APR Training

Understanding the APR

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OBJECTIVE

To provide information regarding the importance and usefulness of the HUD Annual Performance Report (APR) as part of program evaluation and improvement

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AGENDA

I. Welcome and Introduction
II. APR: Why We Do It
III. APR Requirements
IV. Generating the APR
V. APR Data Elements
VI. Submitting the Report
VII. Preparing for Next Year's Submission
VIII. Questions and Comments

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APR: Why We Do It

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Why the APR Matters

- APR = Housing & Urban Development (HUD) Continuum of Care (CoC) Annual Performance Report
- Updated regularly to align with HUD Data Standards
- Comprehensive view of the ONE System client data and program outcomes
- Required to be submitted by direct recipients of HUD funding
- Utilize the online Sage Reporting Repository to submit

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Why the APR Matters

This report can help answer key program evaluation and improvement questions:

- Who have we served, and for how long?
- What has changed for the people we served?
- What data are we missing?

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APR Requirements

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APR Requirements

Sage Account

- Connect with HSH

ONE System Account

- Connect with your agency lead
- Housing case management access role

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APR Requirements

Enrollments

At enrollment collect and enter as much accurate information as possible

Annual Assessments

Confirm and update any changes or new health, income, benefit, and insurance information

Status Assessments do not replace Annual Assessments!

Exits

At exit, the exit destination is a key field in your APR as is ensuring that health, income, benefit, and insurance information is up-to-date

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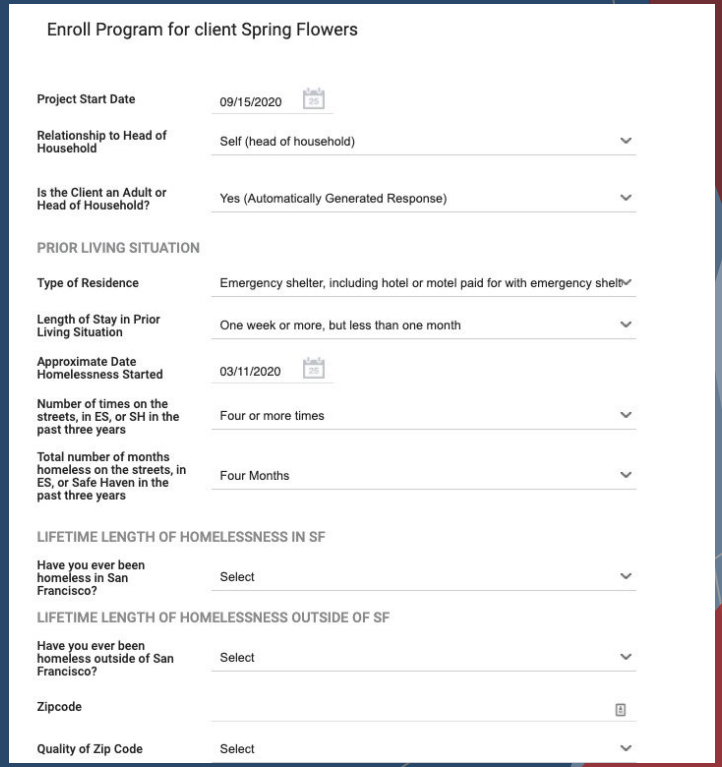
Enrolling Clients in to a Program

- Please make sure to collect as much information as possible.
- Avoid using “Client refused” or Data Not Collected” whenever possible.
- Data entry should happen within <u>three working days</u> as per HSH Continuous Data Quality Improvement Plan.


Enroll Program for client Spring Flowers

Project Start Date	09/15/2020
Relationship to Head of Household	Self (head of household)
Is the Client an Adult or Head of Household?	Yes (Automatically Generated Response)
PRIOR LIVING SITUATION	
Type of Residence	Emergency shelter, including hotel or motel paid for with emergency shelt
Length of Stay in Prior Living Situation	One week or more, but less than one month
Approximate Date Homelessness Started	03/11/2020
Number of times on the streets, in ES, or SH in the past three years	Four or more times
Total number of months homeless on the streets, in ES, or Safe Haven in the past three years	Four Months
LIFETIME LENGTH OF HOMELESSNESS IN SF	
Have you ever been homeless in San Francisco?	Select
LIFETIME LENGTH OF HOMELESSNESS OUTSIDE OF SF	
Have you ever been homeless outside of San Francisco?	Select
Zipcode	
Quality of Zip Code	Select

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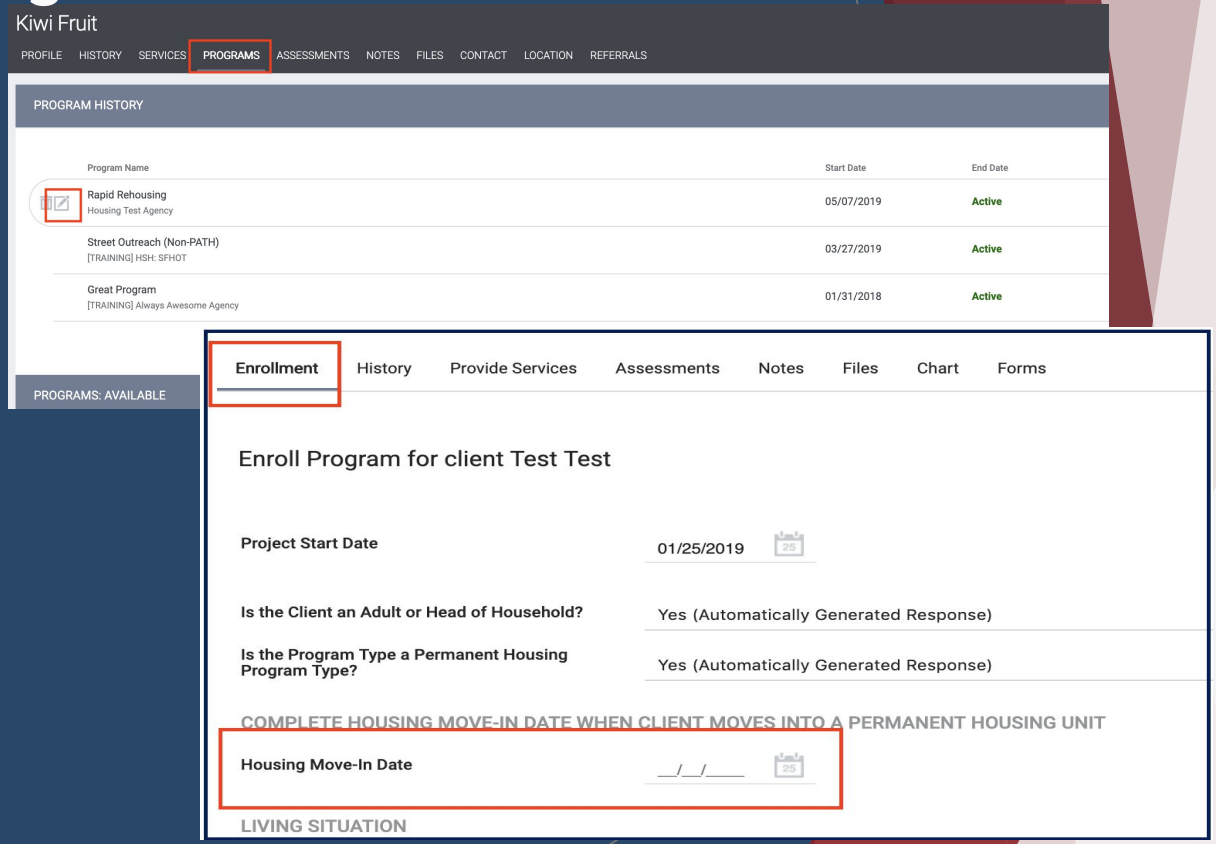
Enrollments: Adding Move-In Date

1. Click on Programs Tab, and open the program enrollment.
2. Select Enrollment.
3. Update Housing Move-in Date.



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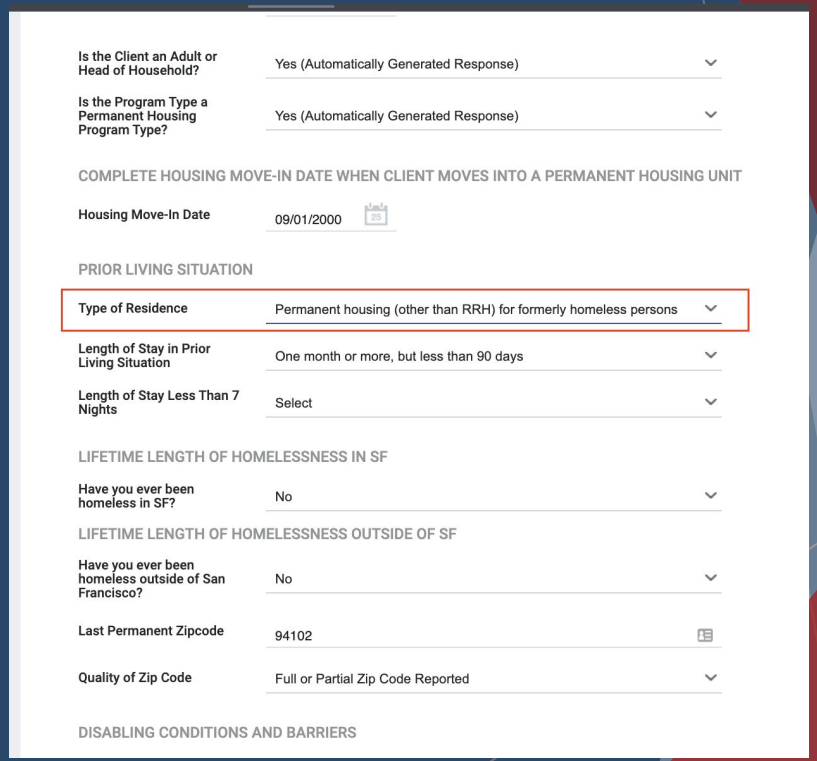
Enrollments

