will need to select the VIEW from the Submission line of the Launchpad.
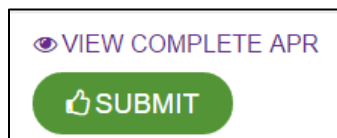
> 👁 VIEW COMPLETE APR
>
> 👍 SUBMIT

What happens when we upload 2 CSV-APR Reports? *Sage* adds the results of the two (or more) APRs together and where necessary generates a weighted average. To view or print the combined APR users must select the VIEW from the Submission line of the **Launchpad**.
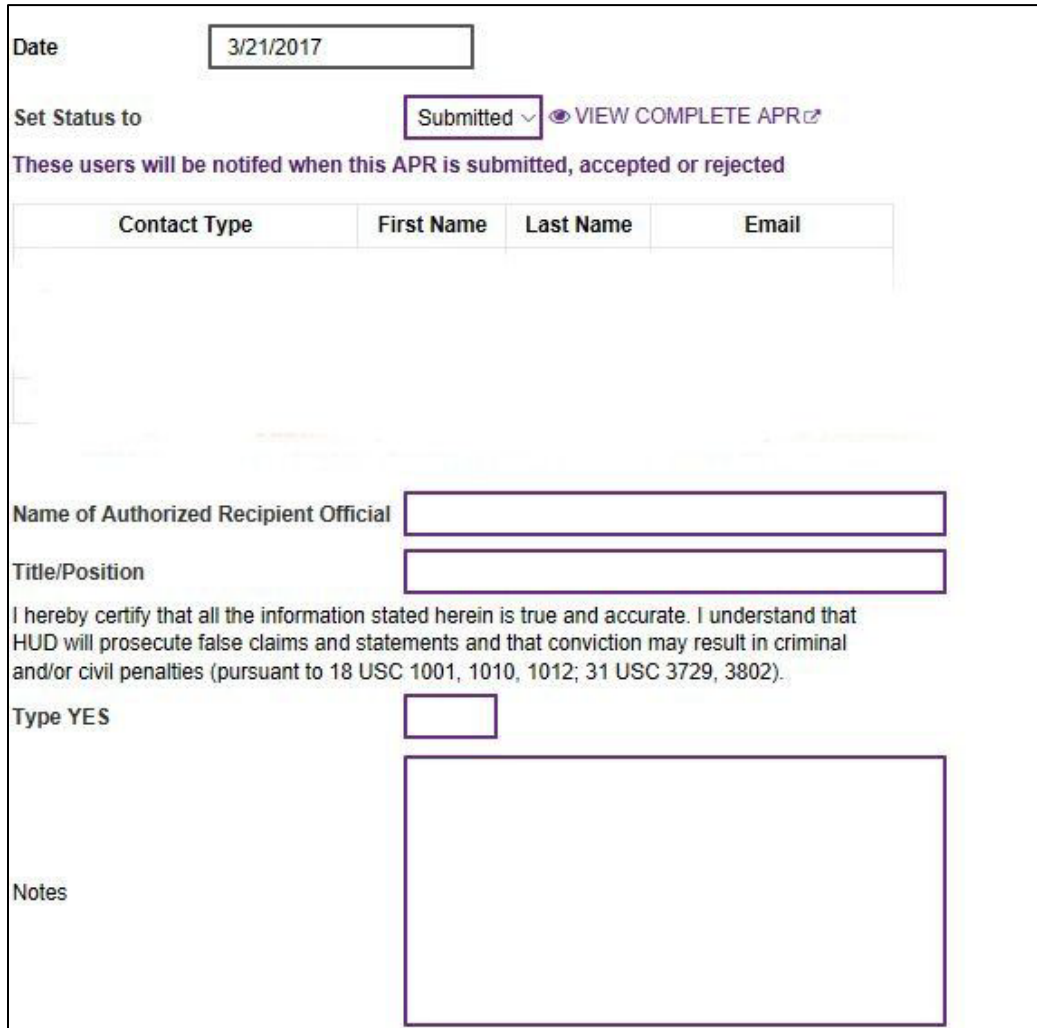
Made a mistake? To remove a CSV-APR Report file already attached to the record, click the garbage can icon next to the file name and the file will be removed.

APR Step 8: Sign and submit

From the **Launchpad** click **View the complete APR**. Review the information presented. The user may print or save it on the computer by using the PRINT feature in the browser.

> **Tip**: The user's browser should allow it to print the pages to a printer associated with the computer or select an Adobe PDF document to print to and save on the computer.

Then click [🖒 SUBMIT]

Date	3/21/2017

Set Status to   Submitted ⌄ 👁 VIEW COMPLETE APR ☑

These users will be notifed when this APR is submitted, accepted or rejected

Contact Type	First Name	Last Name	Email

Name of Authorized Recipient Official

Title/Position

I hereby certify that all the information stated herein is true and accurate. I understand that HUD will prosecute false claims and statements and that conviction may result in criminal and/or civil penalties (pursuant to 18 USC 1001, 1010, 1012; 31 USC 3729, 3802).

Type YES

Notes

The submission date is prefilled.

Change the **set status to** box to Submitted.

Complete the name of the person who is the authorized recipient official along with their title/position.

After reviewing the submission and reading the certification, the authorized grantee official should type **YES** in the box. Saying **YES** indicates to HUD that the person named on this form has certified that all the information in the form is true and accurate.

The **Notes** section is for the local CPD Field Office to indicate concerns if it does not approve the APR and to request the recipients make revisions and resubmit the revised APR.

Click **Save** to send the APR to HUD for review. The person who submitted the APR and the person listed as athe APR contact person will receive an email confirming that the submission was sent to HUD for review.

NEXT STEPS

HUD will review the APR. HUD will either:
1. accept the APR submission (with no comment),
2. accept the APR submission with comments, or
3. not approve the APR.

If HUD accepts the APR, the recipient will receive an email from *Sage* indicating that the submitted APR was accepted, with any comments from the local HUD CPD Field Office, if applicable. If HUD rejects the APR, the recipient will also receive an email and the APR will be returned to the recipient's Dashboard where the recipient can make the necessary corrections and resubmit it.

HMIS APR

The HMIS APR is an APR specific for HMIS-dedicated grants.

To begin an APR in *Sage,* identify the correct APR in the **APRs Not Started** box on the dashboard and click on the name.

APRs Not Started

PROJECT NAME	GRANT NUMBER	GRANT TYPE	DUE DATE
CoC XYZ HMIS Dedicated	DC0082L3G221501	HMIS	4/30/2017

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APRs In Progress

PROJECT NAME	GRANT NUMBER	GRANT TYPE	STATUS	STATUS DATE	DUE DATE
CoC XYZ HMIS Dedicated Grant	DC0082L3G221501	HMIS	⭕ In progress	4/1/2017	4/30/2017
Sue's Place	DC0082L3E221601	TH	⭕ In progress	4/8/2017	5/30/2017

If you cannot find your grant listed in the **Not Started** box, use the Search function in **Sage** on the navigation bar to locate the grant and begin the APR. If the recipient is still unable to locate the grant it should submit an AAQ to the HUDExchange.

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1. **Submission Status**–tracks the submission status (by dates) and HUD approval of this APR.

2. **Imported Grant Information**–gathers the grant information that was imported into *Sage* from *e-snaps* and LOCCS in a central location. This information is visible to anyone with access to this APR. This includes:

   h. The name of the project (from *e-snaps*);
   i. The grant number (from *e-snaps*);
   j. The CoC it is affiliated with (from *e-snaps*);
   k. The grant component type (from *e-snaps*);
   l. The operating year start date and end date (from LOCCS);
   m. The grant term–in months (from LOCCS); and
   n. Financial information (from *e-snaps*–based on what was awarded and LOCCS based on what has been authorized and drawn down).

Financial information from LOCCS is updated regularly. *Sage* will display the date of the most recent update from LOCCS. The LOCCS data that is current as of the date of the APR submission will be included in the final APR submission to HUD.

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SUBMISSION STEPS	DATE LAST INFORMATION RECORDED	STATUS	WORK
Grant Information		❗ missing	☑ ADD
Contact Information		❗ missing	☑ ADD
Housing Information		❗ missing	☑ ADD
Additional Comments		optional	☑ ADD
Sign and Submit	03/13/2017	⭘ not started	(you can't edit)

HMIS APR Step 1: Grant Information

HMIS recipients will have to submit grant information, similar to Step 1 for CoC Full APR recipients. The HMIS APRs have fewer questions about the grant information and are limited to:

Operating start date for APR

Operating end date for APR

Are the dates shown above the dates you are reporting on?

Is this a final APR? including the additional two questions if the recipient answers **Yes**:

1. **Have you completed your final draw in LOCCS?**

2. **Have you renewed this project?**

Is this an APR for a grant that received a HUD-approved grant extension?

The recipient will can follow the same instructions provided in [Step 1 to CoC Full APR](#) recipients for completing these questions.

HMIS APR Step 2: Contact Information

The **Grant Contact Information** identifies the person that HUD contacts regarding the APR submission if questions or issues arise. The contact person should be familiar with both the grant program and the APR submission.

This is also the person who will receive the email from *Sage* acknowledging the submission of the APR to HUD and of the action taken by HUD (e.g., approval, request to resubmit, comments).

The second contact information data on the form is for the person who holds the position (or responsibilities) as the **HMIS System Administrator** from the HMIS Lead Agency. This is the primary HMIS contact person who HUD contacts that can answer HMIS-related question.

