



The Community Partnership
How to Run the CoC-APR 2018 Report
Version 1 – Last Updated December 17, 2018

Introduction:

The HUD Annual Performance Report (APR) is a reporting tool used by the department of Housing and Urban Development (HUD) to track the progress and accomplishments of homeless assistance programs funded by the department. Providers that receive funding from HUD for certain programs are required to submit an APR at least annually.

The CoC-APR 2018 report is the official tool in Service Point used to review and extract this data from the DC-HMIS system in preparation for APR submissions to HUD. The CoC-APR 2018 report is managed by our vendor, WellSky, and is in compliance with all current HUD and HMIS data standards.

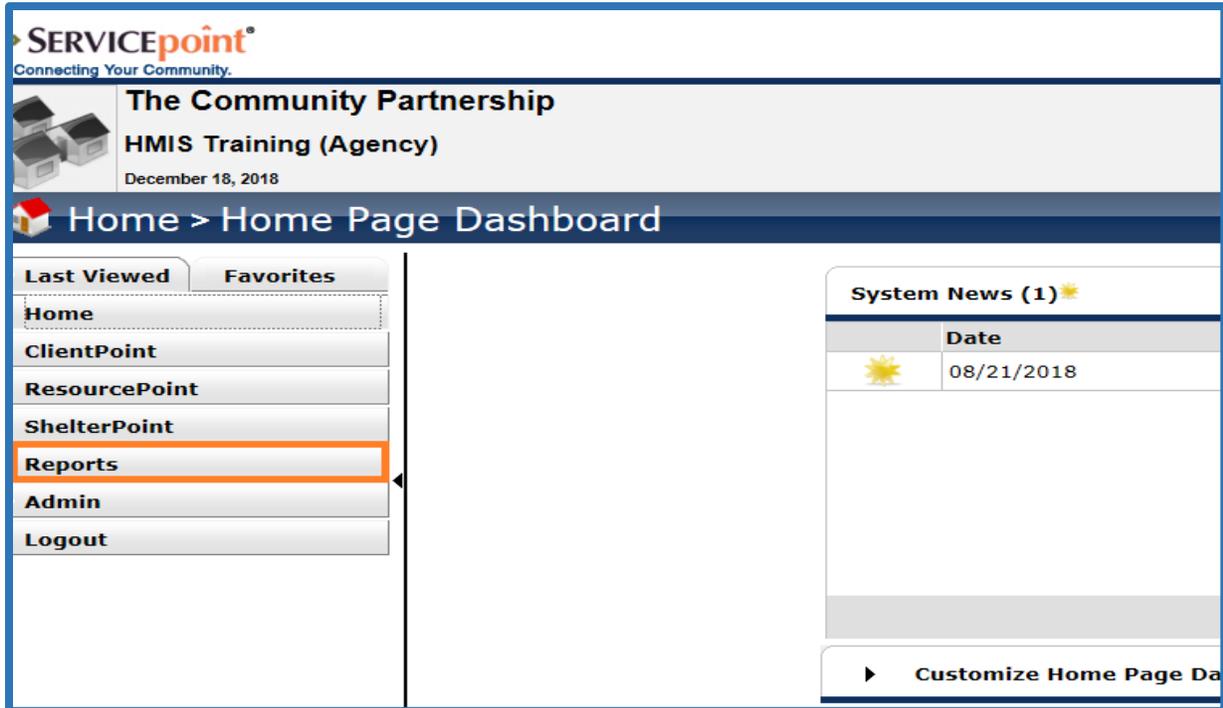
Even though this report is meant for providers that have to submit APRs to HUD it is an extremely useful report for reviewing Universal Data Elements (UDEs) as well as Program Specific Data Elements for any project that captures Entry/Exits in the DC-HMIS. This report is also helpful in identifying length of stay in a project, individuals/households served as well as chronically homeless individuals. TCP also uses this report to review provider data for the Weekly Occupancy Report and the quarterly PQI Reports. This report allows providers to review data for one program or for multiple programs at one time using the “provider groups” feature.