Enroll client into new Housing Program

Under Prior Living Situation indicate Type of Residence select **Permanent housing (other than RRH) for formerly homeless persons.**



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Annual & Status Assessments

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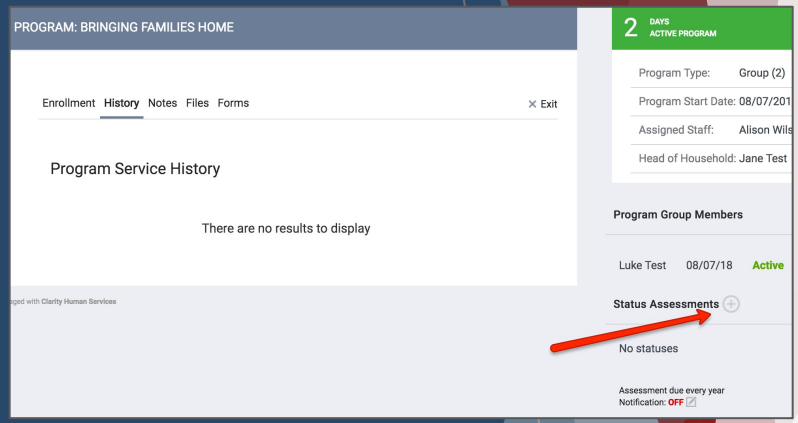
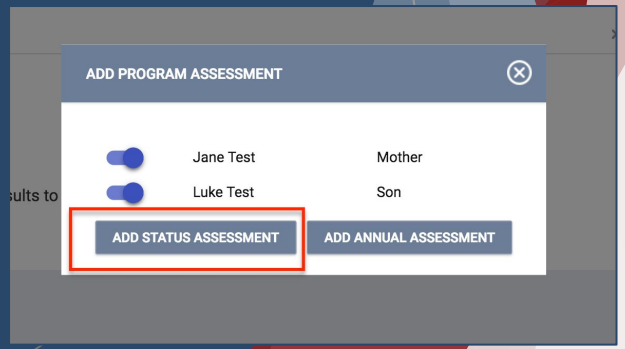
Annual & Status Assessments

Add an annual assessment every year within +/- 30 days of enrollment anniversary.

Status assessments are completed if there is a significant change in the client's living situation between annual assessments.

1. Programs tab
2. Open the program enrollment
3. Add Status Assessment
4. Choose Annual or Status
5. Fill out the screen and save





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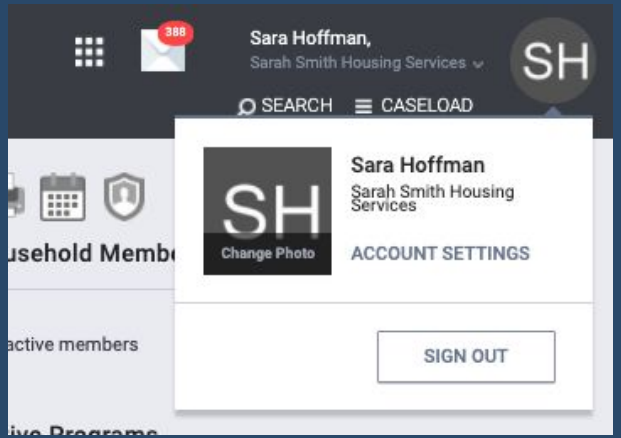
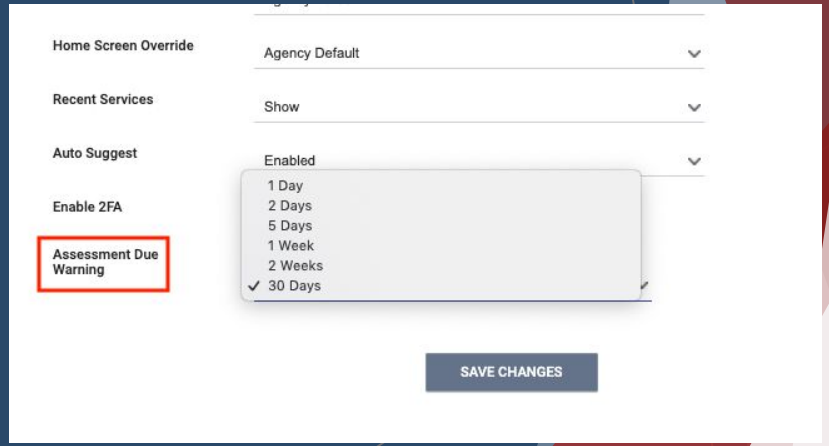
Assessment Warnings

In Your Account Settings

- Staff can set assessment warnings that will notify them close to when a client's assessment is due.
- Timelines can be set between 1-30 days.
- Warnings can be set up in 2 places.





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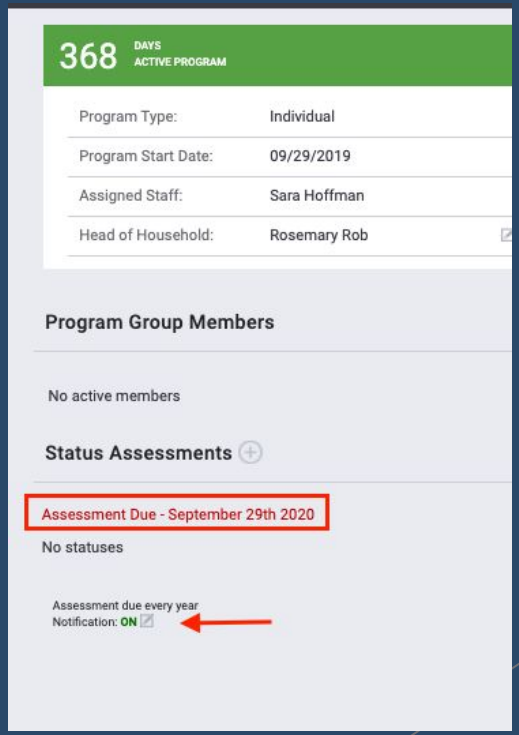
Assessment Warnings

Within the program enrollment screen.



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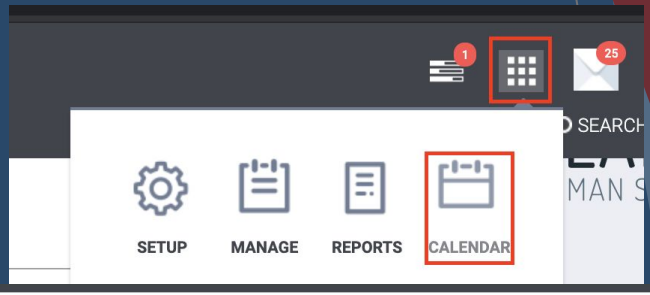
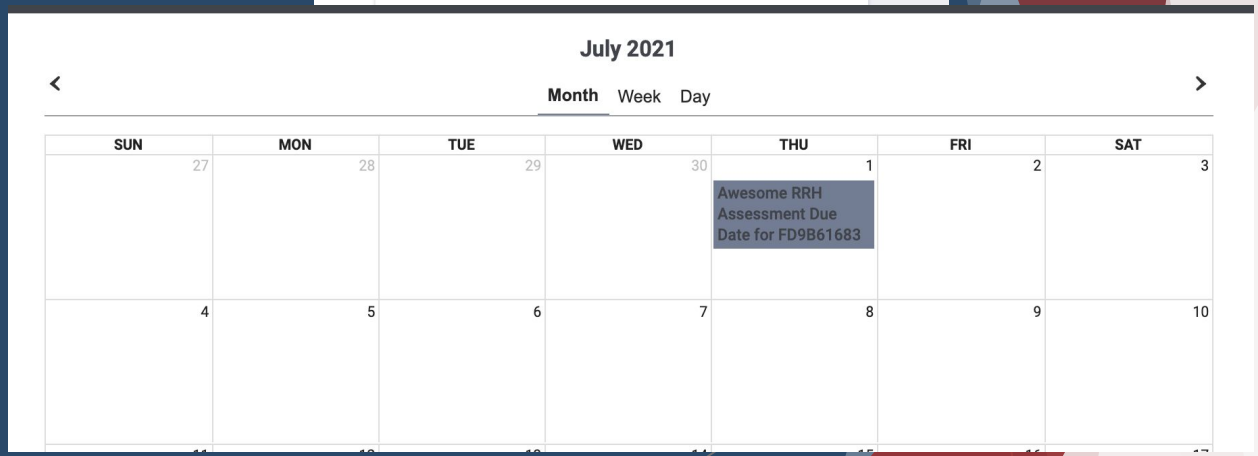
Assessment Warnings