HUD is interested in knowing which of the following persons actually participated in answering questions in this APR. There is no right or wrong answer. Choose from:

1. **CoC Staff**–Collaborative Applicant or person that has administrative responsibilities for the CoC

2. **HMIS Lead Staff**–Person employed by the CoC Lead working on the HMIS Implementation

3. **HMIS System Administrator**–The HMIS Implementation system administrator

4. **Recipient/Fiscal Agent** (if different from those above)

5. **Other**–If the recipient answers **Other**, it must identify the other type of person/position who participated.

HMIS APR Step 3: Implementation Information

An HMIS implementation may be limited to one CoC or may be a combination of multiple CoCs. This form enables HUD to understand the specifics of the HMIS implementation that this grant is associated with.

Identify the type of implementation this grant is part of by selecting one of the following responses:

1. **Single CoC implementation**–A single CoC, which has not partnered with any other CoC around HMIS data collection and has a single HMIS software into which the entire CoC's data is collected.

2. **Multiple CoC implementation**–A group of CoCs, often with bordering geographic boundaries that have elected to operate one HMIS for the entire region. In this case there is also a single HMIS software system, but regional partner CoCs have agreed that data from their CoC projects will be entered into one regional HMIS software.

   Tip: If the implementation is part of a Multiple CoC implementation, then a selection box will display for the user to select all of the CoCs that are part of this HMIS implementation. Users can select multiple CoCs by holding down the control (Ctrl) key and selecting the names of each CoC of which they are involved.

3. **Statewide implementation**–A state that is comprised of two or more CoCs that uses one HMIS software and/or regularly utilizes data integration to combine data from multiple HMIS software with the primary HMIS software. (A state with only one CoC should identify itself as a Single CoC Implementation.)

4. **Other**–If the recipients answers **Other**, it must fill in the answer to **If other, what?** to identify what other type of implementation it has.

Identify whether the HMIS implementation uses a centralized or decentralized model.

1. Centralized model is one in which the HMIS lead itself fulfills all responsibilities for system administration;

2. Decentralized model is one in which local entities assist the HMIS lead in fulfilling responsibilities for system administration.

In a narrative of no more than 2,500 characters, **Briefly describe your HMIS implementation.**

Does your HMIS implementation provide data to a data warehouse/data integration project? Click **Yes** if the HMIS data is exported from the system and used in any type of warehouse or data integration project. If **Yes**, the recipient must respond to the following questions using up to 2,500 characters:

1. **Briefly describe the purpose of the data warehouse.**

2. **Identify the entity that administers the data warehouse.**

3. **What HMIS data is sent to the warehouse (i.e., what project types, what kind of elements, etc.)**

Sage is asking if the recipient is submitting HMIS data to a warehouse or data integration project data that is complete with any personally identifying information. For this question:

> **personally identifying information** means–name, date of birth, gender, race, ethnicity, or social security number in any combination that would allow the recipient warehouse manager or other user to be able to identify the client in the database; and

> **de-identified or hashed** means–a function has been applied to the data that enables the personally identifiable data to be deliberately coded to mask the identity of the client in such a way that the warehouse manager would not be able to reconstruct an identity from the information they had in the database.

4. **Is the HMIS data sent with personally identifying information on clients identified or de-identified/hashed** (select one)

HMIS APR Step 4: HMIS Software Information

The HMIS Software Information form in the HMIS APR provides HUD with basic information about HMIS software products.

1. **Identify the HMIS software in use** by selecting the Vendor Software that the recipient implementation uses from the dropdown list. If the Vendor Software is not on the list, select Custom/Other and enter the vendor's name (i.e., the company or organization who develops the product) and software product's name in the fields.

2. Answer **Yes** or **No** to*: **Was the software in use, identified here, the HMIS designated for use by the CoC?**

   If no, explain in a narrative of no more than 2500 characters, **why the CoC has not designated the software currently in use**.

3. Select **the number of years that the implementation has used the current software**. If the implementation has grown in size over the years, identify the longest number of years one of the CoCs using the HMIS has used it.

4. Answer **Yes** or **No** to*: **Does the CoC have plans to change software in the next two years?**

5. From the list of standard HUD reports, **identify all of the reports that the HMIS is currently able to generate.** This question identifies an HMIS generated report as a report that the software itself is creating and the recipient can see on the computer screen and print on paper or in another format. The reports include:

   a. **AHAR Table Shells**–the tables for the Annual Homeless Assessment Report (AHAR)
   b. **APR-CSV Report**–the CSV that is used to submit CoC's Annual Performance Report (APR) to *Sage*
   c. **CAPER-CSV Report**–the CSV that is used to submit the CAPER into eCart

d. **PATH Report**–the report required to be generated for the street outreach program administered by HHS: Substance Abuse and Mental Health Services Administration (SAMHSA) known as PATH

e. **System Performance Measures**–the report that is specified by HUD to be generated for all projects across the HMIS implementation to report on System Performance Measures

f. **Data Quality Report**–a report generated using the new Data Quality Framework specifications

g. **Project Descriptor Data Report**–a report that provides system administrators with the information collected in the system as required in the HMIS Project Descriptor Data Elements

6. Answer **Yes** or **No** to: **Is the software able to generate the most recent HMIS-CSV export?** To identify the most recent version of the HMIS-CSV go to the [HMIS Data Exchange Resources](#) published on the HUD Homelessness Data Exchange (HDX).

7. Answer **Yes** or **No** to: **Is the software able to generate the most recent HMIS-CSV export–that is hashed (e.g.,for RHY)?** A hashed export that changes personally identifying information in the client level files to hashed letters or numbers and de-identifies the data. The most recent HMIS-CSV that is hashed is the same version number as the question above.

8. Answer **Yes** or **No** to: **Does the software support automatic exiting functionality?** Automatic exit functionality enables the system to exit clients based on specific factors which should include inactivity in a project. It is generally used for night-by-night shelters and street outreach projects where clients often just don't return to the shelter, as evidenced by the lack of a bed night, or can no longer be found by the outreach worker, as evidenced by the lack of contacts completed by the worker.

   If **Yes**, **identify how regularly the automatic exiting function is run in the implementation**. Choose from: Annually, Bi-annually, Quarterly, Monthly, Weekly, Before Major Reports are run (e.g.,AHAR, HIC, SPM), or Never.

9. Answer **Yes** or **No** to: **Is the HMIS system used for Coordinated Entry?**

10. **Identify who completes project set-up in the HMIS.** Project set up includes entering all of the project descriptor data elements and settings as applicable for elements to be visible by different types of projects in the implementation (e.g., ensuring the contact element is in place for all street outreach projects; or that the elements are available for projects funded by RHY). Choose from: HMIS Lead–System Administrator; HMIS Lead–Data Analyst; HMIS Regional/Local–Support Staff; HMIS Regional/Local–User Support Staff; HMIS Vendor–Staff; CoC–Staff; Recipient Agency (Grantee)–Staff; Paid consultant to HMIS or CoC–Consultant; Volunteer; Other; or Not Done in Our System.

11. **Identify how often the Project Descriptor Data Elements (PDDE's) are reviewed**. Choose from: Annually, Bi-annually, Quarterly, Monthly, Weekly, Before Major Reports are run (e.g.,AHAR, HIC, SPM), or Never.

HMIS APR Step 5: Staff Responsibilities

The **Staff Responsibilities** form identifies the organization and person who performs on-going activities related to the HMIS implementation. The response options are the same for all of the activities and include: HMIS Lead–System Administrator; HMIS Lead–Data Analyst; HMIS Regional/Local–Support Staff; HMIS Regional/Local–User Support Staff; HMIS Vendor–Staff; CoC– Staff; Recipient Agency (Grantee)–Staff; Paid consultant to HMIS or CoC–Consultant; Volunteer; Other; or Not Done in Our System.

If more than one kind of staff person works on a particular activity, select the person primarily responsible for its completion. If the activity is **outsourced,** identify the person who is responsible for overseeing the outsourced work. If the option **Other** is selected, a text box will display to identify the organization and staff person performing the work.

Activities include:

1. System Related

   a. Hosts the HMIS software on their server or their Cloud account server

   b. Oversees the security of the HMIS system

   c. Backs up the HMIS data

2. Report Related

   a. Runs the data quality report by project

   b. Monitors data quality

   c. Runs/produces the Annual Homeless Assessment Report (AHAR) information

   d. Runs/produces the System Performance Measures (SPM)

   e. Compiles data for the Housing Inventory Count (HIC)

   f. Generates, compiles, or compares data from the HMIS for the Point-in-Time Count (PIT)

3. User Support

   a. Sets Up the Configuration and User Levels of Users in the HMIS

   b. Trains new users

   c. Provides on-going training for users

   d. Trains HMIS Lead agency staff

   e. Provides user support for HMIS software issues (via telephone, email, etc.)

   f. Provides user support for data entry issues

HMIS APR Step 6: Users

The Users form provides HUD information on the persons who directly use the HMIS system. The information in this section should be for the entire implementation.

1. Identify **how many total HMIS users are there in the implementation**. The number of users must be the unduplicated number of persons who have active logons to the HMIS as of the date on this form.

