

HUD CoC APR Instructions

HUD released a new APR in 2011 to better match the June 1st, 2010 data standards. The new APR should be used for programs whose grants end June 1st 2011 or later (with reports due 90 days after the grant end date).

Key points about the data standards as they relate to the new APR:

- Disability and income data is required for **all** clients (including children) at program entry, at exit, and updated prior to the APR due date.
- Housing status is a new question required for **all** clients (including children) at program entry and exit
- Services are no longer required or included on the APR

Running the APR:

The report is located in the reports section of ServicePoint. Three sections need to be completed to run your APR:

1. Provider
2. Toggle selecting “This provider and its children” or” This provider only.” If you are uncertain of your program set-up in HMIS and how it relates to running the APR, please talk with others at your agency that may know or call the HMIS helpdesk for assistance.
3. Dates. Note that the end date is the actual grant end date and not one day later, as it is in ART.

Always leave the Legal Adult Age as 18. With the new APRs, even with a program that serves youth, it is important to use this age cut-off to correctly report clients in new household groupings.

Please ignore the Provider Group dropdown and Unduplicated check box as they are used by Wilder to run reports across programs only.

Data checking using the APR:

Click on numbers underlined in blue to see which clients are included in the count. If you would like to print the list, hit “Ctrl” and the letter “P” at the same time and a print box will pop-up. If you click on their names within the box you will go to their entry/exit information.

You can also run any of the data check reports in ART and the majority of the questions will show up in these reports. We do not have a complete HUD data check report in ART at this time but it may be available in the near future.

Report details

Key things to know about the new report:

- Only the ServicePoint question options with (HUD) after it are included in the counts. Depending on the question, a response without (HUD) after it may show up as missing or be excluded. In the near future for income and benefits, non-HUD benefits will be counted as “Other”
- When clients turn 18 while in the program, you will need to go back and complete all questions required of clients 18+. Backdate to the program entry date when completing these questions and complete the data based on the client’s situation at that time. The best practice is to collect all information required for clients 18+ for anyone 16-17, especially in longer-term programs.
- The majority of questions cover all clients. Make sure to read all of the text on the APR to understand who is included in each question.
- The HMIS report doesn’t include all questions in the APR. The HMIS report starts at #7 and also skips a few questions. You will need to contact HUD directly if you have questions about items not included in the HMIS section.

Last Program Entry

If clients have more than one program entry in your APR period, only data from the last one is pulled into the reports. It is still important to collect complete information each time a client enters your program.

Age

Age is now one of the most important data elements. It is used in many ways in the report to divide up sections of the report into more detail. It is very important to collect an accurate birthdate from clients. If a client refuses or one isn’t known, you will need to provide an estimate. Use January 1st of a year in these cases and select “approximate or partial date of birth” in the Date of Birth Type field. In rare cases, you can use the refused or don’t know options.

Age definition: Age is based on the most recent program entry in the report period OR the first day of the reporting period (whichever is last). If the client enters after the report period start date, it is based on their last program entry date. If they enter before the report period, it is based on the first day of the report period. It is not based only on age at program entry.

Example: your APR period is 7/1/10 to 6/30/11. A client was in your program from 2/15/2010 to 7/21/2010, returning 3/30/2011. 2011 APR: age= client’s age on 3/30/11. 2012 APR: age= the client’s age on 7/1/2011.

Leavers and Stayers

Clients are divided into two categories: leavers and stayers. This is the basis for how exit information is included in the report. Not all exits in the report period are counted in the report.

Leavers: clients who have exited the program and aren’t currently being served on the last day of the report period.

Stayers: clients in the program on the last day of the report period. If clients have left, returned, and haven't exited again, they are classified as stayers.

Household categories

There are four household types clients are grouped in throughout the report. They are based very much on a clients' age. In most questions in the report, each person is counted based on their household status at last program entry.

Without Children: singles, couples with no children, pregnant females alone

With Children and Adults: one-or-two-parent households with parents over 18 and at least one child under 18.

With Only Children: clients under 18 served on their own. Can be parents, siblings, single youth, etc.

Unknown Household Type: if the birth date is missing clients can end up in this category.

Summary of APR questions

#7: Overall counts and Data Quality

Four categories of counts are included. A new category is included: Unaccompanied children. This includes those under 18 served by themselves. It is not the same as the "with children only" household category.

Data quality counts cover the majority of questions used in the APR plus a couple in the data standards used in other types of HUD reporting. Don't know/refused and missing data is highlighted for required data elements for all clients. Don't know/refused is ok only if the client answers this way, and lower counts are best.

