

APR/CAPER REVIEW TOOL

1. Please use the **“APR/CAPER Review”** tool for identifying errors on the **APR** and/or **CAPER**
2. To use the **“APR/CAPER Review”** tool located on the **“Reports”** workspace:
 - a. Run the **“APR/CAPER”** report using the **“APR/CAPER Export Quick Reference Guide”**
 - b. Verify that your **APR** or **CAPER** has three separate files displayed by selecting the **“Files on Server”** option. The three required files are:
 - i. **HMIS APR CAPER 2022 Validation**
 - ii. **HMIS CAPER 2022 Export**
 - iii. **HMIS APR CAPER 2022 Pre-Load**

The screenshot shows the ClientTrack Reports interface. The left sidebar is highlighted with a red box, showing the 'Reports' menu with 'Files on Server' selected. The main content area displays a table of files available for download. The table has four columns: File Name, Creator, Created, and Expires. Three files are listed, each with a download icon and a delete icon (X). The files are:

File Name	Creator	Created	Expires
HMIS APR_CAPER 2022 Validation_20211105153452_TaskID_122360.exe	Lori Wood	11/5/2021 3:34:53 PM	12/5/2021 3:34:53 PM
HMIS CAPER 2022 Export_20211105153441_TaskID_122359.exe	Lori Wood	11/5/2021 3:34:43 PM	12/5/2021 3:34:43 PM
HMIS APR_CAPER 2022 Pre-Load_20211105152428_TaskID_122358.exe	Lori Wood	11/5/2021 3:24:29 PM	12/5/2021 3:24:29 PM

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- Once the three files are displayed on your screen, select **"HMIS Exports"** located in the menu on the left side of the screen.
- Next, select **"APR/CAPER Review"** (located below the **"HMIS Exports"** tab)

The screenshot shows the ClientTrack Reports interface. On the left sidebar, under the 'HMIS Exports' section, the 'APR / CAPER Review' option is highlighted with a red box. The main content area displays a table of files available for download:

File Name	Creator	Created	Expires
HMIS APR_CAPER 2022 Validation_20211105153452_TaskID_122360.exe	Lori Wood	11/5/2021 3:34:53 PM	12/5/2021 3:34:53 PM
HMIS CAPER 2022 Export_20211105153441_TaskID_122359.exe	Lori Wood	11/5/2021 3:34:43 PM	12/5/2021 3:34:43 PM
HMIS APR_CAPER 2022 Pre-Load_20211105152428_TaskID_122358.exe	Lori Wood	11/5/2021 3:24:29 PM	12/5/2021 3:24:29 PM

- Next, click on the little **"blue play button"** to the left of the file as indicated in the below screenshot. Next, click **"View 2022 Report"**

The screenshot shows the ClientTrack Reports interface displaying the 'APR / CAPER - Runs' report. A red arrow points to the 'View 2022 Report' button in the table below:

Run #	Standard Version	Export Asynchronous Task ID	Report Run Date	Begin Date	End Date	Drill Down	Report Requested By	Files
17	2022	122359	11/05/2021 10:24AM	11/05/2020	11/05/2021	Available for the user the report was requested by	Lori Wood	Pre-Load: HMIS APR_CAPER 2022 Pre-Load_20211105152428_TaskID_122358.exe Export: HMIS CAPER 2022 Export_20211105153441_TaskID_122359.exe Detail: HMIS APR_CAPER 2022 Validation_20211105153452_TaskID_122360

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- A PDF of the APR/CAPER will display on the screen. Scroll down to view each of the “Q#’s” (questions) in the report.
- Identify all data points with error rates greater than 5% in the “Percent of Error Rate” column

The screenshot displays the APR/CAPER Review Tool interface. On the left is a navigation menu with categories like Reports, HMIS Exports, and HMIS Reports. The main window shows a summary table of metrics, followed by two data quality tables: Q6a - Data Quality: Personally Identifiable Information and Q6b - Data Quality: Universal Data Elements. The 'Percent of Error Rate' column in the Q6a table is highlighted with a red box.

Metric	Value
Total Number of Persons Served	14
Number of adults (age 18 or over)	10
Number of children (under age 18)	3
Number of persons with Unknown Age	1
Number of leavers	0
Number of adult leavers	0
Number of adult and head of household leavers	0
Total Number of Stayers	14
Number of Adult Stayers	10
Number of Veterans	5
Number of Chronically Homeless Persons	2
Number of youth under age 25	1
Number of parenting youth under age 25 with children	0
Number of Adult Heads of Household	9
Number of child and unknown-age heads of household	2
Heads of households and adult stayers in the project 365 days or more	12

Data Element	Client Doesn't Know Refused	Information Missing	Data Issues	Total	Percent of Error Rate
Name (3.01)	0	0	0	0	0.00%
Social Security Number (3.02)	3	0	0	3	21.43%
Date of Birth (3.03)	1	0	0	1	7.14%
Race (3.04)	0	0		0	0.00%
Ethnicity (3.05)	0	0		0	0.00%
Gender (3.06)	0	0		0	0.00%
Overall Score				3	21.43%