2. Answer **Yes** or **No** to: **Do all users sign a User Agreement that outlines basic privacy/security policies applicable to the user?**

3. Answer **Yes** or **No** to: **Are all users trained in the system prior to receiving their passwords/logon information into the HMIS?**

4. In a narrative of no more than 2,500 characters, **briefly describe the regular training for new users and any on-going trainings.** Include in the description, an overview of the content a new user is trained on, as well as the way in which training is provided (e.g., one-on-one, remote, group, etc.).

5. Identify **how many new users were trained in the implementation this year**. The year refers to the operating year of this grant.

HMIS APR Step 7: Governance

The Governance form provides HUD with information about the governance structure for managing the HMIS implementation.

Governance

1. Answer **Yes** or **No** to: **Is there a governance Charter for each CoC in the HMIS implementation area?**

2. Answer **Yes** or **No** to: **Do the Charter(s) establish the decision making structure regarding the HMIS?**

3. Answer **Yes** or **No** to: **Are all CoCs in the implementation represented in the decision making structure.** If this is a single CoC implementation, select N/A–Single CoC Implementation.

4. Answer **Yes** or **No** to: **Are the roles and responsibilities for decision making clearly defined and codified in documents such as by-laws or governance charter(s)?**

5. In a narrative of no more than 2,500 characters, **briefly describe the relationship between the CoC Board and the HMIS Lead Agency.**

Standards

6. Answer **Yes** or **No** to: **Has the HMIS Lead worked with all participating CoCs to develop basic technical, security, privacy, and Data Quality standards?**

7. Answer **Yes** or **No** to: **Is there is a process in place to update the standards?**

8. Select the organization and person **who is responsible for monitoring the standards to ensure they are up-to-date and enforced.** The drop down list of options includes: HMIS Lead–System Administrator; HMIS Lead–Data Analyst; HMIS Regional/Local–Support Staff; HMIS Regional/Local–User Support Staff; HMIS Vendor–Staff; CoC– Staff; Recipient Agency (Grantee)–Staff; Paid Consultant to HMIS or CoC–Consultant; Volunteer; Other; or Not Done in Our System. If the recipient selects **Other** a text box it will enter the name of the organization and person who monitors and enforces the standards.

9. Type in the **year the HMIS Policy/Procedure Manual was last updated.**

10. Answer **Yes** or **No** to: **Does the HMIS have an Agency Agreement on the use of the HMIS with all agencies who have programs on the system?**

11. In a narrative of no more than 2,500 characters, **describe the timeliness standards in your implementation, how users are informed of those standards, and how they are monitored.**

HMIS APR Step 8: System Coverage

General Coverage

1. **Across the HMIS implementation identify the following:**

   For each of the following project types: Emergency Shelter, Transitional Housing, Permanent Supportive Housing, Rapid Re-housing and Safe Havens enter the **number of beds in the most recent Housing Inventory Chart (HIC) (minus any DV beds)** in the first column.

   In the second column, again by project type, **enter the number of beds on HMIS in the most recent HIC**. *Sage* will automatically calculate the rate of coverage.

2. In a narrative of no more than 2,500 characters, answer: **If there is not 100% coverage in any project type, explain why and what efforts you are taking to increase the coverage rate**. If the system has 100% coverage, enter N/A.

3. Identify **how many client records are in your HMIS system**. This must be an unduplicated count of unique client records in the HMIS.

4. Answer **Yes** or **No** to: **Are there DV providers, as defined by VAWA, funded with CoC or ESG within the implementation?**

   If **Yes**, please answer the following:

   a. **Are they using a comparable database which can provide the required CSV Reports for their funding?**

   b. **What is the name(s) of the comparable software system in use by DV providers?**

5. **Select the response option that best describes the participation of projects funded by each of the federal partner programs:** Choose from: Grantee(s) have funding and are entering data into HMIS, Grantee(s) have funding and are NOT entering data into HMIS, There are no grants for this in this HMIS Implementation, Some Grantee(s) are entering Data into HMIS and some are not.

   Federal Partner programs include:

   - HUD: CoC (Not Including DV Providers)
   - HUD: ESG (Not Including DV Providers)
   - HUD: HOPWA
   - HHS: PATH
   - HHS: RHY–Basic Center Program (BCP)
   - HHS: RHY–Transitional Living Program (TLP)
   - HHS: RHY–Street Outreach Program (SOP)
   - HHS: RHY–Maternal Group Home (MGH)
   - VA: Supportive Services for Veteran Families (SSVF)
   - VA: HUD/VASH
   - VA: GPD

6. Answer, in a narrative of no more than 2,500 characters, **Does the implementation have any issues with incorporating the federal partner projects into the HMIS that you want to share with HUD?**

HMIS APR Step 9: Financial Information

Funding Sources (associated with this dedicated HMIS project during the operating year)

Report all HMIS sources of funding relevant to the HMIS grant described in the recipients Project Application.

If this is the only HMIS dedicated grant in use within the implementation, then report all HMIS income.

If this is one of several HMIS dedicated grants used to operate the HMIS then the income for the grant should be limited to the funding associated with this HMIS grant. For example, if there is a statewide implementation and a dedicated grant was received for HMIS from each of the CoCs within the implementation, then the income sources would only be reported as they apply to the grant for which this APR is being submitted.

Sources and dollar amounts must include, at a minimum, all monies received as match and leverage as was committed in the Project Application for this HMIS dedicated grant.

Sage defaults to $0 for all line items, so the user only needs to complete the lines where funds have been expended.

HMIS funding sources include:

- HUD: CoC Grant (Dedicated HMIS Grants Only)
- HUD: CoC Administration/Planning/UFA Funds
- HUD: CoC Project Grants- please note that recipients cannot use funds from other CoC grants to match the Dedicated HMIS Grant
- HUD: ESG (Dedicated HMIS Grant)
- HUD: HOPWA
- HHS: RHY–Through RHY Grantees
- HHS: PATH–Through PATH Grantees
- HUD: VA Grantees–Through VA Program Grantees
- Local Government
- State Government
- Private/Foundation /Fundraising
- Participation/User Fees from Projects/Agencies
- Other

Funds Expended (associated with this dedicated HMIS project during the operating year)

Following the same logic used to determine income sources in the previous question, report on all CoC Program funds expended from this dedicated HMIS Grant during the operating year by expenditure type and amount.

Expenditure Categories include:

- Equipment (Server, Computers, Printers)
- Software (Software Fees, User Licenses, Software Support)
- Services (Training, Hosting, Programming)
- Personnel (Costs Associated with Staff)
- Space and Operations
- Administration

Enter the Match Used for this Dedicated HMIS Grant

In the third part of the form, CoC recipients report the match committed to the grant during the operating year. Match requirements vary depending upon the program the grant was awarded under, but generally is cash or in-kind resources contributed to the grant and expended on eligible costs. For specific match requirements review the HUD regulations for the program under which your project was funded. The recipient must record all cash and in-kind match expended on this grant, including if the recipient expended more match than was required. Complete the cash match and in-kind match lines with the actual value of the match for this grant.

Sage will automatically calculate the percentage of match. It will calculate the total match divided by the total expenditures.

HMIS APR Step 10: Additional Comments

The recipient will use this text box to inform HUD of why this report is reflecting differently than the grant application or amendment as approved by HUD and other information it believes HUD needs to know. Recipients should use this field to describe any discrepancies in their APR and provide HUD any other information it may need as it reviews the APR.

HMIS APR Step 11: Sign and Submit

HMIS recipients will follow the same sign and submit process as all other APR recipients. See the CoC Full APR Step 8 for more information.

NEXT STEPS

HUD will review the APR.   HUD will either:
1. accept the APR submission (with no comment),
2. accept the APR submission with comments, or
3. not approve the APR.

If HUD accepts the APR, the recipient will receive an email from *Sage* indicating that the submitted APR was accepted, with any comments from the local HUD CPD Field Office, if applicable. If HUD rejects the APR, the recipient will also receive an email and the APR will be returned to the recipient's Dashboard where the recipient can make the necessary corrections and resubmit it.

CoC Planning Grant APR

The CoC planning grant APR is an APR filed by the CoC's Collaborative Applicant.

Planning Grant APR Step 1: Grant Information

Collaborative Applicants will have to submit submit grant information, similar to Step 1 for CoC Full APR recipients. The CoC planning grant APRs have fewer questions about the grant information and are limited to:

Operating start date for APR

Operating end date for APR

Are the dates shown above the dates you are reporting on?

Is this a final APR? including the additional two questions if the recipient answers **Yes**:

1. **Have you completed your final draw in LOCCS?**

2. **Is this an APR for a grant that received a HUD-approved grant extension?**

The recipient will can follow the same instructions provided in Step 1 to CoC Full APR recipients for completing these questions.

Planning Grant APR Step 2: Contact Information

The **Contact Information** form identifies the person that HUD will contact regarding the APR submission if any questions or issues arise. The contact person should be familiar with both the project and the APR submission.

This is also the person who will receive the email from *Sage* acknowledging the submission of the APR to HUD and of the action taken by HUD (e.g., approval, request to resubmit, comments).

Planning Grant APR Step 3: Planning Actions and Outcomes

From the list of eligible expenses below check all of the activities that were funded under this CoC planning grant:
- Coordination activities
- Project evaluation
- Project monitoring activities
- Participation in the Consolidated Plan
- CoC application activities
- Determining geographical area to be served by the CoC
- Developing a CoC system
- HUD compliance activities

Recipients are then required to provide a narrative response to the following questions.
- **How the CoC Planning Grant funds were used**
- **Describe the outcomes your CoC observed as a result of the CoC Planning Grant**

Planning Grant APR Step 4: Financial Information

Planning Grant Expenditures:

Report on all CoC planning grant funds expended during this grant's operating year.