Upcoming assessments will also generate an item in the ONE System calendar





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Exits

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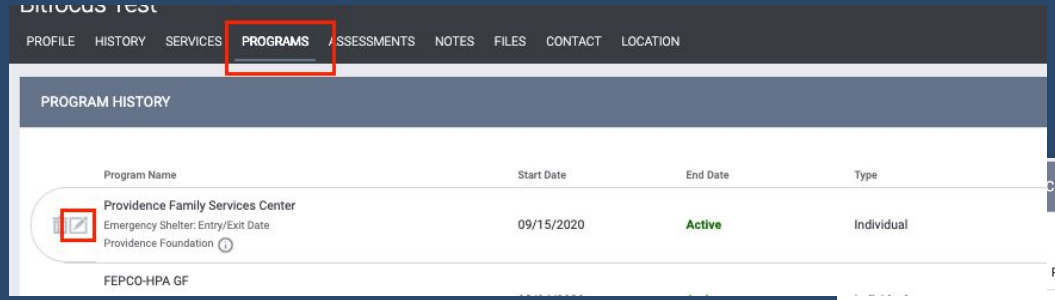
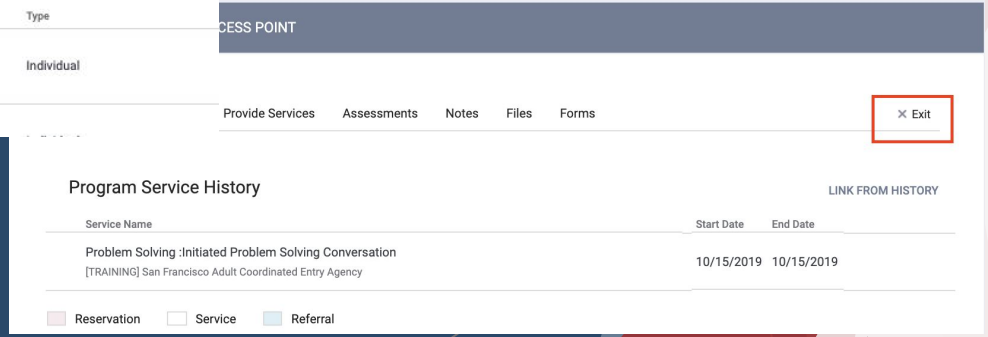
Exits

- Exits should be entered when a client is no longer receiving services from the program.
  - Be sure to include an exit destination for the client.
  - You will complete an exit for all household members.
- Data entry should happen within <u>three working days.</u>





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APR Data Elements

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APR Data Elements: Reports

Run program and data quality regularly to prepare for your APR submission

- [GNRL 106] Program Roster
- [HUDX-227] Annual Performance Report [FY 2020]
- [HUDX-225] HMIS Data Quality Report

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Preparing for Your Submission

Monitor program rosters and data quality throughout the year

- Review [GNRL 106] Program Roster at least once a month
  - Confirm correct number of clients and enrollment and exit dates

- Review [HUDX-227] Annual Performance Report [FY 2020] and [HUDX-225] HMIS Data Quality [FY 2020] at least quarterly
  - Ensure required information is included and correct

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Program Roster

[GNRL-106] Program Roster (Program Based Report)

- Who's stayed in the program
- Lists program stay information for clients with the selected status in the selected program

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Program Roster

Program Roster Report

Demo Agency
Active within [12/01/2019 - 11/30/2020]

Housing Move-in: Undefined = Unknown HoH or Move-in is Null, = Non PH Project, **A:** Assessments, **S:** Services, **CN:** Case Notes

Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Enroll Date	Exit Date	LOS	Housing Move-in	A	S	CN	Assigned Staff
Program: Arches Navigation Center												
Fever, Cedar	F32DE8A0A	11/30/1999	20	21	01/21/2020	-	0		0	0	0	S. Hoffman
												Number of Clients: 1
												Number of Households: 1
Program: Coordinated Entry Access Point												
Canyon, Bryce	AAFEF1344	09/12/1979	40	41	01/02/2020	-	334		0	0	0	S. Hoffman
												Number of Clients: 1
												Number of Households: 1
Program: Street Outreach Program												
Bend, Big	FBD52A648	10/07/1976	42	44	12/29/2018	-	703		0	0	0	S. Hoffman
Jonez, Maroon	F3670B32B	01/12/1965	55	55	02/06/2020	-	299		0	0	0	S. Jones*
												Number of Clients: 2
												Number of Households: 2
Program: Zion Housing												
Mouse, Malia	33347CB86	01/02/2018	1	2	02/01/2019	-	669	undefined	0	0	0	S. Jones*
Mouse, Minnie	471CA3370	01/25/1985	33	35	11/11/2018	-	751	11/11/2018	0	1	0	S. Jones*
Tree, Pine	61F0D4B00	06/04/2011	9	9	06/25/2020	-	159	undefined	0	0	0	S. Hoffman
Canyon, Bryce	AAFEF1344	09/12/1979	41	41	10/08/2020	10/08/2020	0	10/08/2020	1	1	0	G. Demo
Tree - do Not Use, Evergreen	76764A8E7	07/01/1988	32	32	10/26/2020	-	36	10/26/2020	0	0	0	S. Hoffman
												Number of Clients: 5
												Number of Households: 5
												Total Number of Clients: 9
												Total Number of Households: 9

* denotes Inactive Assigned Staff

Program Name	Project Type
Arches Navigation Center	Emergency Shelter
Coordinated Entry Access Point	Coordinated Entry
Street Outreach Program	Street Outreach
Zion Housing	PH - Permanent Supportive Housing (disability required)

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HMIS Data Quality Report

[HUDX-225] HMIS Data Quality Report (HUD Reports)

- Who needs support around data entry?
- Part of HUD's Data Quality Framework
- Comprehensive data review

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HMIS Data Quality Report

HMIS Data Quality Report [FY 2020]

CA-501 - San Francisco CoC: Demo Agency
CoC Category Filter: Agency CoC
Report period 12/01/2019 - 11/30/2020

Q1. Report Validation Table

Program Applicability: All Projects

Total number of persons served
Number of adults (age 18 or over)
Number of children (under age 18)
Number of persons with unknown age
Number of leavers
Number of adult leavers
Number of adult and head of household leavers
Number of stayers
Number of adult stayers
Number of veterans
Number of chronically homeless persons
Number of youth under age 25
Number of parenting youth under age 25 with children
Number of adult heads of household
Number of child and unknown-age heads of household
Heads of households and adult stayers in the project 365 days or more

Q2. Personally Identifiable Information (PII)

Program Applicability: All Projects

Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues
Name (3.1)	0	0	0
Social Security Number (3.2)	0	0	4
Date of Birth (3.3)	0	0	1
Race (3.4)	0	0	
Ethnicity (3.5)	1	0	
Gender (3.6)	0	0	
Overall Score			

Q3. Universal Data Elements

Program Applicability: All Projects

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	0	0%
Project Start Date (3.10)	0	0%
Relationship to Head of Household (3.15)	1	
Client Location (3.16)	0	
Disabling Condition (3.8)	1	

Q4. Income and Housing Data Quality

Program Applicability: All Projects

Data Element	Error Count
Destination (3.12)	0
Income and Sources (4.2) at Start	5
Income and Sources (4.2) at Annual Assessment	2
Income and Sources (4.2) at Exit	0
Non-Cash Benefits (4.3) at Start	5
Non-Cash Benefits (4.3) at Annual Assessment	2
Non-Cash Benefits (4.3) at Exit	0

Q5. Chronic Homeless

Program Applicability: ES, SH, Street Outreach, TH & PH(All)

Starting into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.9.17.3) Missing	Number of times (3.9.17.4) DK/R/missing	Number months (3.9.17.5 DK/R/miss
ES, SH, Street Outreach	1			0	0	0
TH	2	0	0	0	0	0
PH (all)	4	0	1	0	0	0
Total	7					

Q6. Timeliness

Program Applicability: All Projects

Time for Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	6	2
1-3 days	1	0
4-6 days	0	0
7-10 days	0	0
11+ days	0	0

Q7. Inactive Records: Street Outreach and Emergency Shelter

Program Applicability: Street Outreach & ES-Night By Night

Data Element	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES-NbN)	0	0	0%
Bed Night (All clients in ES-NbN)	0	0	0%

Programs Included in Dataset

Agency	Program Name
Demo Agency	Arches Navigation Center
Demo Agency	Coordinated Entry Access Point
Demo Agency	Denali Transitional Housing
Demo Agency	Evergreen Family Individual Room Shelter
Demo Agency	Housing Ladder
Demo Agency	Problem Solving
Demo Agency	Street Outreach Program
Demo Agency	Yellowstone Congregate Shelter
Demo Agency	Zion Housing