When reviewing the data on this report pay special attention to anything marked as “client doesn’t know/refused”, “data not collected”, “data issues”, “information missing” or “error count” as it indicates there is client data that is incongruent or missing. Also, be mindful of your program’s requirements and make sure the report is reflecting that clients meet these requirements (e.g. a PSH program is required to ensure all clients are Chronically Homeless at entry).

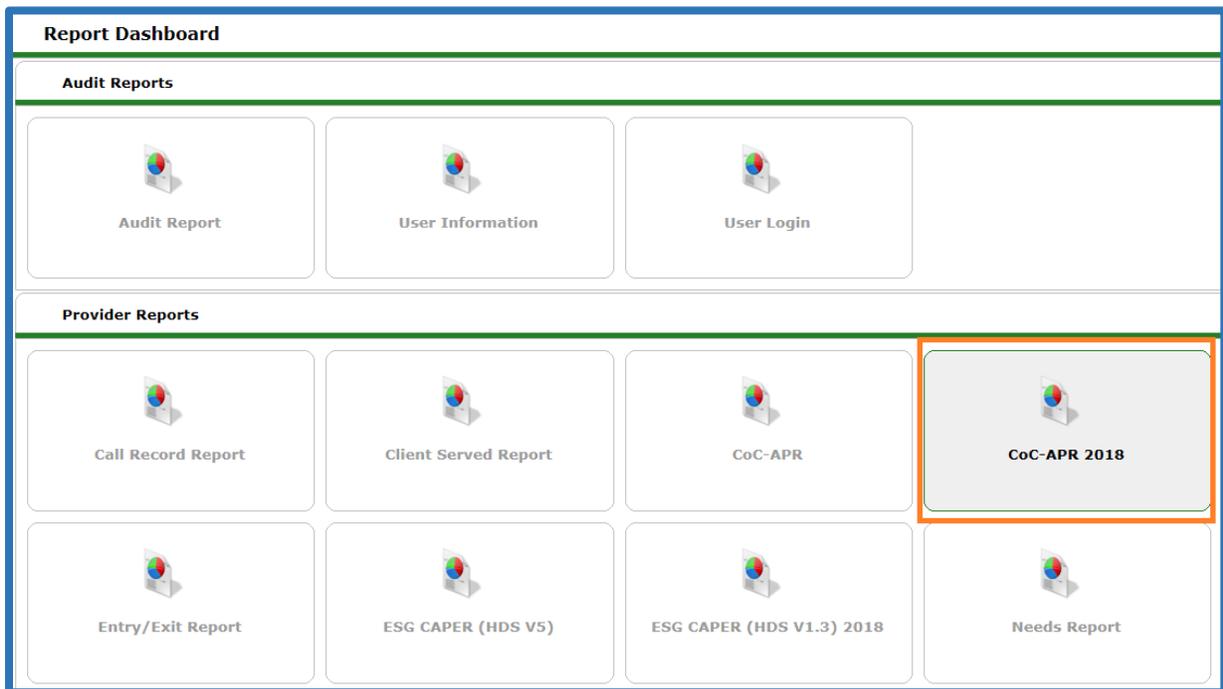
Please proceed to the next page for instructions on how to run the CoC-APR 2018 report in HMIS.

HOW TO RUN THE CoC-APR 2018 in Service Point:

1. Once logged into ServicePoint click on the “Reports” module on the left:



2. You will now be on the Report Dashboard. Click the button for the CoC-APR 2018
 - a. Please note that the button titled “CoC-APR” is an OLD version of this report and should not be used



3. You will now need to fill-in prompts to review your data. First, you need select your “Provider Type”
 - a. In most cases the “Provider Type” is simply “Provider” which means only one program is being pulled in to the report
 - b. If you need to use the “Reporting Group” type to pull data on multiple programs please email TCP’s HMIS help-desk for further assistance: hmis@community-partnership.org

The screenshot shows the 'Report Options' form. The 'Provider Type' section is highlighted with an orange box, showing the 'Provider' radio button selected. Below it, the 'Provider*' dropdown is set to 'HMIS Training (Agency) (1063)'. The 'Program Date Range*' and 'Entry/Exit Types*' sections are also visible, along with 'Build Report', 'Download', and 'Clear' buttons.