> **Tip**: *Sage* defaults to $0 for all line items, so the user only needs to complete the lines where funds have been expended.

Match

In the second part of the form, CoC recipients report the match committed to the grant during the operating year. Match requirements vary depending upon the program the grant was awarded under, but generally is cash or in-kind resources contributed to the grant and expended on eligible costs. For specific match requirements review the HUD regulations for the program under which your project was funded. The recipient must record all cash and in-kind match expended on this grant, including if the recipient expended more match than was required. Complete the cash match and in-kind match lines with the actual value of the match for this grant.

Sage will automatically calculate the percentage of match. It will calculate the total match divided by the total expenditures.

If there is a difference between funds the recipient expended and those it proposed in the application, the recipient must explain the difference in the Additional Comments section of the APR (Section 5).

Planning Grant APR Step 5: Additional comments

The recipient will use this text box to inform HUD of why this report is reflecting differently than the grant application or amendment approved by HUD and other information it believes HUD needs to know. Recipients should use this field to describe any discrepancies in their APR and provide HUD any other information it may need as it reviews the APR.

Planning Grant APR Step 6: Sign and submit

CoC planning grant recipients will follow the same sign and submit process as all other APR recipients. See the [CoC Full APR Step 8](#) for more information.

NEXT STEPS

HUD will review the APR. HUD will either:

1. accept the APR submission (with no comment),
2. accept the APR submission with comments, or
3. not approve the APR.

If HUD accepts the APR, the recipient will receive an email from *Sage* indicating that the submitted APR was accepted, with any comments from the local HUD CPD Field Office, if applicable. If HUD rejects the APR, the recipient will also receive an email and the APR will be returned to the recipient's Dashboard where the recipient can make the necessary corrections and resubmit it.

SRO APR

The SRO APR is an APR filed by the Housing Agency awarded the grant under the Section 8 Moderate Rehabilitation SRO.

SRO APR Step 1: Grant Information

The SRO recipients must provide the following grant information.

Grant Information

Start date

End date

These dates are loaded into *Sage* and are in non-editable fields. They should represent the dates that the recipient is reporting on.

Answer **Yes** or **No** to: **Are the dates shown above your correct project year date range?** The dates, in general, should be correct–in which case respond **Yes**. If the recipient is certain they are not correct, then respond **No**, tell HUD what dates it is filing this APR for, and why it believes the auto-populated dates are not correct.

   1. **If no, why not and what dates were used instead?**

<u>Community Focus Information</u>

What CoC is this project affiliated with? The response has a dropdown menu that allows the recipient to search for the CoC it is associated with. The recipient is then able to scroll to see the choices in the state for the CoC that the project is affiliated with.

Answer **Yes** or **No** to: **Is this project recorded on the CoC's Housing Inventory Count (HIC)?** Indicate **Yes** if the project is included in the HIC for the CoC the recipient chose above. Indicate **No** if the project is not included in the CoC's HIC.

1. **If no, explain why this project is not included in the HIC?** *Briefly describe* in a narrative of no more than 2,500 characters why the project is not included on the above CoC's HIC.

Answer **Yes** or **No** to: **Are all of the clients housed in this project recorded in the above CoC's HMIS implementation as residing in this permanent housing project?**

1. **If yes, what organization actually enters the data on the residents?** Complete the name of the organization that actually enters data on the clients into HMIS.

2. **If no, explain why this project is not included in the HMIS.** *Briefly describe* in a narrative of no more than 2,500 characters why all clients housed in this project are not recorded in the CoC's HMIS.

SRO APR Step 2: Contact Information

The **Contact Information** form identifies the person that HUD will contact regarding the APR submission if any questions or issues arise. The contact person should be familiar with both the project and the APR submission.

This is also the person who will receive the email from *Sage* acknowledging the submission of the APR to HUD and of the action taken HUD (e.g., approval, request to resubmit, comments).

SRO APR Step 3: Housing Information

How many units did this project have this operating year? Report the actual number of units reliably ready for occupancy starting on or before the last day of the project's operating year.

How many persons were served in this project this operating year? Report the total number of unduplicated persons served throughout the operating year.

Answer **Yes** or **No** to: **Are essential services provided for these clients?**

1. **If yes, what organization provides the services?** Enter the name of the organization that provides services to the clients in this project.

SRO APR Step 4: Additional Comments

Use this text box to inform HUD of why this report is reflecting differently than the grant application or amendment, as approved by HUD, and other information it believes HUD needs to know. Recipients should use this field to describe any discrepancies in their APR and provide HUD any other information it may need as it reviews the APR.

SRO APR Step 5: Sign and Submit

SRO recipients will follow the same sign and submit process as all other APR recipients. See the [CoC Full APR Step 8](#) for more information.

NEXT STEPS

HUD will review the APR.   HUD will either:

1. accept the APR submission (with no comment),

2. accept the APR submission with comments, or

3. not approve the APR.

If HUD accepts the APR, the recipient will receive an email from *Sage* indicating that the submitted APR was accepted, with any comments from the local HUD CPD Field Office, if applicable. If HUD rejects the APR, the recipient will also receive an email and the APR will be returned to the recipient's Dashboard where the recipient can make the necessary corrections and resubmit it.

Resources to Help Users

Creating an Account in Sage

The *Sage* HMIS Reporting Repository is a web-based reporting portal which can be accessed at www.sagehmis.info. All users must create an account and be authorized to use *Sage* prior to viewing or editing any information. To create an account, go to www.sagehmis.info

1. Click the **Create an account** link under New User?

2. Complete the form with the user's contact information

3. Enter the **Login Information**

    a. The user should enter their work email address, which *Sage* will establish as the username and where *Sage* will send email regarding activity.

    b. Create a password for the account. Passwords must:

        - Contains at least 6 characters.

        - At least one uppercase letter

        - At least a special character (*, $, #, etc.).

    c. Confirm the password, which must match. *Sage* will prompt the user to correct passwords that do not match.

4. Identify the **access** the user needs by selecting the **position** and the appropriate associated **entity** as follows:

POSITION	ENTITY
Recipient	CoC-number: Legal Name of the Recipient (e.g., CA-900: Community Housing, Inc.)

The recipient is the organization that received the CoC grant. Persons associated with the recipient are authorized to use *Sage* to file the Annual Performance Report with HUD. This includes all persons reporting on any of the following types of CoC grants: Transitional Housing; Permanent Supportive Housing; Rapid Re-Housing; SSO—Services Only; SSO—with a Housing Outcomes; SSO—Street Outreach; Safe Haven, Homeless Management Information System (HMIS) Dedicated Grants; CoC Planning Grants; Unified Funding Agency (UFA) Grants; and legacy program grants such as SHP, S+C, and SRO grants.

Note: Recipients of SRO grants will find their entity name as "SRO: Housing Authority Name".

POSITION	ENTITY
Continuum of Care	CoC ID State and Number (e.g.,CoC–OH-900)

The CoC position is for persons who administer a CoC, whose access to *Sage* will be either to approve recipients in the CoC to use *Sage* to file their APR, or require access to *Sage* to review the APRs that were submitted for their CoC. After users identify a CoC, *Sage* will automatically associated all recipients in that CoC with that CoC account. These users will have read-only access to the information and cannot create or change APRs submitted by recipients.

POSITION	ENTITY
Local HUD CPD Field Office	HUD Field Office- Location(e.g.,HUD Field Office- Atlanta)

These are staff in the local HUD CPD Field Office who review the APRs and determine their completeness and status.

Important Tips for Access

1. When searching for an organization, type either **CoC - ###** or any word in the legal name of the recipient organization. The search will populate organizations based on this search critera.

2. Users can hold more than one position or be associated with more than one entity.

   a. For example: a user could be a recipient associated with one CoC, who is also the CoC Collaborative Applicant who must file an APR as the recipient of a Planning Grant, UFA Grant, or any other grant that HUD awarded to the Collaborative Applicant.

   In these cases, or any others where users have multiple associations, click **Add Another Association** after the user has completed its first entry. Users can add as many associations as are appropriate.

3. Click **Delete** to remove any incorrect associations on the position or entity that were incorrect.

4. *Sage* uses reCAPTCHA as part of its security. The user will check the box telling reCAPTCHA that it is not a robot, then follow the prompts. reCAPTCHA might generate pictures and instructions for the user to select specific ones or the user can elect to use the audio link to hear cues for the user to enter.
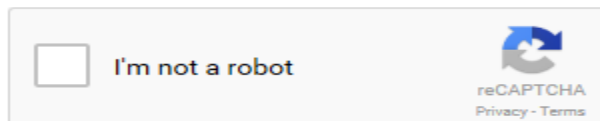
5. Click **Request Account** and an **Account Created** pop up message will display to indicate the user's part of the process is complete. The user will receive an email confirmation to the email account used in setup indicating the account request was generated. The entity authorized to approve the log in will also receive an email indicating the user is awaiting approval.

Account Authorization

All *Sage* accounts require authorization. After the authorizer has approved an account, *Sage* sends an email indicating the account has been approved and they can now log in with their user ID and password. Please, allow 72 hours for approval of access.