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Generating the APR

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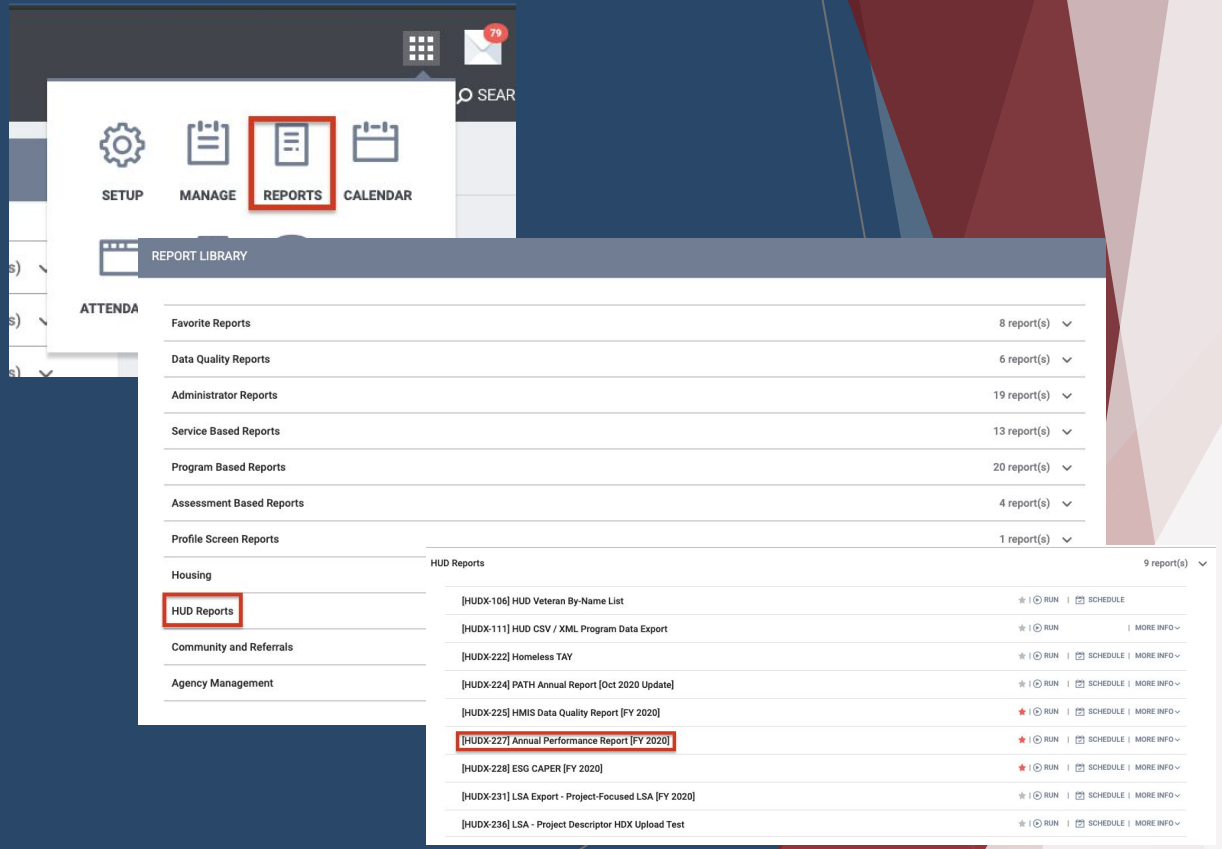
Generating the APR

To generate a draft or final APR in ONE:

- Open the launcher
- Select ‘Reports’
- Scroll to ‘HUD Reports’
- Select ‘HUDX-227’ Annual Performance Report [FY 2020]
- Select Run
- Enter Parameters



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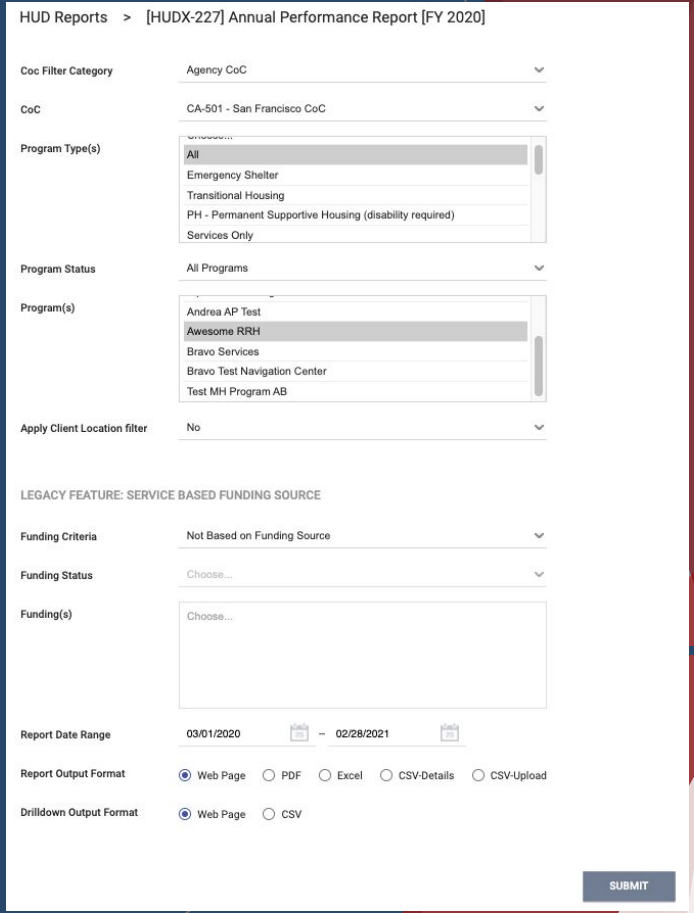
Generating the APR

Review the report results closely in an effort to identify any issues with the data. Upon making corrections to the data as needed, feel free to re-run the report to verify the corrections are reflected in the report results.



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APR Data Elements: Reports

APR contains over 60 data elements:

- Overall counts from latest project stay from report period
- Specific data about Chronic Homelessness and Fleeing DV
- Specific data about Stayers and Leavers
- Data quality/missing data information, similar to sections of **[HUDX-225] HMIS Data Quality Report**

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APR Data Elements

What You Will See

- Report Name
- Agency Name
- Report Period Dates
- CoC Category Filter
- Client Location Filter
  - Limits to only include those households from the selected CoC(s) at project entry

HUD Annual Performance Report
(FY 2020)

CA-501 - San Francisco CoC: AB Testy Tester
Report period 03/01/2020 - 02/28/2021
CoC category filter: Agency CoC
Client Location filter: No
Funding Criteria: Not Based on Funding Source

As of 10/1/2017, HUD CoC grantees are now required to submit APR through the Sage HMIS Reporting Repository. You can find instructions for generating the report and submitting to Sage at the Clarity Help Center.

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Question 4 a: Project Identifiers

- Agency Name & HMIS ID
- Program Name & HMIS ID
- HMIS Project Type Code
- For ES: Night-by-Night or Entry/Exit Tracking Code
- For Services Only: affiliations with residential types
- CoC
- Geocode
- HMIS software name
- Report start and end date
- Number of clients enrolled

Q4a. Project Identifiers in HMIS

Organization Name	Organization ID	Project Name	Project ID	HMIS Project Type	Method for Tracking ES	Affiliated with a residential project	Project IDs of affiliations	CoC Number	Geocode	Victim Service Provider	HMIS Software Name	Report Start Date	Report End Date	# of Clients
AB Testy Tester	98	Awesome RRH	346	13				CA-501	063228	1	Clarity HS	03/01/2020	02/28/2021	1

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Question 5a: Report Validation Table

How many total clients did we serve, in which categories?

- Leavers - exited as of last day of report date range
- Stayers - active on last day of report date range
- Youth - age 12-24 HoH (Head of Household)
- Chronically Homeless at entry
  - Disabling condition + 1 year continuous homeless
  - Disabling condition + 4 episodes homeless totally at least 12 months in past 3 years

Q5a. Report Validations Table Program Applicability: All Projects	
Total number of persons served	39
Number of adults (age 18 or over)	24
Number of children (under age 18)	14
Number of persons with unknown age	1
Number of leavers	2
Number of adult leavers	2
Number of adult and head of household leavers	2
Number of stayers	37
Number of adult stayers	22
Number of veterans	2
Number of chronically homeless persons	7
Number of youth under age 25	1
Number of parenting youth under age 25 with children	0
Number of adult heads of household	20
Number of child and unknown-age heads of household	1
Heads of households and adult stayers in the project 365 days or more	0

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Question 6a: Data Quality Personally Identifiable Info.

How much PII and/or demographic data are we missing?