4. Next select your program from the drop-down
 - a. Some users may need to search for their program based on their access level and therefore would see a “Search” button rather than a drop-down

The screenshot shows the 'Report Options' form. The 'Provider*' dropdown is highlighted with an orange box and is set to 'HMIS Training (Program) (1064)'. The 'Provider Type' section shows the 'Reporting Group' radio button selected. The 'Program Date Range*' and 'Entry/Exit Types*' sections are also visible, along with 'Build Report', 'Download', and 'Clear' buttons.

5. Now enter the “Program Date Range” by completing the Start and End Date prompts
 - a. Because this is a canned report it is different than ART in the sense that the end date is the actual last day of the reporting period rather than the day after
 - i. Canned reports are not “24 hours behind” like ART reports which is helpful because data corrections can be made in HMIS and instantly reflected on these type of reports
 - b. This report is designed to be run for a one-year period but can be used to look at data as of today or smaller intervals of time as well
 - i. If you run this report for less than one year please be mindful that the income sections (19a1 – a3) may not provide accurate results as they are based off of annual assessments

The screenshot shows the 'Report Options' form. The 'Program Date Range' field is highlighted with an orange box. The form includes the following fields and options:

- Provider Type:** Provider Reporting Group
- Provider *:** HMIS Training (Program) (1064)
 - This provider AND its subordinates
 - This provider ONLY
- Program Date Range *:** 10 / 01 / 2017 to 09 / 30 / 2018
- Entry/Exit Types *:**
 - HUD
 - PATH
 - RHY
 - VA
 - HPRP (Retired)

Buttons at the bottom: Build Report, Download, Clear.

6. Now select the “Entry/Exit Types”
 - a. This would be the same entry type selected when creating your entry/exit records
 - b. You can select multiple entry/exit types at one time

The screenshot shows the 'Report Options' form. The 'Entry/Exit Types' field is highlighted with an orange box. The form includes the following fields and options:

- Provider Type:** Provider Reporting Group
- Provider *:** HMIS Training (Program) (1064)
 - This provider AND its subordinates
 - This provider ONLY
- Program Date Range *:** 10 / 01 / 2017 to 09 / 30 / 2018
- Entry/Exit Types *:**
 - HUD
 - PATH
 - RHY
 - VA
 - HPRP (Retired)

Buttons at the bottom: Build Report, Download, Clear.

7. Now click “Build Report”. In a few moments your data will populate below the “Report Options” section

Report Options

Provider Type	<input checked="" type="radio"/> Provider <input type="radio"/> Reporting Group
Provider *	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">HMIS Training (Program) (1064) ▼</div> <input type="radio"/> This provider AND its subordinates <input type="radio"/> This provider ONLY
Program Date Range *	<input type="text"/> / <input type="text"/> / <input type="text"/> to <input type="text"/> / <input type="text"/> / <input type="text"/>
Entry/Exit Types *	<input type="checkbox"/> HUD <input type="checkbox"/> PATH <input type="checkbox"/> RHY <input type="checkbox"/> VA <input type="checkbox"/> HPRP (Retired)
<div style="display: flex; justify-content: space-around; margin: 0;"> <div style="border: 2px solid #FF8C00; padding: 5px 15px; background-color: #f0f0f0;">Build Report</div> <div style="padding: 5px 15px; background-color: #f0f0f0;">Download</div> <div style="padding: 5px 15px; background-color: #f0f0f0;">Clear</div> </div>	

8. The report is separated into 27 sections with each section reviewing different aspects of the data and/or interpreting the data in different ways
 - a. An interesting feature of this report is the “Client Filter” option
 - i. This feature always you to search for one client, or multiple clients, by entering the HMIS ID’s into the “Client IDs” text box
 1. If searching for multiple clients be sure to separate each ID# with a comma
 2. By clicking “Client Search” or “Highlight Clients” it will mark in yellow each section that includes the client(s) data

Client Filter

Enter Client IDs separated by commas to highlight cells containing those Clients.