Data Element	Error Count	Percent of Error Rate
Veteran Status (3.7)	2	14.29%
Project Entry Date (3.10)	0	0.00%
Relationship to Head of Household (3.15)	1	7.14%
Client Location (3.16)	3	27.27%

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8. To drill down to client level data, click on the “Q#” you need to review. For example, to review the **Universal Data Elements** errors for:
 - a. **Veteran Status 14.29%**
 - b. **Relationship to Head of Household \$7.14%**
 - c. **Client Location 27.27%**
 - d. **Disabling Condition 35.71%**
9. Click “**Q6b – Data Quality: Universal Data Elements**” on the PDF

The screenshot shows the APR/CAPER Review Tool interface. On the left, a sidebar lists various reports, with 'Q6b - Data Quality: Universal Data Elements' highlighted. A red arrow points to this section. The main window displays the report content, including an overall score of 21.43% and several data quality tables.

Q6b - Data Quality: Universal Data Elements

Data Element	Error Count	Percent of Error Rate
Veteran Status (3.7)	2	14.29%
Project Entry Date (3.10)	0	0.00%
Relationship to Head of Household (3.15)	1	7.14%
Client Location (3.16)	3	27.27%
Disabling Condition (3.8)	5	35.71%

Q6c - Data Quality: Income and Housing Data Quality

Data Element	Error Count	Percent of Error Rate
Destination (3.12)	0	0.00%
Income and Sources (4.2) at Start	5	41.67%
Income and Sources (4.2) at Annual Assessment	12	100.00%
Income and Sources (4.2) at Exit	0	0.00%

Q6d - Data Quality: Chronic Homelessness

A. Entering into project type	B. Count of total records	C. Missing time in institution 3,917.2	D. Missing time in housing 3,917.2	E. Approximate Date started 3,913 DK R missing	F. Number of times 3,917.4 DK R missing	G. Number of months 3,917.5 DK R missing	H. % 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)	11	1	4	0	1	0	54.55%
Total	11						54.55%

Q6e - Data Quality: Timeliness

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

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

Data Element	# of Records	# of Inactive Records	% of Inactive Records

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10. An additional PDF will appear on the screen

11. To drill down to the “Client Level” data for each of the data elements, click on the small square located to the left of each data element.

ClientTrack[®]

CAPER Q8b Detail Information

Report Criteria:

- Report: CAPER
- Date Range: 11/05/2020 - 11/05/2021
- Organization(s): My Fake Organization
- Project(s): ESG RRH My Fake (R10)
- Include Details: Yes

Data Element	Number of Clients
<input type="checkbox"/> Client Location (3.16)	4
<input type="checkbox"/> Disabling Condition (3.8)	5
<input type="checkbox"/> Relationship to Head of Household (3.15)	1
<input type="checkbox"/> Veteran Status (3.7)	2
Total	12

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Cancel

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12. You can now click on the “Client ID#” which will take you directly to the Client’s Dashboard.

The screenshot shows the ClientTrack Report Viewer interface. The left sidebar contains navigation options like 'Data Explorer', 'Files on Server', and 'By Name Lists'. The main content area displays 'CAPER Q8b Detail Information' with report criteria and a table of client data. The table has columns for Client ID, Name, EnrollDate, ExitDate, Project, and Data Issue Reason. The Client ID '454' is highlighted with a red box. Below the table, there are sections for 'Disabling Condition (3.8)', 'Relationship to Head of Household (3.15)', and 'Veteran Status (3.7)'. The footer shows 'Page 1 of 1' and the user 'Lori Wood'.

Client ID	Name	EnrollDate	ExitDate	Project	Data Issue Reason
454	aaa. aaa				Head of Household without Location
3310	Manning, Archie				Head of Household without Location
2788	Mooy, Kay				Head of Household without Location
820	ssvf, ssvf				Head of Household without Location

13. (To minimize the PDFs on your screen, select the “minimize” option on the PDF. The PDF will move to the “Hidden” option located in the upper right-hand corner of your screen.)

- To reopen the “Hidden” PDFs, click “Hidden” and select the reports from the pop-up window

The screenshot shows the ClientTrack interface with the 'Hidden (2)' button highlighted in a red box in the top right corner. Below it, a pop-up window displays two minimized PDFs: 'Report Viewer' and 'APR 2022 - Formatted Output'. The background shows the 'Reports' sidebar and the top navigation bar with the user 'Lori Wood (Training)'.

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14. Next, make the necessary corrections/updates to the client's record.
15. Repeat the above steps for all data points with error rates greater than 5%.
- 16. *The final step is to run a new APR or CAPER to ensure the errors rates are reduced following the corrections/updates made to the client records.***

Please email the HMISHelpDesk@ihcda.in.gov or the DVHelpDesk@ihcda.in.gov if you have additional questions.