

Running the HPRP APR Report

The HPRP APR is now available. This document provides basic details of how to run the report. Please use it in combination with the "HPRP Specs and Instructions" document found in the HPRP section of hmismn.org to understand more of the report details.

The HPRP APR is located in ServicePoint in the Reports section. Click on this tab in the green bars at the top of the screen. It is located under the Provider Reports section, about mid-way down on the list and is called "HUD HPRP-APR." Click on the name of the report (underlined and in blue) to open it up to run.

There are a few steps to setting the correct prompt information to run the report. You will skip over using the "Provider Group" option at the top and leave the unduplicated box unchecked.

1. Provider: Unlike the ART reports where you can select any set of providers to run the report, the easier way to run the reports in ServicePoint is one provider at a time. To run for one provider at a time, select the correct one in the drop down. There is an option under the provider drop down which automatically is set to "This provider ONLY," indicating that only the selected program will be included in the report.
 - a. To run a report for more than one program, you will need to understand the structure of how your HPRP programs are set-up in ServicePoint. By selecting the option to run the report for "This provider AND its children" you are running it for the provider you have selected in the drop down, and any programs located below it in the system structure. If you need to know more about your programs to run reports this way, and feel unsure, please contact Wilder staff to assist you.
2. Grant Start Date: should always be 10/1/2009.
3. Operating Year Date Range: Start Date is 10/1/2009 and end date 9/30/2010. You want to make sure you use the actual last day of the month for any reports run out of ServicePoint. Unlike how ART works, if you add on a day, you will be including too much information in your reports.
4. Legal Adult Age: This is automatically set as 18. You shouldn't change this since it is an important cutoff age in the APR and your data won't show up correctly if a different age is selected.

Once you run the report, it will pop up on the screen for you to review. Please note that only options selected in the system with (HUD) after them are included in the counts. Other options are either counted as missing, or not included at all.

Any time you see a number that is underlined and blue, you can click on it to see a list of client names and ID of who is included in that count. If you click on a client name within the box, you will see their entry/exit information only. You can print out the list if you select the "Ctrl" key and the letter "P" on your keyboard at the same time. This will bring up your printing capabilities. Although the report does provide some data checking capabilities with this option, we still recommend using the data check reports we have developed in ART.

To print the entire report, use the print option within your browser. You can also save a copy of the report. Select the "File" at the top of your browser, then "Save as" and select a location to save it. It will save the page as is for you to view later or email to others. Once saved, the blue links brings someone clicking on the blue underlined numbers to the ServicePoint log in. If they don't have a user name and password, they will not be able to log in. If they have a user name and password, but do not have access to your client records, they will not be able to see the client level information.