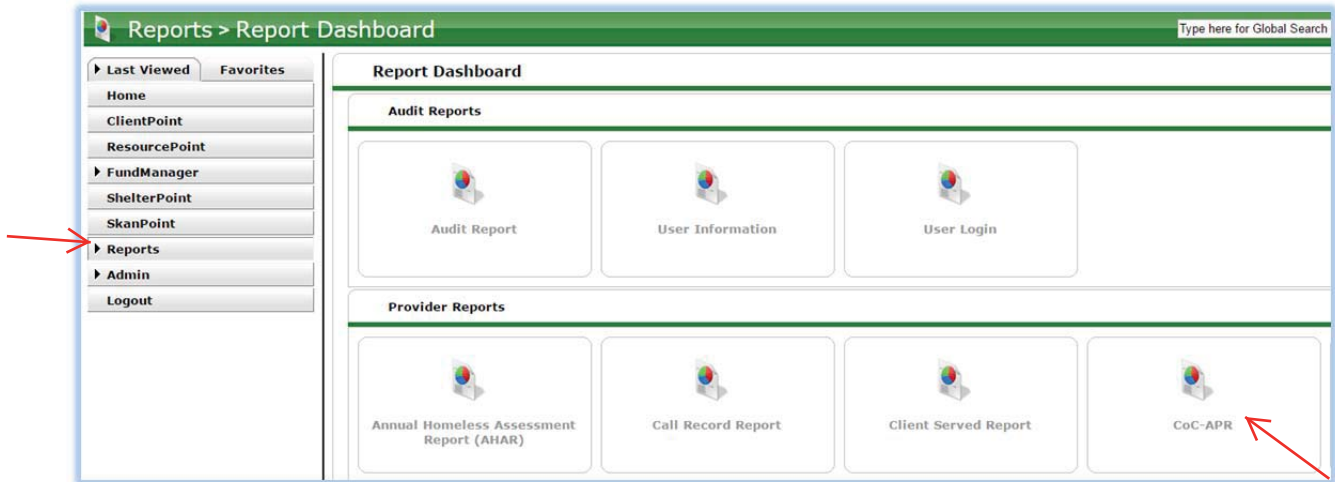
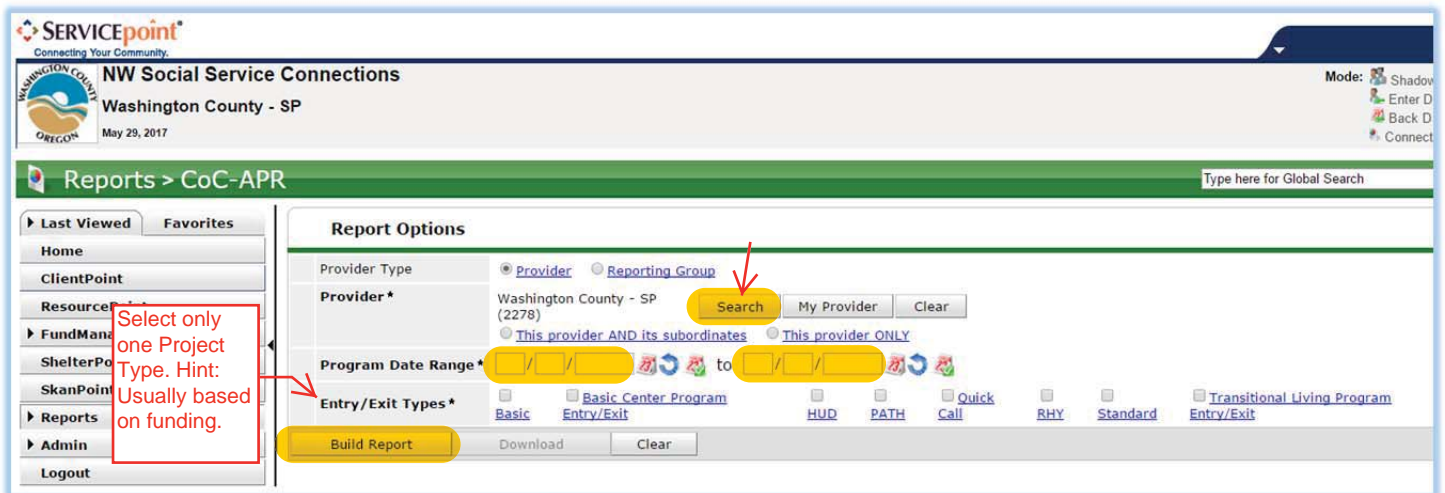


