Frequently Asked Questions for the HUD Annual Progress Report (APR)

How do I run the APR?
The HUD APR button lives under the Fiscal/Program section, or it can be found by going to the Report Menu section. When you go the HUD APR page just enter the date range covering your reporting year and hit the "Continue" button. The HUD APR can only be run by programs that are set to submit the HUD APR so if you get an error message please contact your HMIS representative to configure your program to submit the APR.

What is the "HUD Required Info Audit Report"?
This is a report that looks to see if any data is missing for your clients. If something is missing the words "Missing Info" will show up in red text where you normally would see a check boxes. When you see "N/A" that means the data does not need to be collected until after the client has been discharged from your program. The checkboxes tell you that something has been entered for that client in that field. Note that it doesn't tell you whether what was entered for that client is accurate or not. There is a saved Demographics Report called "APR Audit Report Fields" that you can run which will show you the answers recorded for each of your clients. Checking this saved Demographics Report and the HUD Required Info Audit Report on a regular basis for completeness and accuracy will allow you to be better prepared when it comes time to run the actual HUD APR Report.

What does the "Show Individual Details" option do?
When you check the box that says "Show Individual Details" and then hit "Continue" the system will run your APR and include individual details at the bottom of the report. The individual details will show you what answers were recorded for each of your clients using the letter codes that correspond to the choices inside the report. You can use this to check data quality and look for missing answers. Please note that when you are ready to turn in the report you should not include the individual details. Also, the additional questions 16 through 20 will not show up if you have checked off the box to show Individual Details.

How do I change my Programs Projected Level of Service?
On the HUD APR page where you enter in the date range there is a hyperlink that says "Click here to update your Program's Projected Level of Service". The link is found right above the Audit Report button. When you click that link it will ask you to select your program and enter the projected number of singles, families and children that you intend to serve.

How do I record someone as being "Chronically Homeless"?
The HMIS system will figure out automatically whether any of your clients are Chronically Homeless based on the answers you put at intake for "Individual/Family Type," "Episodes of Homelessness," "Homeless Duration," and "Disabling Condition." Someone is considered Chronically Homeless only if they are an individual male or female with a disabling condition who has either been continuously homeless for a year

or more OR has had at least four (4) episodes of homelessness in the past three (3) years. By this definition families with children are not considered chronically homeless, although this will be changing in the coming year due to new legislation that was passed in June 2009. To find out which clients the system considers Chronically Homeless you can run a Demographics Report and select the saved format "Chronically Homeless".

How do I answer Question 15 "Supportive Services"?
Question 15 of the APR is pulled using the Supportive Services Checklist, commonly known as "Contact Logs," for each client. To record the services that a client has received you will need to go to the Contact Logs section found inside the Services Menu. When you check off items on the Supportive Services Checklist they will get counted on the APR. If you need to record services for someone who has already been discharged you will need to check the box marked "Roster Archives" on the Services Menu page before you click on "Contact Logs". You should record the services that you've given to a client at least one time before you discharge them. You can enter a separate Contact Log each time you give services to a client, or you can choose to enter a "lump sum" of all the services you've given to a client. You may need a backdating permit if you need to record services that are older than 10 days old, and you may need to change your Business Rules if the system will not let you backdate far enough. Call or email your HMIS Representative if you need assistance making these changes.

How does the Supportive Services Checklist map to Question 15?
Most of the choices on the Question 15 correspond to a Service on the Supportive Services Checklist (Contact Logs) with the same name. One exception is "Life Skills" which can be recorded under Personal Enrichment or Consumer Assistance. Please review the document "Service Types and the APR" on our website for a detailed list of what Services correspond to what answers on the APR.

Where do I record my answer when it says "Other (Please Specify)"?
At this time there is no where in HMIS that you can record an answer to these questions. In the next revision of the APR document it will not ask you to record Other. For now you can ask your HUD Field Rep if they need to know this information for your program of if you can leave it blank. If they need to know the information you will have to type in your answers manually or use the Additional APR Information form and record the information under your Program Progress (see Program Goals question below).

What happens if one family member moves out before the rest?
The Household/Child Info section of the Face Sheet (which you can access from the Profile Menu) will allow you to enter a Move Out date for any household members. As soon as you enter a Move Out date for one of the adults in a household all of the discharge questions will pop up for that household member so that you can record exactly when that family member left and where they went.

How do I enter in the Program Goals and Fiscal Information?
To enter the Program Goals and Fiscal Information (Questions 16 through 20) you will need to go to the Fiscal/Program menu and click on "Additional APR Information". On the next page select your program and enter the operating year that you want to enter information for and click Continue. You can then enter in the answers to questions 16 through 20 and hit Continue to save the information. The information you enter can be edited at any time as long as you enter the same start and end date for the reporting year. The information that you type in will appear on the HUD APR Report as long as you do

not choose to show Individual Details.

How do I enter the Cover Sheet and the Problem Sheet?
The Cover Sheet (page 6 of the APR document) and the Problem Sheet/Technical Assistance Needs (page 20) can not be entered into the HMIS system at time. You will

need to use the actual Word document for these sections. There is a link to the Official Word Document on the HUD APR page inside of HMIS.

How do I turn in the completed HUD APR?
The APR will need to be printed out from HMIS and mailed in to your HUD office. Questions 1 through 20 should be completed using HMIS and printed out from the HMIS section. The Cover Sheet and Problem Sheet will need to be printed from the official Word Document and included along with the pages that you print from HMIS.