- Client doesn't know/Refused
- Information Missing: Data not Collected/Null/Blank
- Data Issues:
  - Partial Name Quality Field
  - SSN less than 9 digits, “000”, etc
  - DOB partial, before 1915, after record created, etc

Q6a. Data Quality: Personally Identifiable Information

Program Applicability: All Projects

Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	2	5.13%
Social Security Number (3.2)	7	1	7	38.46%
Date of Birth (3.3)	0	0	3	7.69%
Race (3.4)	6	4		25.64%
Ethnicity (3.5)	2	4		15.38%
Gender (3.6)	1	1		5.13%
Overall Score				61.54%

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Question 6b: Universal Data Elements

What errors are showing for other Client Profile data?

- Client doesn't know/Refused/Missing
- Overlapping dates in same project
- HoH data conflicts
- Conflict where Disabling Condition =No, but type of Condition =Yes

Q6b. Data Quality: Universal Data Elements

Program Applicability: All Projects

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	1	4.17%
Project Start Date (3.10)	0	0.00%
Relationship to Head of Household (3.15)	0	0.00%
Client Location (3.16)	0	0.00%
Disabling Condition (3.8)	2	5.13%

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Question 6c: Income and Housing

What errors are showing for Income and Housing data?

- Client doesn't know/Refused/Missing
- Exit Destination (Housing)
- Mismatches between Yes/No and data entered for Income Source

Q6c. Data Quality: Income and Housing Data Quality

Program Applicability: All Projects

Data Element	Error Count	% of Error Rate
Destination (3.12)	2	100.00%
Income and Sources (4.2) at Start	2	8.00%
Income and Sources (4.2) at Annual Assessment	0	0.00%
Income and Sources (4.2) at Exit	2	100.00%

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Question 6d: Chronic Homeless Data

- Count of active adults/HoH who entered the project anytime after the reports start date
- Count of enrollments that are missing certain fields for Living Situation questions
- % of enrollments that cannot be used to calculate CH
- Transfers from PH or TH will not be calculated towards this

Is anything missing that may be needed to identify a client as "chronically homeless?"

Q6d. Data Quality: Chronic Homelessness

Program Applicability: ES, SH, Street Outreach, TH & PH(All)

Entering into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.9.17.3) DK/R/missing	Number of times (3.9.17.4) DK/R/missing	Number of months (3.9.17.5) DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach	0			0	0	0	0.00%
TH	0	0	0	0	0	0	0.00%
PH (all)	0	0	0	0	0	0	0.00%
Total	0						0.00%

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Questions 6e/6f: Timelines/Inactive Records

- Days between project start or exit date and the ONE timestamp
- No Contact or Bed Night within 90 days since entry or last Contact/Bed Night
- No Bed Night for more than 90 days (all members of household)

How long are we taking to enter enrollments and exits into the ONE System?

Q6e. Data Quality: Timeliness

Program Applicability: All Projects

Time for Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	19	0
1-3 days	1	0
4-6 days	2	0
7-10 days	1	0
11+ days	15	2

How many clients in our Street Outreach or NBN Shelter are being counted as inactive and need an update or an exit?

Q6f. Data Quality: Inactive Records: Street Outreach and Emergency Shelter

Program Applicability: Street Outreach & ES-Night By Night

Data Element	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	0	0	0.00%
Bed Night (All clients in ES - NBN)	0	0	0.00%

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Questions 7a/7b: Persons Served

- Count of individuals (vs. households)
- Unknown household type is when none of the other categorizations can be determined
- PIT date counts do not include Emergency Shelter or “Other” project types.

How many adults and children did we serve overall, and on the HUD PIT dates?

Q7a. Number of Persons Served

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	24	11	13		0
Children	14		13	0	1
Client Doesn't Know/ Client Refused	0	0	0	0	0
Data Not Collected	1	0	0	0	1
Total	**39**	**11**	**26**	**0**	**2**

Q7b. Point-in-Time Count of Persons on the Last Wednesday

Program Applicability: TH - PSH - Street Outreach - Services Only - SH - PH - RRH - CA

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	0	0	0	0	0
April	0	0	0	0	0
July	0	0	0	0	0
October	1	1	0	0	0

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Questions 8a/8b: Households Served

How many households did we serve overall, and on the HUD PIT dates?

- Count of households (vs. individuals
- Unknown Household type is when none of the other categorizations can be determined
- PIT date counts include all project types

Q8a. Households Served

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households	21	8	12	0	1

Q8b. Point-in-Time Count of Households on the Last Wednesday

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	0	0	0	0	0
April	0	0	0	0	0
July	0	0	0	0	0
October	1	1	0	0	0

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Questions 9a/9b: Contacted and Engaged

- Applies to Adults/HoH only
- "Contacted" means contact service, bed night, or date of engagement (if no contact recorded) - from whole project stay
- "First contact" is first contact within the report date range

- Persons Engaged table shows contacts but only for clients who have an Engagement Date
- Rate calculated by dividing Total Contacted (Q9a) / Total Engaged (Q9b)

How many clients were we in contact with and what was their status as first contact?

Q9a. Number of Persons Contacted

Program Applicability: ES Night By Night - Street Outreach

	All Persons Contacted	First contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on the Streets, ES, or SH	First contact - Worker unable to determine
Once	0	0	0	0
2-5 Times	0	0	0	0
6-9 Times	0	0	0	0
10+ Times	0	0	0	0
Total Persons Contacted	**0**	**0**	**0**	**0**

Q9b. Number of Persons Engaged

Program Applicability: ES Night By Night - Street Outreach

	All Persons Contacted	First contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on the Streets, ES, or SH	First contact - Worker unable to determine
Once	0	0	0	0
2-5 Contacts	0	0	0	0
6-9 Contacts	0	0	0	0
10+ Contacts	0	0	0	0
Total Persons Engaged	**0**	**0**	**0**	**0**
Rate of Engagement	**0.00%**	**0.00%**	**0.00%**	**0.00%**

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Questions 10a/10b/10c: Gender

- Shows totals in each gender category
- Shows household types that make up the total
- Separate tables for Adults, Children, and Missing Age
- Unknown Household Type is when none of the other categorizations can be determined

What is the gender breakdown of our client population?

Q10a. Gender of Adults

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	Unknown Household Type
Male	9	5	4	0
Female	13	5	8	0
Trans Female (MTF or Male to Female)	1	0	1	0
Trans Male (to Male)				
Gender Non- not exclusive female)				
Client Doesr Refused				
Data Not Co				
Subtotal				

Q10b. Gender of Children

Program Applicability: All Projects

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male	9	9	0	0
Female	4	3	0	1
Trans Fema to Female)				
Trans Male to Male)				
Gender Non not exclusiv female)				
Client Does Refused				
Data Not C				
Subtotal				

Q10c. Gender of Persons Missing Age Information

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	0		0		0
Female	1		0		1
Trans Female (MTF or Male to Female)	0		0		0
Trans Male (FTM or Female to Male)	0		0		0
Gender Non-Conforming (i.e. not exclusively male or female)	0		0		0
Client Doesn't Know/Client Refused	0		0		0
Data Not Collected	0		0		0
Subtotal	**1**		**0**		**1**

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Questions 11/12a/12b: Age/Race/Ethnicity

- Shows totals in each category (age, race, ethnicity)
- Shows household types that make up the total (age, race, ethnicity)
- Very young child-only households may be indicator of data quality issue (12a only)
- Unknown Household Type is when none of the other categorizations can be determined (age, race, ethnicity)
  - *Please note the Race and Ethnicity options here are unchangeable HUD data elements*

What is the breakdown of our client population by age, race and ethnicity?

Q11. Age

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Under 5	7		6	0	1
5-12	3		3	0	0
13-17	4		4	0	0
18-24	2	2	0		0

Q12a. Race

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White	8	6	2	0	0
Black or African American	8	1	7	0	0
Asian	7	2	5	0	0
American Indian or Alaska N	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Q12b. Ethnicity

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino	32	9	21	0	2
Hispanic/Latino	1	0	1	0	0
Client Doesn't Know/Client Refused	2	2	0	0	0
Data Not Collected	4	0	4	0	0
Total	**39**	**11**	**26**	**0**	**2**

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Questions 13a1/13b1/13c1: Condition Types

- Shows totals in each condition category
- Shows household types that make up the total
- Shows HIV/AIDS total
- Conditions for Stayers pulled from the most recent screen (i.e., status update screen if available)

What physical and mental health conditions did our clients have at project entry, project exit, or based on most recent information available if enrollment is still active?

Q13a1. Physical and Mental Health Conditions at Start

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	4	0	4	0	0

Q13b1. Physical and Mental Health Conditions at Exit

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	0	0	0	0	0
Alcohol Abuse	0	0	0	0	0

Q13c1. Physical and Mental Health Conditions for Stayers

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	4	0	4	0	0
Alcohol Abuse	1	0	1	0	0
Drug Abuse	1	0	1	0	0
Both Alcohol and Drug Abuse	2	0	2	0	0
Chronic Health Condition	3	0	3	0	0
HIV/AIDS	4	1	3	0	0
Developmental Disability	3	0	3	0	0
Physical Disability	5	1	3	0	1

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Questions 13a2/13b2/13c2: Count of Conditions

How many conditions did each of our clients have at project entry, project exit, or based on most recent information available if enrollment still active?