HMIS!! (New 5/2017) – ANNUAL PERFORMANCE REPORT (APR) FOR ALL PROJECTS

1. Click on **Report** and then click on **CoC-APR**



2. The Report Options field will open.



3. Enter the Provider. Click **Search** to locate your project and click the **green+** next to the Provider. If you do not automatically return to the Report Options tab, click **Exit** prompt located at the bottom.

Provider Search Results													
#	A	B	C	D	E	F	G	H	I	J	K	L	M
	Provider											Level	
+	WashCo - Anonymous Shelter (2836)											Level 3	

4. Enter **Program Date Range** information.
5. Click your specific program **Entry/Exit Type** which will be **HUD** if you receive CoC Program, ESG, HUD-VASH; **BASIC** if other funding, etc.
6. Click **Build Report**.

- The Data Quality components are called out in sections **6a to 6f** to include Client Doesn't Know/Client Refused (DKR), Information Missing, Data Issues, and % of Error Rate.

Note: Please review the entire report for data accuracy; e.g. **Section 25 Veteran Status** should list the appropriate number of veterans you have enrolled in your program; or **Section 26 Chronic Homeless Status** should only have chronic persons listed.

- To locate the HMIS ID Client that has the missing or data issues, click on the number highlighted in **BLUE** and the names of the individuals will pop-up in a separate box. This will provide you the HMIS Client ID and Name. You will need to go into the Client Record to complete the missing data and/or correct the data error.

Note: **6e-Data Quality: Timeliness** reports on the number of days between client contact and when you enter your HMIS data. It is critical to ensuring our HMIS system operates in an effective and efficient manner to meet the data entry within "5 business days" of contact with the homeless individual established in the HMIS Agency Agreement. The CoC goal is "real time" data entry or within 24 hours.

Example: You can see below this project complies with the Timeliness entry 65% of the time with 7 entries "real time", 4 entries within 3 days, and 6 entries 11+ days.

Section 6: Data Quality

6a - Data Quality: Personally Identifiable Information				
Data Element	Client Doesn't Know/Client Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	0	0%
SSN (3.2)	2	0	2	24%
Date of Birth (3.3)	0	0	0	0%
Race (3.4)	0	0		0%
Ethnicity (3.5)	0	0		0%
Gender (3.6)	0	0		0%
Overall Score				24%

6b - Data Quality: Universal Data Elements		
Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	0	0%
Project Entry Date (3.10)	0	0%
Relationship to Head of Household (3.15)	0	0%
Client Location (3.16)	0	0%
Disabling Condition (3.8)	0	0%

6c - Data Quality: Income and Housing Data Quality		
Data Element	Error Count	% of Error Rate
Destination (3.12)	0	0%
Income and Sources (4.2) at Entry	0	0%
Income and Sources (4.2) at Annual Assessment	1	100%
Income and Sources (4.2) at Exit	1	20%

6d - Data Quality Chronic Homelessness							
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 (3.917.3) DK/R/missing	Number of times (3.917.4) DK/R/missing	Number of months (3.917.5) DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach	0			0	0	0	0%
TH	11	0	0	0	0	0	0%
PH(all)	0	0	0	0	0	0	0%
Total	11						0%

6e - Data Quality: Timeliness		
Time For Record Entry	Number of Project Entry Records	Number of Project Exit Records
0 days	7	1
1 - 3 days	4	1
4 - 6 days	0	0
7 - 10 days	0	0
11+ days	6	5

Once you have identified the data errors using this report and make the necessary changes, you must wait for HMIS to refresh overnight before running the report again.

- If you have questions regarding this training document, the policy requirements for timeliness, or other issues, contact Annette Evans at 503-846-4760 Annette_Evans@co.washington.or.us.
- If after attempting to correct your data you still need HMIS technical support, contact Jaycanna McVey at 503-846-4757 Jaycanna_McVey@co.washington.or.us.