Client IDs

Client Search

Highlight Clients

CoC-APR Report Results

4a - Project Identifiers in HMIS	
Organization Name	HMIS Training
Organization ID	1064
Project Name	HMIS Training
Project ID	1064
HMIS Project Type	Services Only (HUD)
Method of Tracking ES	
If HMIS Project ID = 6 (S Only)	
Is the Services Only (HMIS Project Type 6) affiliated with a residential project?	Yes
If 2.4, Dependent A = 1	
Identify the Project ID's of the housing projects this project is affiliated with	
5a - Report Validations Table	
Report Validations Table	
1. Total Number of Persons Served	6
2. Number of Adults (age 18 or over)	5

9. Each of the **blue numbers** on this report are hyperlinks
 - a. If you click on the blue numbers you will get a pop-up that shows you which clients' data are included in this section
 - b. You can also download these lists to excel by clicking "Download Results" on the pop-up

Identify the Project ID's of the housing projects this project is affiliated with

5a - Report Validations Table

Report Validations Table

1. Total Number of Persons Served	6
2. Number of Adults (age 18 or over)	5
3. Number of Children (under age 18)	0
4. Number of Persons with Unknown Age	1
5. Number of Leavers	0
6. Number of Adult Leavers	0
7. Number of Adult and Head of Household Leavers	0
8. Number of Stayers	6
9. Number of Adult Stayers	5
10. Number of Veterans	3
11. Number of Chronically Homeless Persons	0
12. Number of Youth Under Age 25	1
13. Number of Parenting Youth Under Age 25 with Children	0
14. Number of Adult Heads of Household	0
15. Number of Child and Unknown-Age Heads of Household	0

Clients in answer cell

5a - Report Validations Table

1. Total Number of Persons Served

ID	Client
1	Client, Example
6	Client, Example Child
349202	Client, Test The, Jr.
252617	jones, mario
252618	Jones, Pacman
252607	Right, Mr. Doright

Showing 1-6 of 6

Download Results Exit

10. If you are running this report to submit a HUD APR then click the "Download" button in the "Report Options" section
 - a. This will create a CSV file of the report that can be downloaded to your computer and then uploaded to the SAGE repository

Report Options

Provider Type: Provider Reporting Group

Provider*: HMIS Training (Program) (1064)

This provider AND its subordinates This provider ONLY

Program Date Range*: 10/01/2017 to 09/30/2018

Entry/Exit Types*: HUD PATH RHY VA HPRP (Retired)

Build Report **Download** Clear

Client Filter

Enter Client IDs separated by commas to highlight cells containing those Clients.

Client IDs: Client Search Highlight Clients

CoC-APR Report Results

a - Project Identifiers in HMIS

Organization Name
Organization ID
Project Name
Project ID
HMIS Project Type
Method of Tracking ES

If HMIS Project ID = 6 (S Only)

Is the Services Only (HMIS Project Type 6) affiliated with a residential project?

If 2.4, Dependent A = 1

Identify the Project ID's of the housing projects this project is affiliated with

a - Report Validations Table

Report Validations Table

1. Total Number of Persons Served	6
2. Number of Adults (age 18 or over)	5

What do you want to do with CSV-APR_2018_SSO_1545145206424.zip?
From: washdc.servicept.com

Open Save ^ Cancel X

SECTIONS of the CoC-APR 2018 Report:

- 1. Section 4 – Project Data**
 - a. 4a – Project Identifiers in HMIS
- 2. Section 5 – Overall Counts**
 - a. 5a – Report Validations Table
- 3. Section 6 – Data Quality**
 - a. 6a – Data Quality: Personally Identifiable Information
 - b. 6b – Data Quality: Universal Data Elements
 - c. 6c – Data Quality: Income and Housing Data Quality
 - d. 6d – Data Quality: Chronic Homelessness
 - e. 6e – Data Quality: Timeliness
 - f. 6f – Data Quality: Inactive Records: Street Outreach and Emergency Shelter
- 4. Section 7 – Persons Served**
 - a. 7a – Number of Persons Served
 - b. 7b – Point-in-Time Count of Persons on the Last Wednesday
- 5. Section 8 – Households Served**
 - a. 8a – Number of Households Served
 - b. 8b – Point-in-Time Count of Households on the Last Wednesday
- 6. Section 9 – Street Outreach**
 - a. 9a – Number of Persons Contacted
 - b. 9b – Number of Persons Engaged
- 7. Section 10 - Gender**
 - a. 10a – Gender of Adults
 - b. 10b – Gender of Children
 - c. 10c – Gender of Persons Missing Age Information
- 8. Section 11 – Age**
- 9. Section 12 – Race & Ethnicity**
 - a. 12a – Race
 - b. 12b – Ethnicity
- 10. Section 13 – Disabling Conditions**
 - a. 13a1 – Physical and Mental Health Conditions at Start
 - b. 13b1 – Physical and Mental Health Conditions at Exit
 - c. 13c1 – Physical and Mental Conditions at Stayers
 - d. 13a2 – Number of Conditions at Start
 - e. 13b2 – Number of Conditions at Exit
 - f. 13c2 – Number of Conditions for Stayers
- 11. Section 14 – Domestic Violence**
 - a. 14a – Domestic Violence History
 - b. 14b – Persons Fleeing Domestic Violence
- 12. Section 15 – Living Situation**
- 13. Section 16 – Cash Income: Ranges**
- 14. Section 17 – Cash Income: Sources**
- 15. Section 18 – Client Cash Income Category: Earned/Other Income Category by Start and Annual Assessment/Exit Status**

16. Section 19 – Client Cash Income Change

- a. 19a1 – Client Cash Income Change: Income Source by Start and Latest Status
- b. 19a2 – Client Cash Income Change: Income Source by Start and Exit
- c. 19a3 – Client Cash Income Change: Income Source by Start and Latest Status/Exit

17. Section 20 – Non-Cash Benefits

- a. 20a – Type of Non-Cash Benefit Source
- b. 20b – Number of Non-Cash Benefit Sources

18. Section 21 – Health Insurance

19. Section 22 – Lengths of Time

- a. 22a1 – Length of Participation: CoC Projects
- b. 22b – Average and Median Length
- c. 22c – Length of Time between Project Start Date and Housing Move-in Date

20. Section 23 – Exit Destinations

- a. 23a – Exit Destination: More than 90 days
- b. 23b – Exit Destination: 90 days or less

21. Section 25 – Veterans

- a. 25a – Number of Veterans
- b. 25b – Number of Veteran Households
- c. 25c – Gender: Veterans
- d. 25d – Age: Veterans
- e. 25e – Physical and Mental Health Conditions: Veterans
- f. 25f – Cash Income Category: Income Category by Start and Annual/Exit Status – Veterans
- g. 25g – Type of Cash Income Sources: Veterans
- h. 25h – Type of Non-Cash Benefit Sources: Veterans
- i. 25i – Exit Destinations: Veterans

22. Section 26 – Chronically Homeless Persons

- a. 26a – Chronic Homeless Status: Number of Households w/at least one or more CH persons
- b. 26b – Number of Chronically Homeless Persons by Household
- c. 26c – Number of Chronically Homeless Persons
- d. 26d – Age of Chronically Homeless Persons
- e. 26e – Physical and Mental Health Conditions: Chronically Homeless Persons
- f. 26f – Client Cash Income: Chronically Homeless Persons
- g. 26g – Type of Cash Income Sources: Chronically Homeless Persons
- h. 26h – Type of Non-Cash Income Sources: Chronically Homeless Persons

23. Section 27 – Youth

- a. 27a – Age of Youth
- b. 27b – Parenting Youth
- c. 27c – Gender: Youth
- d. 27d – Living Situation: Youth
- e. 27e – Length of Participation: Youth
- f. 27f – Exit Destination: Youth