Position	Authorizer
Recipient	Continuum of Care
CoC	Local HUD CPD Field Office

A training video [How to Create an Account](#) in *Sage* is available on the HUD Exchange or by linking to it through *Sage* using the Resources link in the banner.

Sage User Levels

User levels are pre-set to a Data Entry level by default in *Sage*. Prior to approving the account, the CoC should be sure that at least one recipient has Data Entry/Account Administration access to *Sage* if they want to allow recipients to manage their own organizations users. Access levels in *Sage* are:

1. **User Type–Recipient**

   a. **Data Entry and Account Admin**: Users with this level of access have the ability to enter and edit data in *Sage* and to approve access for other users. This level of access will be common for leadership staff at the recipient entity.

   b. **Data Entry**: Users with this level of access are able to enter data and submit a completed APR. This is the level of access for most recipients who will enter and submit an APR in *Sage*.

   c. **Data Viewer**: Users with this level of access have the ability to see information in *Sage*; but no ability to enter or edit data.

2. **User Type–Continuum of Care**

   a. **Data Viewer and Account Admin**: Users with this level of access have the ability to view APRs in *Sage* but no ability to enter or edit data. Users can also approve access for other users. This level of access will be common for CoC leadership staff.

   b. **Data Viewer**: Users with this level of access have the ability to see information in *Sage*; but no ability to enter or edit data or to approve access for others. This is the level of access many CoC staff.

Help
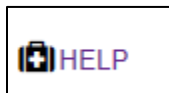
The user can click the Help button located within each of the Submission Steps to be directed to the specific page of this *Sage* Guidebook related to the section.

Resources

Sage has built-in Help and Resources to assist the user with the completion of its APR. The user can find links to the *Sage* APR Guidebook; Quick Reference Guides; links to trainings and help videos; and a link to the HUD Exchange Ask a Question Portal.

Click the Resources button from any page and the user will find:

1. A link to this *Sage* APR Guidebook built into the reporting repository framework. This guidebook is a good first step in attempting to answer general questions the user may have about submitting the APR in *Sage*.

   Tip: The user may print the Guidebook. However, the Guidebook is updated based on frequently asked questions and clarification HUD believes is necessary. Therefore, if the user has printed the Guidebook, rather than using the on-line version embedded in *Sage*, please check to be sure the printed copy is the most recent version. The version number and date is changed each time a new guidebook is published.

2. Quick Reference Guides. The guides will be updated regularly.

   Tip : The user can select a common topic from the drop down box or type a keyword to see if there is Quick Reference Guide that will address the question.

3. Help and training videos. HUD has developed additional training resources for using *Sage* including videos and webinar recordings. These resources will be posted to the HUD Exchange and the user can access and view these resources directly from *Sage* .

4. If a user determines that the answer to a question has not been published in the *Sage* APR Guidebook or Quick Reference Guides, or if a user needs clarification on something that has been published, submit a question to the HUD Exchange Ask a Question (in step 2 select *Sage* as the issue the **question is related to**).

Search

To search for a grant, log onto *Sage* and go to the Dashboard. Click **SEARCH** on the navigation bar. Enter a word in the recipient name or the grant number text in the search box and press search. If the grant is in *Sage*, click the grant number and the user will be taken to an APR to complete. If the user still cannot locate its grant, it should submit an AAQ to the HUD Exchange.

Test Run a Report

Sage has a built-in testing system for the CSV-APR Report file which can be accessed at www.sagehmis.info. It will test the CSV-APR Report and allow the user to run a report and print the results of the APR. It will **not** save the APR in the *Sage* system.

Anyone may test a file with or without having logon access to *Sage.* HUD strongly recommends Vendors of HMIS Systems, Vendors of Comparable Database Systems, and HMIS System Administrators test their CSV-APR Reports when released for use or updated by the developer.

> **Note**: Testing an APR without logging onto *Sage* DOES NOT attach the CSV-APR file to an APR Submission or report to HUD. It only enables the user to test the CSV-APR Report.

To test the CSV–APR Report files, the user must have the single .ZIP file available on its computer either on the desktop, in its files, or accessible through a server.

Click **Upload a CSV to generate a paper report**. The user will be taken to an upload page. Follow the directions on the page to test the CSV-APR Report files. After following the steps, click **Upload and Test**. The **Results** message will identify if the **CSV-APR has passed all validations** or will identify if there are structural or validation errors.

If the CSV-APR has passed all validations, the user is able to click **Create Report.** This page will display when the CSV-APR is ready for viewing. Click **VIEW THIS REPORT.**

If the CSV-APR has errors, the user must fix the data in HMIS and create a new CSV-APR Report for testing. *Sage* has a built-in way for the user to email itself or its HMIS Lead the error information right from the *Sage* results screen. The user may email multiple persons by placing a comma (,) between the email addresses.

Follow this link to the full instructions for upload.

Key Terms

Active client–a person who received services from a specific project in a given date range. If the client has a project entry date that is before or equal to the operating year start date AND has either not exited the project or exited after the report start date they are included in the report. This is consistent with Method 1 for defining Active Clients according to the [HMIS Standard Reporting Terminology Glossary](#).

Adult–a person age 18 and older.

Annual assessment–a specialized subset of the 'update' collection point. The annual assessment is to be recorded no more than 30 days before or after the anniversary of the person's project entry date, regardless of the date of the most recent 'update' or 'annual assessment', if it was collected in the year. In order to be considered reportable to HUD as an annual assessment, data must be stored with a *Data Collection Stage* of 'annual assessment' in the database.

Child–a person under age 18.

Chronically homeless individual–a person who:

1. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

2. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least four separate occasions in the last 3 years where the combined length of time homeless in those occasions is at least 12 months; and

3. Has a qualifying disability.

This is consistent with the definition of chronic homelessness as defined in the [Defining Chronically Homeless Final Rule.](#)

Comparable database–a database used by a victim service provider, as defined by the Violence Against Womens Act (VAWA), and, in limited circumstances, a legal service provider to collect client-level data and generate unduplicated aggregate reports based on that data. The comparable database must be compliant with HMIS data standard fields in order to be able to generate the APR.

Comma Separated Value (CSV)–a file format which store numbers and text from a database in plain text using commas as a separator between fields. The CSV file used in the APR is a specified CSV that is outlined in the [APR Reporting Specifications](#).

HMIS implementation–the area that is participating in the HMIS. An HMIS implementation includes the CoC(s) that have agreed to support one HMIS software or regularly utilize data integration to combine data from multiple HMIS softwares with the primary HMIS software.

Household without children–a household composed of only adults.

Household with children and adults–a household with at least one adult and one child present regardless of whether the child(ren) is present for the full project stay. For the purpose of the

APR, if there is ever a child in the household, the household will always be characterized as a household with children).

Households with only children–a household composed of only persons that are under age 18.

Leaver–a person who exited the project (one or more times) and is not active on the last day of the operating year.

Program component–a characterization of a project based on how a program operates and is often impacted by how the project is funded. Each CoC recipient applied for a specific type of grant (or component). The table below outlines the component types available to CoC recipients and what programs funded them:

Component Type	Program that Funded the Grant
Permanent Housing (PH)	CoC Program, S+C Program, SHP, SRO
Transitional Housing (TH)	CoC Program, SHP
Supportive Sercvices Only (SSO)	CoC Program, SHP
Homeless Management Information System (HMIS)	CoC Program, SHP
Safe Haven	SHP, CoC Program (can only be renewed–no new funding)

Recipient–an entity that was awarded the grant for which the APR is being submitted.

Stayer–a person who is still enrolled in the project on the last day of the reporting period. Stayers include persons who have previously exited the project and have re-entered the project as long as they were active on the last day of the reporting period.

Youth–a person under age 25.

Unknown household type–a household that cannot be classified in cases when one or more persons are missing dates of birth. However, when the households already have at least one known adult and one known child, the household type will be categorized as a Household with Children and Adults.

Victim service provider–a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

Veteran–a person who have served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

CSV-APR Report–Question Details

The client data used to report in the APR is collected in the local HMIS. Each HMIS must comply with HUD's most recent data standards, as found in the [HMIS Data Manual,](#) the [HMIS Data Dictionary](#), and the [Project Descriptor Data Elements Manual](#). Additionally, HMIS softwares follow the [HMIS Standard Reporting Terminology Glossary](#) for calculating certain concepts in HMIS (e.g., age, chronic homeless status). If the recipient believes there is an error in the data they need to talk with their HMIS Lead about the data.

Q4a HMIS Information

Component type: ALL

Q4a Project Identifiers in HMIS contain the elements that are set up in the HMIS to identify the recipient's project. These items should indicate the correct organization name, organization ID, project name, project ID, HMIS project type, and relational projects.

> **Note**: HMIS project types for Supportive Services Only (SSO) components that are associated directly with a housing project will often display in HMIS as an HMIS housing project type rather than an SSO in which case the residential project affiliation should also be identified.

Q5a Report Validations

Component type: ALL

Q5a report validations table provides a summary of the persons served in the recipient's project and reported on in the APR. It is the reference table for all validations in the APR. For example, the total number of persons served in Q7 must match validation number 1–Total number of persons served. The validation table reports on the total number of persons by category for the period the report is generated for.