- Shows totals in each count category
- Shows household types that make up the total
- Conditions for Stayers pulled from the most recent screen (i.e., status update screen if available)

Q13a2. Number of Conditions at Start

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
None	23	8	14	0	1
1 Condition	9	2	6	0	1
2 C					
3+					
Co					
Cli Re					
Da					
Tot					

Q13b2. Number of Conditions at Exit

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
None	0	0	0	0	0
1 Conditio					
2 Conditio					
3+ Conditi					
Condition					
Client Doe Refused					
Data Not C					
Total					

Q13c2. Number of Conditions for Stayers

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
None	21	6	14	0	1
1 Condition	9	2	6	0	1
2 Conditions	1	0	1	0	0
3+ Conditions	3	0	3	0	0
Condition Unknown	2	0	2	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	1	1	0	0	0
Total	**37**	**9**	**26**	**0**	**2**

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Questions 14a/14b: Domestic Violence History & Fleeing

How many of our clients reports a history of domestic violence?

How many of our clients are actively fleeing?

- Count of all Adults/HoH indicating survivor of domestic violence
- Shows household types that make up the total

- Count of all Adults/HoH with history of DV who were also fleeing at project entry
- Shows household types that make up the total

Q14a. Domestic Violence History

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	4	0	3	0	1
No	19	9	10	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	2	2	0	0	0
Total	**25**	**11**	**13**	**0**	**1**

Q14b. Persons Fleeing Domestic Violence

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	4	0	3	0	1
No	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	**4**	**0**	**3**	**0**	**1**

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Question 15: Living Situation

What situations were our clients living in immediately prior to entering our project?

- Count of all Adults/HoH within each category:
  - Homeless Situation
  - Institutional Setting
  - Other
- Related to Chronic Homeless status
- Shows household types that make up the total

Q15. Living Situation
Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	1	1	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Place not meant for habitation	23	9	13	0	1
Safe Haven	0	0	0	0	0
Interim Housing	0	0	0	0	0
Subtotal	**24**	**10**	**13**	**0**	**1**
Institutional Settings					
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prision or juvenile detention facility	0	0	0	0	0
Foster care home or foster care group home	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Subtotal	**0**	**0**	**0**	**0**	**0**
Other Locations					
Permanent housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with VASH subsidy	0	0	0	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, with other housing subsidy (including RRH)	1	1	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Staying or living in a friend's room, apartment or house	0	0	0	0	0
Staying or living in a family member's room, apartment or house	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Subtotal	**1**	**1**	**0**	**0**	**0**
Total	**25**	**11**	**13**	**0**	**1**

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Question 16: Cash Income Ranges

- Count of all Adults within each category
- Sum of column equals Total at bottom and matches counts on first Report Validation Table for
  - Adults
  - Adult Stayers
  - Adult Leavers
  - Stayers 365+

How much monthly income were our adult clients receiving at project entry, exit, or as reported on their latest annual update in ONE?

Q16. Cash Income - Ranges

Program Applicability: All Projects

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
No Income	18	0	0
$1 - $150	0	0	0
$151 - $250	0	0	0
$251 - $500	0	0	0
$501 - $1,000	3	0	0
$1,001 - $1,500	1	0	0
$1,501 - $2,000	1	0	0
$2,001+	0	0	0
Client Doesn't Know/Client Refused	0	0	0
Data Not Collected	1	0	2
Number of adult stayers not yet required to have an annual assessment		22	
Number of adult stayers without required annual assessment		0	
Total Adults	**24**	**22**	**2**

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Question 17: Cash Income - Sources

- Count of all Adults within each income source category at Start/Annual/Exit
- Bottom row shows count of adults that had income sources throughout their entire stay (Start → Annual Assessment → Exit Income)

Q17. Cash Income - Sources

Program Applicability: All Projects

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	0	0	0
Unemployment Insurance	0	0	0
Supplemental Security Income (SSI)	12	9	2
Social Security Disability Insurance (SSDI)	5	6	1
VA Service - Connected Disability Compensation	0	0	0
VA Non-Service Connected Disability Pension	1	0	0
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
Temporary Assistance for Needy Families (TANF)	0	0	0
General Assistance (GA)	7	5	2
Retirement Income from Social Security	0	0	0
Pension or retirement income from a former job	0	0	0
Child Support	0	0	0
Alimony and other spousal support	0	0	0
Other Source	0	0	0
Adults with Income Information at Start and Annual Assessment/Exit		20	5

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Question 18: Cash Income by Start/Annual/Exit

- Count of all Adults within each source category at Start/Annual/Exit
- Bottom rows shows counts of adults that have more than one source to compare:
  - Start → Annual Update Income
  - Start → Exit Income

How many adult clients have "earned" vs. "other" type of income vs. none/missing?

Q18. Client Cash Income Category - Earned/Other Income Category - by Start and Annual Assessment/Exit Status

Program Applicability: All Projects

Number of Adults By Income Category	Number of Adults at Start	Number of Adults at Annual Assessment (Stayers)	Number of Adults at Exit (Leavers)
Adults with Only Earned Income (i.e., Employment Income)	1	0	0
Adults with Only Other Income	4	0	0
Adults with Both Earned and Other Income	0	0	0
Adults with No Income	18	0	0
Adults with Client Doesn't Know/Client Refused Income Information	0	0	0
Adults with Missing Income Information	1	0	2
Number of adult stayers not yet required to have an annual assessment		22	
Number of adult stayers without required annual assessment		0	
Total Adults	**24**	**22**	**2**
1 or more source of income	5	0	0
Adults with Income Information at Start and Annual Assessment/Exit		0	0

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Questions 19a1/19a2: Income Change

How many adult clients have had a change in income amount or type of income over time? How much has their income changed?

- Count of Adults with “earned” and “other” income in each category re: retention and type
- Shows income changes between:
  - Start → Annual Update
  - Start → Exit
  - Start → Annual/Exit
- Calculates the average change across the group of clients that fit the category

Q19a1. Client Cash Income Change - Income Source - by Start and Latest Status

Program Applicability: All Projects

Income Change by Income Category (Universe: Adult Stayers with Income Information at Start and Annual Assessment)	Had Income Category at Start and Did Not Have It at Annual Assessment	Retained Income Category But Had Less $ at Annual Assessment Than at Start	Retained Income Category and Same $ Annu Assessme at Sta	Retained Income Category and	Did Not Have the Income Category at	Did Not Have the Income Category at	Total Adults (including those with No	Performance Measure: Adults who	Performance Measure: Percent of persons
Number of Adults with Earned Income (i.e., Employment Income)	0	0	0						
Average Change in Earned Income	0.00	0.00							
Number of Adults with Other Income	0	0	0						
Average Change in Other Income	0.00	0.00							
Number of Adults with Any Income (i.e., Total Income)	0	0	0						
Average Change in Overall Income	0.00	0.00							

Q19a2. Client Cash Income Change - Income Source - by Start and Exit

Program Applicability: All Projects

Income Change by Income Category (Universe: Adult Stayers with Income Information at Start and Exit)	Had Income Category at Start and Did Not Have It at Exit	Retained Income Category But Had Less $ at Exit Than at Start	Retained Income Category and Same $ at Exit as at Start	Retained Income Category and Increased $ at Exit	Did Not Have the Income Category at Start and Gained the Income Category at Exit	Did Not Have the Income Category at Start or at Exit	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Exit, Average Gain	Performance Measure: Percent of persons who accomplished this measure
Number of Adults with Earned Income (i.e., Employment Income)	0	0	0	0	0	0	0	0	0.00%
Average Change in Earned Income	0.00	0.00		0.00	0.00			0.00	
Number of Adults with Other Income	0	0	0	0	0	0	0	0	0.00%
Average Change in Other Income	0.00	0.00		0.00	0.00			0.00	
Number of Adults with Any Income (i.e., Total Income)	0	0	0	0	0	0	0	0	0.00%
Average Change in Overall Income	0.00	0.00		0.00	0.00		0.00	0.00	

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Questions 19b: Disabling Conditions and Income at Exit

- Count of Adults with or without disabling conditions and their income source
- Calculates the percentages across each group of clients that fit within the category

Q19b. Disabling Conditions and Income for Adults at Exit

Program Applicability: All Projects

	AO: Adult with Disabling Condition	AO: Adult without Disabling Condition	AO: Total Adults	AO: % with Disabling Condition by Source	AC: Adult with Disabling Condition	AC: Adult without Disabling Condition	AC: Total Adults	AC: % with Disabling Condition by Source	UK: Adult with Disabling Condition	UK: Adult without Disabling Condition	UK: Total Adults	UK: % with Disabling Condition by Source
Earned Income	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
Supplemental Security Income (SSI)	2	0	2	100.00 %	0	0	0	0.00%	0	0	0	0.00%
Social Security Disability Insurance (SSDI)	1	0	1	100.00 %	0	0	0	0.00%	0	0	0	0.00%
VA Service - Connected Disability Compensation	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
Private Disability Insurance	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
Worker's Compensation	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
Temporary Assistance for Needy Families (TANF)	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
Retirement Income from Social Security	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
Pension or retirement income from a former job	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
Child Support	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
Other source	2	0	2	100.00 %	0	0	0	0.00%	0	0	0	0.00%
No Sources	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
Unduplicated Total Adults	5	0	5		0	0	0		0	0	0	

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Questions 20a/20b: Non-Cash Benefit Sources

What types of non-cash benefits do our adult clients receive? How many non-cash benefits do our clients receive?