- Veteran status is required for clients 18+ either at entry or who turn 18 while in the program
- Zip code of last permanent residence and Housing Status are included in this section only.
- Disabling condition should be updated for all clients before running the APR. If you identify disabilities that were present at program entry but not revealed by the client, make sure to back date to the program entry date and change the answer to "yes." Click on the H to delete any answers that are incorrect.
- Disability types show up as missing in two situations: 1) neither the "Disability of long-duration" or disability sub-assessment is completed. 2) client has "yes" recorded in "Disability of long-duration" but the disability sub-assessment is empty. In this case, to correct it you would want to make sure you enter the disability type following the rules for documented and undocumented disabilities.

#8 persons served during the operating year

Household type uses the new definitions provided earlier in the document and counts each person based on their household type at last program entry.

Point-in-time counts focus on the last Wednesday of four different months. The counts start with January on the report, but you will need to think about how the months fall in your program year. The point-in-time counts may not include all clients served by your program depending on when they enter and exit your program. *Example:* for a program reporting from 7/1/10 to 6/30/11, January (2011), April (2011), July (2010), October (2010) would be included in the point-in-time counts.

#9 Households served

This is the one place on the report that is focused on counting by household rather than individual. It is based on a “master household.” The report looks at all program entries and household situations to try and unduplicate the households. If clients enter the program only once in one household configuration, their household type is pretty simple. If clients enter more than once during a reporting period and have different household situations each time, only one household type will be assigned. Example (from HUD):

- Program stay 1) Linda (missing DOB) and Tom (adult) enter a program together. Tom leaves. Annie (a child) joins Linda
- Program stay 2) later in the operating year Tom and Linda return to the program
- Program Stay 3) Later in the operating year, Tom returns to the program alone
- Total household =1, Household with Children and Adults
- If Tom and Linda were assigned to Household ID 100 at the time they entered the program, Annie is also assigned to Household ID 100 when she joins Linda
- As we move through a list of program stays in chronological order and arrive at Tom and Linda’s second program stay, we consider them to be part of Household 100 because Tom is an adult who was served previously in the operating year. The same rule applies to Tom’s third stay. In effect, all three program stays have a *MasterHousehold* of 100

12 a & 12b: Outreach programs only

If you are an outreach program you will need to use 12 a and b to record the details of your outreach activities back to HUD. This section corresponds to additional questions for outreach programs in the HUD assessment within ServicePoint.

If you are not an outreach program, you will still see these questions when you run the APR. Please ignore them. You will not have a space to report them in e-snaps.

Demographics

The APR handles a number of basic demographic questions similarly, breaking them out by household type and also between children and adults. Make sure to check and make sure the counts within categories seem correct and that any missing values are updated.

Age: based on the most recent program stay during the report period or the report period start date, whichever comes last. This section is the best place to make sure clients are showing up in the appropriate age range since it affects many other questions in the report.

20 Residence prior to entry

Only reported for adults and youth (under 18) on their own. It only refers to the residence prior to their most recent program entry.

Disabilities

Reported for all clients, including children at entry and exit. The “disability of long duration” question and the disability sub-assessment are both part of how data is counted in the disabilities section.

- Disability of long-duration: make sure all clients (no matter the program entry date) have an answer to this question. When making updates, if a client has a “no” answer, confirm this is still correct. If it is now “yes,” figure out if the disability was current as of the program entry date. If so, back date to the program entry date and re-answer the question. Once you return to live mode, click on the H next to the question to delete the “no” response.
- Disabilities sub-assessment: within the sub-assessment there is a question called “disability determination.” This must be set to “yes” for a disability type to appear on the APR. For disabilities that don’t require documentation, this should always be set to “yes.” For disabilities requiring documentation, change this to “yes” only when documentation has been obtained. Make sure to update any documentation that has been obtained at program exit and annually before the APR is due. Also enter any newly identified disabilities in the sub-assessment.
- If a client has a disability of long-duration recorded as “yes” make sure to fill out the disability sub-assessment. Pay careful attention to if disabilities require documentation. If you know a client has a disability, but you don’t have documentation it should still be recorded in the sub-assessment. In the case where no documentation is yet available, record the disability type. Disability determination should be set to “no” within the sub-assessment.

Income and non-cash benefits

Income is reported for all clients, not just for adults. However, there are sections of the report focused only on adults so make sure you are reading descriptions and column headings accurately. Total income amounts are only reported for adults, while income and non-cash benefit sources are reported for all clients.

All income related questions are important, especially for reporting on income amounts. First, the report looks at “total income.” If nothing is reported there, then the report will sum all cash income sources without end dates in the report period.

If you answered “yes” to “Income received in the last 30 days” but did not include information in the income sub-assessment, the client will be reported as missing income.

Remember to check for income and non-cash benefit changes at exit and yearly before the APR is due for all clients. Make sure the general income/non-cash benefits questions along with total income are answered for all clients no matter when they started the program. If you are updating data for the end of the report period (for clients who are still in the program) after the report period has ended, make sure that you back date to the last day of the report period when making changes to these questions. If you are making updates before the end of the report period, backdating is not necessary.