1. Total number of persons served
2. Number of adults (age 18 and over)
3. Number of children (under age 18)
4. Number of persons with unknown age
5. Number of leavers
6. Number of adult leavers
7. Number of adult and head of household leavers
8. Number of stayers
9. Number of adult stayers
10. Number of veterans
11. Number of chronically homeless persons

12. Number of youth under age 25

13. Number of parenting youth under age 25 with children

14. Number of adult heads of household

15. Number of child and unknown-age heads of household

16. Heads of households and adult stayers in the project 365 days or more

Q6 Data Quality

Component type: ALL

The data quality section in the APR corresponds to the HMIS Data Quality report programmed into the HMIS. This report consists of the following six tables:

1. **Q6a Data Quality: Personally Identifiable Information (PII):** reports the unknown or missing information about each PII element as well as other data issues with some elements.

2. **Q6b Data Quality: Universal Data Elements:** reports errors based on inconsistent or system identified incorrect information entered into the HMIS.

3. **Q6c Data Quality: Income and Housing Data Quality:** reports errors associated with the core performance measures housing destination and income.

4. **Q6d Data Quality: Chronic Homelessness:** reports errors associated with Data Standards element 3.917 in the HMIS Data Standards.

5. **Q6e Data Quality: Timeliness:** reports on the amount of time it took to enter entry and exit records into the database.

6. **Q6f Data Quality: Inactive Records: Street Outreach and Emergency Shelter:** reports the number and percent of inactive records the project has. Communities should have policies on automatic exits for Street Outreach and Emergency Shelters so that records do not languish open in the system.

Each section of the Data Quality Report must have a details mode output for users to identify the specific records included in the section which are generating errors. **All CoC projects are encouraged to run this report monthly and correct errors.** Data quality is correctable if caught in a timely fashion, when the recipient may still have access to the client.

Q7 Persons Served

Component type: ALL

Recipients report on persons served in two tables. Table 7a looks at the total number of active clients by household served by the project during the operating year. Table 7b looks at persons served at a point in time which is the last Wednesday of January, April, July, and October.

Validation: Q7a Total Number of Persons Served **must** = Q5-1. Total number of persons served

Q8 Households Served

Component type: ALL

Recipients report on households served in two tables. Table 8a looks at the total count of households served during the operating year by the project. Table 8b looks at households served in at a point in time which is the last Wednesday of January, April, July and October.

Validations: Q8a Number of Households Served **must** = Q5-14. Number of Adult Heads of Household **and** Q5-15. Number of Child & unknown Heads of Household.

Q9 Contacts and Engagements

Component type: SSO--Street Outreach

Recipients report on street outreach in two tables.

1. Table 9a reports on the number of active clients (adults or head of households) who were contacted by street outreach workers and the number of contacts made with them since their project entry.

2. Table 9b reports the number of persons engaged during the operating year and the rate of engagement.

   Note: contacts made for persons who have open records during the operating year but whose entry date was prior to the start of the operating year are counted in this question.

The rate of engagement calculates how many contacts it took for all clients who were engaged during the reporting period to become engaged.

Q10 Gender

Component type: ALL

Recipients report on the gender of persons served in three tables.

1. 10a reports on the gender of adults.
2. 10b reports on the gender of children.
3. 10c reports on the gender of persons who are missing age information either because they didn't know, refused to provide the information, or the information was not collected.

Persons are reported by gender under the type of household in which they were associated for their last project stay.

Validations:

- Q10a Gender of Adults **must** = Q5-2. Number of Adults (age 18 or over)
- Q10b Gender of Children **must** = Q5-3. Number of children (under age 18).
- Q10c Gender of Persons Missing Age Information **must** = Q5-4. Number of persons with unknown age

Q11 Age

Component type: ALL

Recipients report on the age of persons served based on several age groups. Age is reported based on the person's age at most recent project entry (the last project stay of the reporting period) or on the first day of the reporting period, whichever is later.

Validation:Q11 Age **must** = Q5-1. Total number of persons served

Q12 Race and Ethnicity

Component type: ALL

Recipients report on the race and ethnicity of persons served in two tables.

1. 12a reports on race.
2. 12b reports on ethnicity.

If the client has indicated they are more than one race in the HMIS, they are reported in the **Multiple races** row of the table.

Validations:

- Q12a Race **must** = Q5-1. Total number of persons served.
- Q12b Ethnicity **must** = Q5-1. Total number of persons served

Q13 Physical and Mental Health Conditions

Component type: ALL

Recipients report on the conditions and disabilities of persons served in these tables during the reporting period. These include: mental illness, alcohol abuse, drug abuse, chronic health condition, HIV/AIDS and related diseases, developmental disability, and physical disability. The information on conditions are to be based on latest project stay. A person may have more than one condition; therefore, the tables are not unduplicated.

1. 13a1, and 13b1, and 13c1 report on the number of persons with each condition and disability served by the project during the reporting period. The questions further break down disability information based on what was reported at project entry (Q13a1), project exit for leavers (Q13b1), and the most recent update for stayers (Q13c1).
2. 13a2, and 13b2, and 13c2 report on the number of conditions (no conditions, 1, 2, 3 or more conditions) for each person by the same data collection stages.

Validations:

- Q13a2 Number of Conditions at Entry **must** = Q5-1. Total number of persons served.
- Q13b2 Number of Conditions at Exit **must** = Q5-5. Number of leavers.
- Q13c2 Number of Conditions for stayers **must** = Q5-8. Number of stayers.

Q14 Domestic Violence

Component type: ALL

Information on clients' history with domestic violence is reported in two separate tables. 14a reports on all adults and heads of households who indicated they were a survivor of domestic violence while 14b reports on the number of persons fleeing domestic violence at the time of project entry.

Note that both questions are based on the report by the client at their last project stay of the reporting period (if they had multiple entries). Children in households of adult survivors are not reported.

> **Validation:** Q14a Domestic Violence History **must** = the sum of Q5-2. Number of adults plus Q5-15. Number of child and unknown age Heads of Household.

Q15 Living Situation

Component type: ALL

The living situation table reports on the living situation of adults and heads of households immediately prior to entering the project. The response options correspond to the response options in data element 3.917 Living Situation in the HMIS Data Standards. The table is broken into three categories: homeless situation, institutional settings, and other locations.

> **Validation:** Q15 Living Situation **must** = Q5-2. Number of adults + Q5-15. Number of child and unknown age Heads of Household.

Q16, 17, 18, 19 Cash Income

Component type: ALL

There are six tables which report on cash income. All of them report income from an adult's record only.

1. Q16 **Cash Income Ranges** reports the income in dollar amount ranges for all adults at project entry, those stayers who were required to have an annual assessment, and those clients who exited the project (leavers).

   Note: the column for the Income at Latest Annual Assessment for Stayers also includes information on the number of stayers who were not required to have an annual assessment and those that *were* required to have one but the assessment was not completed in HMIS (or not noted that it was an annual assessment or within the time frame allowed for an annual assessment).

   Validations:
   - Q16 Cash Income Ranges -Total Adults/Income at Entry (Column B) **must** = Q5-2. Number of adults (18 or over).
   - Q16 Cash Income Ranges -Total Adults/Income at Latest Annual Assessment for Stayers (Column C) **must** = Q5-9. Number of Adult Stayers.
   - Q16 Cash Income Ranges -Total Adults/Income at Exit for leavers (Column D) **must** = Q5-6. Number of Adult Leavers.

2. Q17 **Cash Income Sources** uses the same clients identified for reporting in Q16 (i.e. all adults at entry, annual assessment, and exit) and reports on the specific sources of income that each person received. A person may have more than one income source–therefore, the tables are not unduplicated . Instead, it reports on the number of adults with income that were included in the entry, annual assessment, and exit groups so as to calculate percentages of persons with a single source as may be needed.

3. Q18 **Client Cash Income Category–Earned/Other Income Category** reports on income based on the source and breaks the information down to report persons with earned income compared to other cash income and all of the variations on that at entry, annual assessment and exit.

   Validations:
   - Q18 Client Cash Income Category– Earned/Other Income Category – Total Adults/ number of adults at entry (Column B) **must** = Q5-2. Number of adults (18 or over).
   - Q18 Client Cash Income Category– Earned/Other Income Category – Total Adults/ number of adults at annual assessment - stayers (Column C) **must** = Q5-9. Number of adult Stayers.
   - Q18 Client Cash Income Category– Earned/Other Income Category – Total Adults/ number of adults at exit - leavers (Column D) **must** = Q5-6. Number of adult Leavers.

4. Q19 **Client Cash Income – Changes Over Time** is reported in three tables for clients by "Entry and Latest Status"; "Clients by Entry and Exit" and Clients by Entry and Latest Status/Exit".

Q20 Non-Cash Benefits

Component type: ALL

There are two tables to report on non-cash benefits.

1. 20a reports on the type of non-cash benefits received.

2. 20b reports on the number of non-cash benefit sources received by all active adults.

   Validations:
   - Q20b Number of Non-Cash Benefit Sources – Total/Benefit at entry (Column B) **must** = Q5-2. Number of adults (age 18 or over).

   - Q20b Number of Non-Cash Benefit Sources – Total/ Benefit at exit (Column D) **must be less than or** = Q5-6. Number of adult leavers.

Q21 Health Insurance

Component type: ALL

Recipients report on the health insurance of persons served based on their information at entry, annual assessment, and exit for those who have left. The table also includes information on whether persons have one or more types of health insurance or no health insurance.

Q22 Length of Participation

Component type: ALL

Recipients report on the length of participation of persons served in the project in two tables.