- Count of Adults for each type of benefit and number of benefit sources
- Separate counts at project entry, annual update, and exit
- Leavers: HoH who left plus other adult household members who left at the same time

Q20a. Type of Non-Cash Benefit Sources

Program Applicability: All Projects

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	1	0	0
Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	1	0	0
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-Funded Services	0	0	0
Other Source	0	0	0

Q20b. Number of Non-Cash Benefit Sources

Program Applicability: All Projects

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
No Sources	22	0	0
1 + Source(s)	1	0	0
Client Doesn't Know/Client Refused	0	0	0
Data Not Collected	1	22	2
Total	**24**	**22**	**2**

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Question 21: Health Insurance

What type of health insurance do our clients have?

- Count of all clients within each source category at Start/Annual/Exit
- Bottom rows shows counts of clients who have only one source vs. more than one source at Start/Annual/Exit

Q21. Health Insurance

Program Applicability: All Projects

	At Start	At Annual Assessment for Stayers	At Exit for Leavers
MEDICAID	19	17	4
MEDICARE	8	4	2
State Children's Health Insurance Program	0	0	0
Veteran's Administration (VA) Medical Services	4	3	0
Employer - Provided Health Insurance	0	0	0
Health Insurance obtained through COBRA	0	0	0
Private Pay Health Insurance	0	0	0
State Health Insurance for Adults	0	0	0
Indian Health Services Program	0	0	0
Other	0	0	0
No Health Insurance	1	0	0
Client Doesn't Know/Client Refused	0	0	0
Data not Collected	0	0	0
Number of Stayers not yet Required To Have an Annual Assessment		1	
1 Source of Health Insurance	19	16	4
More than 1 Source of Health Insurance	6	4	1

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Questions 22a1/22b: Length of Participation

- Count of all clients active during report period, categorized by range of days
- Shows ranges for Total/Leavers/Stayers
- Includes full time in latest project stay, even if project entry before start of report start date

How long did our clients participate in our program?
What is the average number of days in our program for clients who exited vs. clients still participating?

Q22a1. Length of Participation - CoC Projects
Program Applicability: All Projects

	Total	Leavers	Stayers
30 days or less	2	1	1
31 to 60 days	5	1	4
61 to 90 days	32	0	32
91 to 180 days	0	0	0
181 to 365 days	0	0	0
366 to 730 days (1-2 Yrs)	0	0	0
731 to 1,095 days (2-3 Yrs)	0	0	0
1,096 to 1,460 days (3-4 Yrs)	0	0	0
1,461 to 1,825 days (4-5 Yrs)	0	0	0
More than 1,825 days (> 5 Yrs)	0	0	0
Data Not Collected	0	0	0
Total	**39**	**2**	**37**

Q22b. Average and Median Length of Participation in Days
Program Applicability: All Projects

	Leavers	Stayers
Average Length	18	71
Median Length	18	76

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Question 22c: RRH Time Between Start & Move-In

How long between when our clients entered our RRH program and the time the clients moved into housing?

- Count of all clients active during report period, categorized by range of days between project start date and move-in date
- Shows number of clients in each household type that make up the total

Q22c. RRH Length of Time between Project Start Date and Housing Move-in Date

Program Applicability: PH - Rapid Re-Housing; PH - Permanent Supportive Housing

Length	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	0	0	0	0	0
8 to 14 days	0	0	0	0	0
15 to 21 days	0	0	0	0	0
22 to 30 days	0	0	0	0	0
31 to 60 days	0	0	0	0	0
61 to 180 days	0	0	0	0	0
181 to 365 days	0	0	0	0	0
366 to 730 days (1-2 Yrs)	0	0	0	0	0
Total (persons moving into housing)	**0**	**0**	**0**	**0**	**0**
Average length of time to housing	**0**	**0**	**0**	**0**	**0**
Persons who were exited without move-in	**0**	**0**	**0**	**0**	**0**
Total persons	**0**	**0**	**0**	**0**	**0**

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Question 23a: Exit Destination-More than 90 Days

What were the exit destinations for our clients who were enrolled in our program for more than 90 days?

- Counts all clients with exit date in report range, including by each household type
- Bottom rows include:
  - Total clients exiting to positive destination
  - % of clients exiting to positive destinations
- "Positive destination" = permanent, with additional positive destinations to temp/institutions for Street Outreach projects

Q23a. Exit Destination - More Than 90 Days

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0				
Owned by client, no ongoing housing subsidy	0				
Owned by client, with ongoing housing subsidy	0				
Rental by client, no ongoing housing subsidy	0				
Rental by client, with VASH housing subsidy	0				
Rental by client, with GPD TIP housing subsidy	0				
Rental by client, with other ongoing housing subsidy	0				
Permanent housing (other than RRH) for formerly homeless persons	0				
Staying or living with family, permanent tenure	0				
Staying or living with friends, permanent tenure	0				
Rental by client, with RRH or equivalent subsidy	0				
Subtotal	**0**				
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0				
Moved from one HOPWA funded project to HOPWA TH	0				
Transitional housing for homeless persons (including homeless youth)	0				
Staying or living with family, temporary tenure (e.g. room, apartment or house)	0				
Staying or living with friends, temporary tenure (e.g. room, apartment or house)	0				
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus / train / subway station / airport or anywhere outside)	0				
Safe Haven	0				
Hotel or motel paid for without emergency shelter voucher	0				
Subtotal	**0**				
Institutional Settings					
Foster care home or group foster care home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	**0**	**0**	**0**	**0**	**0**
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	**0**	**0**	**0**	**0**	**0**
Total	**0**	**0**	**0**	**0**	**0**
Total persons exiting to positive housing destinations	0	0	0	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	0.00%	0.00%	0.00%	0.00%	0.00%

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Question 23c: Exit Destination

- Counts all clients with exit date in report range, including by each household type
- Bottom rows include:
  - Total clients exiting to positive destination
  - % of clients exiting to positive destinations
- “Positive destination” = permanent, with additional positive destinations to temp/institutions for Street Outreach projects

What were the exit destinations for our clients who were enrolled in our program for more than 90 days?

Q23c. Exit Destination

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	0	0			
Permanent housing (other than RRH) for formerly homeless persons	0	0			
Staying or living with family, permanent tenure	0	0			
Staying or living with friends, permanent tenure	0	0			
Rental by client, with RRH or equivalent subsidy	0	0			
Rental by client, with HCV voucher (tenant or project based)	0	0			
Rental by client in a public housing unit	0	0			
Subtotal	**0**	**0**			
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter	0	0			
Moved from one HOPWA funded project to HOPWA TH	0	0			
Transitional housing for homeless persons (including homeless youth)	0	0			
Staying or living with family, temporary tenure (e.g. room, apartment or house)	0	0			
Staying or living with friends, temporary tenure (e.g. room, apartment or house)	0	0			
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus / train / subway station / airport or anywhere outside)	0	0			
Safe Haven	1	1			
Hotel or motel paid for without emergency shelter voucher	0	0			
Host Home (non-crisis)	0	0			
Subtotal	**1**	**1**			
Institutional Settings					
Foster care home or group foster care home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	**0**	**0**	**0**	**0**	**0**
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	**0**	**0**	**0**	**0**	**0**
Total	**1**	**1**	**0**	**0**	**0**
Total persons exiting to positive housing destinations	0	0	0	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	0.00%	0.00%	0.00%	0.00%	0.00%

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Question 25 (a-i): Veterans

Question 25 (a-i) is similar to previous data elements, but with a focus on veterans. Elements include:

- Age, Gender
- Physical and Mental Health Conditions,
- Cash Income at Program Start and Annual Assessment
- Type of Cash Income Sources
- Types of Non-Cash Benefits Sources
- Exit Destination

Q25a. Number of Veterans

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	1	1	0	0
Non-Chronically Homeless Veteran	2	2	0	0
Not a Veteran	8	8	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
Total	**11**	**11**	**0**	**0**

Q25b. Number of Veteran Households

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	1	1	0	0
Non-Chronically Homeless Veteran	2	2	0	0
Not a Veteran	8	8	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
Total	**11**	**11**	**0**	**0**

Q25c. Gender - Veterans

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	Unknown Household Type
Male	3	3	0	0
Female	0	0	0	0
Trans Female (MTF or Male to Female)	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0
Client Doesn't Know/ Client Refused	0	0	0	0
Data not collected	0	0	0	0
Total	**3**	**3**	**0**	**0**

Q25d. Age - Veterans

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	Unknown Household Type
18-24	1	1	0	0
25-34	1	1	0	0
35-44	1	1	0	0
45-54	0	0	0	0
55-61	0	0	0	0
62+	0	0	0	0
Client Doesn't Know/ Client Refused				
Data Not Collected				
Total	**3**	**3**	**0**	**0**

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Question 26 (a-h): Chronically Homeless individuals

Question 26 (a-h) is similar to previous data elements, but with a focus on chronically homeless individuals. Elements include:

- Number of Households w/at least one or more CH person
- Number of Chronically Homeless Persons by Household
- Age
- Gender
- Physical and Mental Health Conditions,
- Cash Income at Program Start and Annual Assessment
- Type of Cash Income Sources
- Types of Non-Cash Benefits Sources
- Exit Destination

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

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	4	4	0	0	0
Not Chronically Homeless	7	6	0	1	0
Client Doesn't Know/Client Refused	1	1	0	0	0
Data Not Collected	0	0	0	0	0
Total	**12**	**11**	**0**	**1**	**0**

Q26b. Number of Chronically Homeless Persons by Household

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	4	4	0	0	0
Not Chronically Homeless	8	6	0	2	0
Client Doesn't Know/Client Refused	1	1	0	0	0
Data Not Collected	0	0	0	0	0
Total	**13**	**11**	**0**	**2**	**0**

Q26c. Gender of Chronically Homeless Persons

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	2	2	0	0	0
Female	2	2	0	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0
Client Doesn't Known/ Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	**4**	**4**	**0**	**0**	**0**

Q26d. Age of Chronically Homeless Persons

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
0-17	0		0	0	0
18-24	0	0	0		0
25-34	2	2	0		0
35-44	1	1	0		0
45-54	0	0	0		0
55-61	1	1	0		0
62+	0	0	0		0
Client Doesn't Know/ Client Refused	0	0	0		0
Data Not Collected	0	0	0		0
Total	**4**	**4**	**0**	**0**	**0**

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Question 27: Youth

How many young parents as HoH did we serve? How many of our clients are the children of those young parents?

Question 27 (a-e) is similar to previous data elements, but with a focus on Youth (12-24yrs). Elements include: Age, Parenting Status, Gender, Living Situation, Length of Participation (number of days in program), and Exit Destination

- Count of HoH/Adults below 25 yrs and the count of children
- Shows Total clients and total households
- Total Parenting Youth includes count of any other adults that are in the household

Q27a. Age of Youth

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
12-17	0		0	0	
18-24	1	1	0		
Client Doesn't Know/ Client Refused					
Data Not Collected					
Total	**1**	**1**	**0**	**0**	

Q27b. Parenting Youth

Program Applicability: All Projects

	Total parenting youth	Total children of parenting youth	Total Persons	Total Households
Parent youth < 18	0	0	0	0
Parent youth 18 to 24	0	0	0	0

Q27c. Gender - Youth

Program Applicability: All Projects

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	1	1	0	0	0
Female	0	0	0	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0
Client Doesn't Know/ Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	**1**	**1**	**0**	**0**	**0**

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Submitting the APR

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Timeline

- **Two (2) months before due date:** begin data quality review, focused on ensuring the correct number of clients are enrolled and there are no null values. Make corrections as needed. For example, ensure that no required information, such as veteran status, is missing.
- **One (1) month before due date:** review data with relevant program managers and/or staff to verify accuracy of data compared other records. For example, ensure that veteran status data entered into ONE System is correct.
  - Run draft APR reports and upload test draft in SAGE.
- **Two (2) weeks before due date:** enter data into SAGE.
- **One (1) week before due date:** conduct internal review of data entered into SAGE to verify accuracy.

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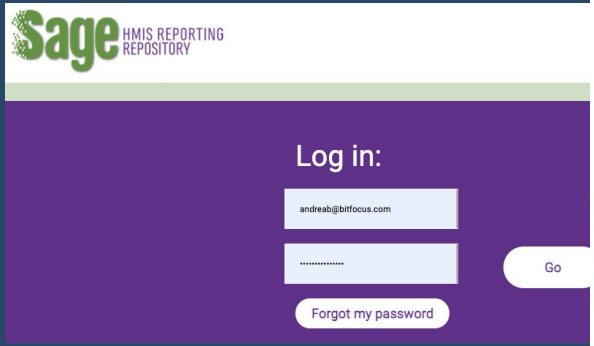
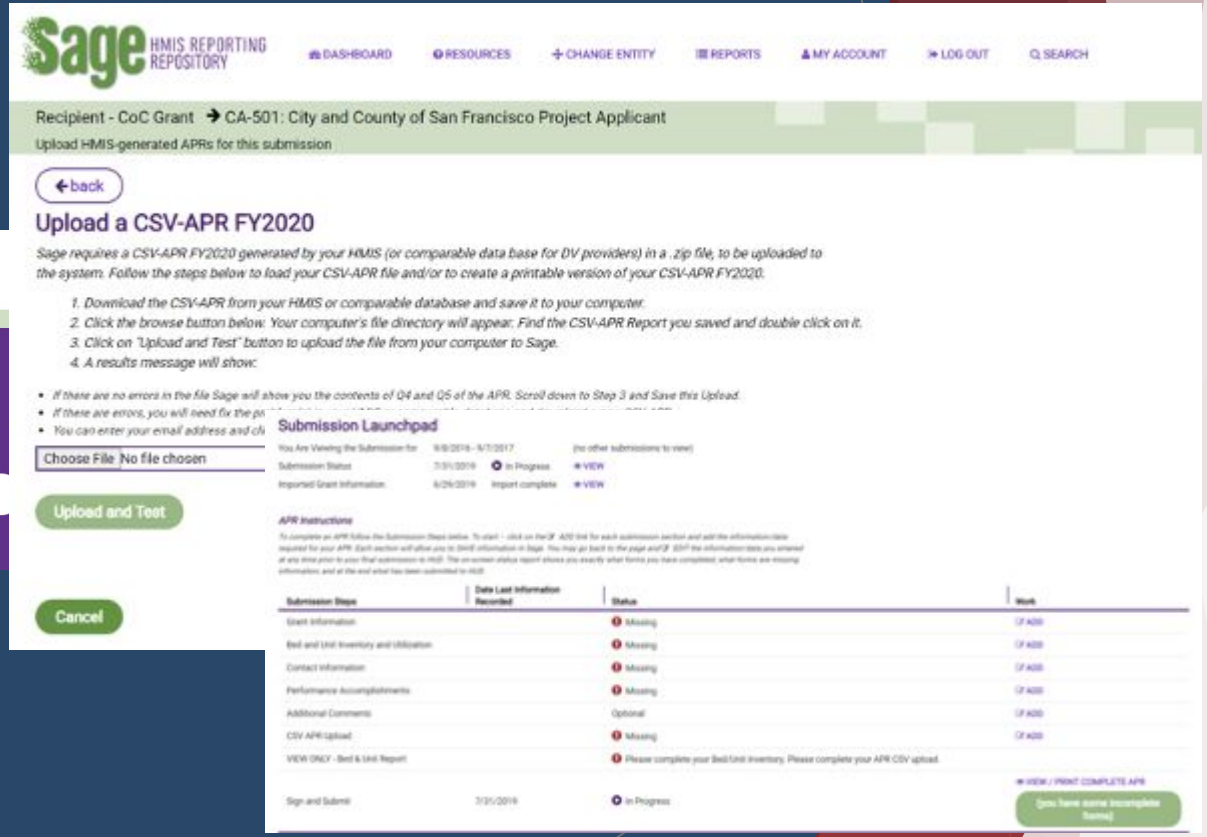
Submitting the APR

Log on to
https://www.sagehmis.info/





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Submitting the APR

Once you've successfully uploaded the APR, notify HSH.

HSH will submit the APR.

If any staffing changes occur, please notify HSH and Bitfocus.

Please connect with HSH for Sage accounts.

Access more reports on your Dashboard

Q04a: Project Identifiers in HMIS

Organization Name	Organization ID	Project Name	Project ID	HMIS Project Type	Method for Tracking ES	Affiliated with a residential project	Project IDs of affiliations	CoC Number	Geocode	Victim Service Provider	HMIS Software Name	Report Start Date	Report End Date	CSV Exception?	Uploaded via emailed hyperlin
Conard House	13	Allen Hotel	47	3										No	No

Q05a: Report Validations Table

Total Number of Persons Served	62
Number of Adults (Age 18 or Over)	62
Number of Children (Under Age 18)	0
Number of Persons with Unknown Age	0
Number of Leavers	14
Number of Adult Leavers	14
Number of Adult and Head of Household Leavers	14
Number of Stayers	48
Number of Adult Stayers	48
Number of Veterans	3
Number of Chronically Homeless Persons	62
Number of Youth Under Age 25	1
Number of Parenting Youth Under Age 25 with Children	0
Number of Adult Heads of Household	62

A successful csv upload will look similar to this

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Preparing for Next Year’s Submission

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Preparing for Next Year's Submission

Monitor program rosters and data quality throughout the year

- Review [GNRL 106] Program Roster at least once a month
  - Confirm correct number of clients and enrollment and exit dates

- Review [HUDX-227] Annual Performance Report and [HUDX-225] HMIS Data Quality Report at least quarterly
  - Ensure required information is included and correct

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Questions & Comments

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Resources

HUD: Continuum of Care APR
APR Report Programming & Specifications
Sage
ONESF Help Center

onsf-admin@bitfocus.com

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