1. 22a1 reports on the length of participation in the project for leavers and stayers.

2. 22b reports the average and median length of participation for leavers and stayers.

This question identifies the length of participation of persons served in the project based on their last episode of service/housing in the project. Participation accounts for all the days a person was in the project–even if some of those days occurred prior to the reporting period. The leavers column reports on the days from intake to the date of exit while the stayers column reports the days from intake until the last day of the reporting period.

> **Validation:**   Q22a1 Length of Participation **must** = Q5-1. Total number of persons served.

Q23 Exit Destination

Component type: ALL

Recipients report on the destination of persons who exited the project in two tables.

1. 23a reports on exits for those clients in the project for more than 90 days.

2. 23b reports on exits for clients were in the project 90 days or less.

The exit destinations are grouped by permanent, temporary, institutional, and other destinations. Additionally, housing outcomes are now reported within this table.

Housing outcomes in the APR are consistent with the [CoC's System Performance Measures](). HUD carefully considered each destination type to determine how to characterize them for the purpose of measuring outcomes. For Street Outreach, HUD counts a positive outcome as an exit to nearly anywhere except a place not meant for human habitation, or jail, prison, or juvenile detention facility. For all other projects, HUD's intent is to count permanent housing outcomes, so the measure only includes destination types that are considered permanent housing destinations.

HUD has excluded (subtracted from the total number of leavers) those persons who are deceased. Persons reported in four other destination types are also excluded from the calculation as the destination type as a positive outcome for these destinations can only be determined on a case-by-case basis. They include: foster care home or foster care group home; hospital or other residential non-psychiatric medical facility; Residential project or halfway house with no homeless criteria; and long-term care facility or nursing home.

> ### Validations:
> - Q23a Exit Destination – more than 90 days- **must be less than or equal to** Q5-6. Number of leavers.
> - Q23b Ext Destination – 90 days or less - **must be less than or equal to** Q5-6. Number of leavers.

CSV-APR Report Data–Veterans

For projects that report at least one veteran served during the reporting period the following tables are calculated. Note: if no veterans were served the table cells may be reported as either blank or **0**. Tables are calculated the same way as the **All client** tables, but are filtered to only report on those persons who were identified in HMIS as Veterans.

Q25a Number of Veterans

Recipients report on veterans served using the same methods as Q7 Persons Served.

> **Validation:** Q25a Number of Veterans - Chronically Homeless Veteran and Non-Chronically Homeless Veteran (cells B2+B3) **must** = Q5-10. Number of Veterans.

Q25b Number of Veteran Households

Recipients report on veterans served using the same methods as Q8 Households Served.

Q25c Gender–Veterans

Recipients report on veterans served using the same methods as Q10 Gender.

> **Validation:** Q25c Gender – Veterans **must** = Q5-10. Number of Veterans

Q25d Age–Veterans

Recipients report on veterans served using the same methods as Q11 Age.

> **Validation:** Q25d Age – Veterans **must** = Q5-10. Number of Veterans

Q25e Physical and Mental Health Conditions–Veterans

Recipients report on veterans served using the same methods as Q13 Physical and Mental Health Conditions.

Q25f Cash Income Category–by Entry and Latest Status Exit–Veterans

Recipients report on veterans served using the same methods as Q18 Cash Income Categories.

> **Validation:** Q25f Cash Income Categories by Entry and Latest Status Exit– Veterans **must** = Q5-10. Number of Veterans

Q25g Type of Cash Income Sources–Veterans

Recipients report on veterans served using the same methods as Q17 Cash Income Sources.

Q25h Type of Non-Cash Benefit Sources–Veterans

Recipients report on veterans served using the same methods as Q20a Non-Cash Benefits.

Q25i Exit Destination–Veterans

Recipients report on veterans served using the same methods as Q23 Exit Destination without separate tables based on length of stay.

> **Validation:** Q25i Exit Destinations – Veterans **must be less than or equal** to Q5-10. Number of Veterans.

CSV-APR Report Data–Chronically Homeless Persons

For projects that report at least one chronically homeless (CH) person served during the reporting period the following tables are calculated. If no CH persons were served the table cells may be reported as either blank or **0**. Chronically homeless persons are calculated in the APR based on the **Chronic Homelessness at Project Entry** method in the HMIS Standard Reporting Terminology Glossary.

Q26a Chronic Homeless Status–Number of Households w/at least one or more CH person

Recipients report on CH served using the same methods as Q7 Persons Served.

> **Validation:**Q26a Number of households with at least one/or more CH Persons **must be less than or equal to** Q5-11. Number of Chronically Homeless Persons.

Q26b Number of Chronically Homeless persons by household

Recipients report on CH served using the same methods as Q8 Households Served. Households are considered CH if at least one adult in the household meets the definition of CH.

> **Validation:** Q26b Number of Chronically Homeless persons by household **must** = Q5-11. Number of Chronically Homeless Persons.

Q26c Gender of Chronically Homeless Persons

Recipients report on CH served using the same methods as Q10 Gender.

> **Validation:** Q26c Gender of Chronically Homeless Persons **must** = Q5-11. Number of Chronically Homeless Persons

Q26d Age of Chronically Homeless Persons

Recipients report on CH served using the same methods as Q11 Age

> **Validation:** Q26c Age of Chronically Homeless Persons **must** = Q5-11. Number of Chronically Homeless Persons.

Q26e Physical and Mental Health Conditions of Chronically Homeless Persons

Recipients report on CH served using the same methods as Q13 Physical and Mental Health Conditions.

Q26f Cash Income– Chronically Homeless Persons

Recipients report on CH served using the same methods as Q18 Cash Income Categories.

> **Validation:** Q26f Cash Income– Chronically Homeless **must be less than or equal to** Q5-11. Number of Chronically Homeless Persons.

Q26g Type of Cash Income Sources–Chronically Homeless Persons

Recipients report on CH served using the same methods as Q17 Cash Income Sources.

Q26h Type of Non-Cash Income Sources–Chronically Homeless Persons

Recipients report on CH served using the same methods as Q20a Non-Cash Benefits.

CSV-APR Report Data–Youth

The youth subsection reports on persons from age 12 up to age 24 provided that there is not anyone in the household who is 25 or older. If no youth were served the table cells may be reported as either blank or **0**. All tables are calculated the same way as the **All client** tables, but are filtered to only report on those persons who were identified in HMIS as youth as of the project entry date or the report start date, whichever is later.

Q27a Age of Youth

Recipients report on youth served using the same methods as Q11 Age.

> **Validation:**   Q27a Age of Youth **must** = Q5-12. Number of Youth under age 25.

Q27b Parenting Youth

To determine a **Parenting Youth** for reporting purposes in the APR, there must be a household of only youth where at least one person (regardless of age) is identified as the child of the head of household in the HMIS.

> **Validation:** Q27b Parenting Youth (Sum of Parent Youth <18 and Parent Youth 18 to 24) **must** = Q5-13. Number of parenting youth under age 25 w/children

Q27c Gender–Youth

Recipients report on youth served using the same methods as Q10 Gender.

> **Validation:** Q27c Gender - Youth **must** = Q5-12. Number of Youth under age 25.

Q27d Living Situation–Youth

Recipients report on youth served using the same methods as Q15 Living Situation.

> **Validation:** Q27d Living Situation – Youth **must be less than or equal to** Q5-12. Number of Youth under age 25.

Q27e Length of Participation–Youth

Recipients report on youth served using the same methods as Q22 Length of Participation.

> **Validation:** Q27e Length of Participation - Youth **must =** Q5-12. Number of Youth under age 25.

Q27f Exit Destination–Youth

Recipients report on youth served using the same methods as Q23 Housing Destinations without separate tables based on length of stay.

> **Validation:** Q27f Exit Destination – Youth **must be less than or equal to** Q5-12. Number of Youth under age 25.

Sage Validation Table–All CoC Projects Except Street Outreach

	CoC APR Question	Validating to Column/Row	Equation		Validation Table (Q5)
7a	Number of Persons Served	Total/Total	equals	1	Total number of persons served
7b	PIT Count of Persons	None			
8a	Number of Households Served	Total/Total	equals	Sum of	(14. Number of Adult HoH)+ (15. Number of Child & Unknown HoH)
8b	PIT Count of Households	None			
9a	Number of Persons Contacted	None			
9b	Number of Persons Engaged	None			
10a	Gender of Adults	Total/Subtotal	equals	2	Number of adults (age 18 or over)
10b	Gender of Children	Total/Subtotal	equals	3	Number of children (under age 18)
10c	Gender of Persons Missing Age Info	Total/Subtotal	equals	4	Number of persons with unknown age
11	Age	Total/Total	equals	1	Total number of persons served
12a	Race	Total/Total	equals	1	Total number of persons served
12b	Ethnicity	Total/Total	equals	1	Total number of persons served
13a1	Physical and Mental Health Conditions at Entry	None			
13a2	Number of Conditions at Entry	Total/Total	equals	1	Total number of persons served
13b1	Physical and Mental Health Conditions at Exit	None			
13b2	Number of Conditions at Exit	Total/Total	equals	5	Number of leavers
13c1	Physical and Mental Health Conditions for Stayers	None			
13c2	Number of Conditions for stayers	Total/Total	equals	8	Number of stayers

CoC APR Question		Validating to Column/Row	Equation	Validation Table (Q5)	
14a	Domestic Violence History	Total/Total	equals	Sum of	(2. Number of adults) + (15. Number of child and unknown age HoH)
14b	Number of Persons Fleeing DV	None			
15	Living Situation	Total/Total	equals	Sum of	(2. Number of adults) + (15. Number of child and unknown age HoH)
16	Cash Income–Ranges	at Entry/Total Adults	equals	2	Number of adults (age 18 or over)
16	Cash Income–Ranges	at latest annual assessment/Total Adults	equals	9	Number of adult stayers
16	Cash Income–Ranges	at Exit/Total Adults	equals	6	Number of adult leavers
17	Cash Income–Sources	None			
18	Client Cash Income Category– Earned/Other Income Category	at Entry/Total Adults	equals	2	Number of adults (age 18 or over)
18	Client Cash Income Category– Earned/Other Income Category	at latest annual assessment/Total Adults	equals	9	Number of adult stayers
18	Client Cash Income Category– Earned/Other Income Category	at Exit/Total Adults	equals	6	Number of adult leavers
19	Cash income Source– Changes over Time	None			
20a	Non-Cash Benefit Types	None			
20b	Non-Cash Benefit Sources	at Entry/Total Adults	equals	2	Number of adults (age 18 or over)
20b	Non-Cash Benefit Sources	at Exit/Total	less than or equal to	6	Number of adult leavers
21	Health Insurance Types	None			
22a1	Length of Participation	Total/Total	equals	1	Total number of persons served

CoC APR Question		Validating to Column/Row	Equation		Validation Table (Q5)
22b	Average and Median Length of Participation in Days	None			
23a	Exit Destination–More Than 90 Days	Total/Total	less than or equal to	6	Number of adult leavers
23b	Exit Destination–90 Days or Less	Total/Total	less than or equal to	6	Number of adult leavers
24	No Question 24				
VETERAN SUBSECTION					
25a	Number of Veterans	Total/CH Vet + Non-CH Vet	equals	10	Number of veterans
25b	Number of Veteran HH	None			
25c	Gender–Veterans	Total/Total	equals	10	Number of veterans
25d	Age–Veterans	Total/Total	equals	10	Number of veterans
25e	Physical & Mental Health Conditions–Veterans	None			
25f	Cash Income Category–By Entry And Latest Status Exit–Veterans	Entry/Total	equals	10	Number of veterans
25g	Type of Cash Income Sources–Veterans	None			
25h	Type of Non-Cash Benefit Sources–Veterans	None			
25i	Exit Destination–Veterans	Total/Total	less than or equal to	10	Number of veterans
CHRONIC HOMELESS (CH) PERSONS SUBSECTION					
26a	Number of Households with at Least One Or More CH Persons	Total/Chronically Homeless	less than or equal to	11	Number of chronically homeless persons
26b	Number of CH Persons by Household	Total/Total	equals	11	Number of chronically homeless persons
26c	Gender of CH Persons	Total/Total	equals	11	Number of chronically homeless persons
26d	Age of CH Persons	Total/Total	equals	11	Number of chronically homeless persons

CoC APR Question		Validating to Column/Row	Equation		Validation Table (Q5)
26e	Physical & Mental Health Conditions of CH Persons	None			
26f	Cash Income–CH Persons	Entry/total	less than or equal to	11	Number of chronically homeless persons
26g	Type of Cash Income Sources–CH	None			
26h	Type of Non-Cash Income Sources–CH	None			
YOUTH SUBSECTION					
27a	Age of Youth	Total/Total	equal	12	Number of youth under age 25
27b	Parenting Youth	Total parent youth < 18 plus total parent youth 18-24	equals	13	Number of parenting youth under age 25 w/children
27c	Gender–Youth	Total/Total	equals	12	Number of youth under age 25
27d	Living Situation– Youth	Total/Total	less than or equal to	12	Number of youth under age 25
27e	Length of Participation–Youth	Total/Total	equals	12	Number of youth under age 25
27f	Exit Destination Youth	Total/Total	less than or equal to	12	Number of youth under age 25

Sage Validation Table –For Street Outreach Only

CoC APR Question		Validating to Column/Row	Equation		Validation Table
7a	Number of Persons Served	Total/Total	greater than or equal to	1	Total number of persons served
7b	PIT Count of Persons	None			
8a	Number of Households Served	Total/Total	greater than or equal to	Sum of	14. Number of Adult HoH + 15. Number of Child & Unknown HoH
8b	PIT Count of Households	None			
9a	Number of Persons Contacted	None			
9b	Number of Persons Engaged	Total/Total	less than or equal to	1	Total number of persons served
10a	Gender of Adults	Total/Subtotal	greater than or equal to	2	Number of adults (age 18 or over)
10b	Gender of Children	Total/Subtotal	greater than or equal to	3	Number of children (under age 18)
10c	Gender of Persons Missing Age Info	Total/Subtotal	greater than or equal to	4	Number of persons with unknown age
11	Age	Total/Total	greater than or equal to	1	Total number of persons served
12a	Race	Total/Total	greater than or equal to	1	Total number of persons served
12b	Ethnicity	Total/Total	greater than or equal to	1	Total number of persons served
13a1	Physical and Mental Health Conditions at Entry	None			
13a2	Number of Conditions at Entry	Total/Total	greater than or equal to	1	Total number of persons served
13b1	Physical and Mental Health Conditions at Exit	None			
13b2	Number of Conditions at Exit	Total/Total	greater than or equal to	5	Number of leavers
13c1	Physical and Mental Health Conditions for Stayers	None			
13c2	Number of Conditions for stayers	Total/Total	greater than or equal to	8	Number of stayers
14a	Domestic Violence History	Total/Total	greater than or equal to	Sum of	2. Number of adults + 15. Number of child and unknown age HoH

CoC APR Question		Validating to Column/Row	Equation		Validation Table
14b	Number of Persons Fleeing DV	None			
15	Living Situation	Total/Total	greater than or equal to	Sum of	2. Number of adults + 15 Number of child and unknown age HoH
16	Cash Income–Ranges	at Entry/Total Adults	greater than or equal to	2	Number of adults (age 18 or over)
16	Cash Income–Ranges	at latest annual assessment/Total Adults	greater than or equal to	9	Number of adult stayers
16	Cash Income–Ranges	at Exit/Total Adults	greater than or equal to	6	Number of adult leavers
17	Cash Income–Sources	None			
18	Client Cash Income Category– Earned/Other Income Category	at Entry/Total Adults	greater than or equal to	2	Number of adults (age 18 or over)
18	Client Cash Income Category– Earned/Other Income Category	at latest annual assessment/Total Adults	greater than or equal to	9	Number of adult stayers
18	Client Cash Income Category– Earned/Other Income Category	at Exit/Total Adults	greater than or equal to	6	Number of adult leavers
19	Cash income Source– Changes over Time	None			
20a	Non-Cash Benefit Types	None			
20b	Non-Cash Benefit Sources	at Entry/Total Adults	greater than or equal to	2	Number of adults (age 18 or over)
20b	Non-Cash Benefit Sources	at Exit/Total	None		
21	Health Insurance Types	None			
22a1	Length of Participation	Total/Total	equals	1	Total number of persons served
22b	Average and Median Length of Participation in Days	None			
23a	Exit Destination– More Than 90 Days	None			

CoC APR Question		Validating to Column/Row	Equation		Validation Table
23b	Exit Destination–90 Days or Less	None			
24	No Question 24				
VETERAN SUBSECTION					
25a	Number of Veterans	Total/CH Vet + Non-CH Vet	greater than or equal to	10	Number of veterans
25b	Number of Veteran HH	None			
25c	Gender–Veterans	Total/Total	greater than or equal to	10	Number of veterans
25d	Age–Veterans	Total/Total	greater than or equal to	10	Number of veterans
25e	Physical & Mental Health Conditions of Veterans	None			
25f	Cash Income Category–By Entry and Latest Status Exit–Veterans	Entry/Total	greater than or equal to	10	Number of veterans
25g	Type of Cash Income Sources–Veterans	None			
25h	Type of Non-Cash Benefit Sources–Veterans	None			
25i	Exit Destination–Veterans	None			
CHRONIC HOMELESS (CH) PERSONS SUBSECTION					
26a	Number of Households with at Least One Or More CH Persons	None			
26b	Number of CH Persons by Household	Total/Total	greater than or equal to	11	Number of chronically homeless persons
26c	Gender of CH Persons	Total/Total	greater than or equal to	11	Number of chronically homeless persons
26d	Age of CH Persons	Total/Total	greater than or equal to	11	Number of chronically homeless persons
26e	Physical & Mental Health Conditions of CH	None			
26f	Cash Income–CH Persons	None			

CoC APR Question		Validating to Column/Row	Equation		Validation Table
26g	Type of Cash Income Sources–CH	None			
26h	Type of Non-Cash Income Sources–CH	None			
YOUTH SUBSECTION					
27a	Age of Youth	Total/Total	greater than or equal to	12	Number of youth under age 25
27b	Parenting Youth	Total parent youth < 18 plus total parent youth 18-24	greater than or equal to	13	Number of parenting youth under age 25 w/children
27c	Gender–Youth	Total/Total	greater than or equal to	12	Number of youth under age 25
27d	Living Situation–Youth	None			
27e	Length of Participation–Youth	Total/Total	greater than or equal to	12	Number of youth under age 25
27f	Exit Destination Youth	None			