How to Run/Export the Consolidated Annual Performance & Evaluation Report (CAPER) or Annual Performance Report (APR) in HMIS/DV ClientTrack

## Running the Export

1. Login under **"2020 HMIS User"** and click on the file icon on the left-hand side menu as shown below to access the **"Reports"**.



2. Once in the "Reports" screen, **click HMIS Exports** from the white left-hand side menu as shown below. Make sure the white left-side menu is expanded by clicking on the back arrow at the top. A drop-down menu will appear. Select **"CSV APR – FY24 v1.0"** or **"CSV CAPER – FY24 v1.0"** as shown below.



# Setting Export Parameters

1. Set up the export parameters by entering the date range with a predefined option in the drop-down list or enter the date range in the **"Begin Date"** field. Your organization will auto populate.

CSV CAPER - HMIS 2024 Standard - FY2024 v1.0

o use previously saved report settings, select the desired se aport. The saved settings will appear in the list the next time	ettings description. To you access this scre	o save the current report settings, een.	, select Save Settings, type a descript
Save	ed Report Settings:	SELECT 🗸	
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ndicate the time period for his report. Only records that fall v	vithin the date range	you select will be included.	
	Date Range List:	Since This Date, Last Year 🗸	
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Irganization			
idicate which organizations should be included in the repor reated by the Organizations selected here will be included ir	t by selecting each o n the export.	rganization separately, or click the	≥ <b>∜</b> icon to select all. <i>Note: The list o</i>
	Organization: *	A Better Way A Mother's Hope	*
		Advantage Housing Inc	

- 2. Leave the **"Filter by Grant(s)"** field blank as this does not work properly and will cause issues when running the report.
- 3. Select the "**Project Type**" and "**Project (Name)**" for the export. Also select "Generate Validation File" by clicking on the checkbox. A check mark should appear when this option is selected successfully.

CSV CAPER - HMIS 2024 Standard - FY2024 v1.0

Grant Prog	gram: SELECT V
Grant Compo	onent: SELECT 👻
Grant(s)	
This list displays grants that belong to the organizations you selected abov narrow down the list of projects for your export.	ve. Indicate which grants should be included in the report by selecting each grant se
Gra	ant(s): Filter by Grant(s)
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The list displays projects that belong to the organizations you selected abo Unchecking the HMIS Projects Only checkbox will allow the APR to be run o collected.	ove. Indicate which projects should be included in the report by selecting each proje on any project in the system. If running an APR for a non-HMIS project, please be av
Project	Type: Filter by Project Type
HMIS Projects	s Only: 🕑
D	

4. Click on **"Run Export"** in the bottom right-hand corner to begin the data export for your program.

## Accessing Export Files & Report Preparation

5. An **"Export Encryption"** window will appear where you set the **"Password"** to protect the files. Enter a password and click **"Done"** to continue with the export.

Export Encry	ption	×	
If you encrypt encryption th enforced here	the export, the generat at can only be decrypted b, but the password you p	ed exports will be zipped and encrypted using 256 bit AES d using the password you provide. Strong passwords are not provide must be at least 8 characters long.	
If you choose information ir this informati	to not to encrypt your e: 1 plain text. All appropria 0n.	xport, the file exported may contain person identifying te cautions should be exercised to ensure the protection of	
Indicate if the what each of in double-quo	exported file(s) should i the values in the CSV file ites.	nclude a header line at the beginning of the file that indicates a represent and if values in the CSV should <i>always</i> be enclosed	
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			1
		Done	

6. A pop-up will appear **"Your export has been queued and will be processed at the next** available time." Click **"OK"** 

0	Clienttrack.eccovia.com says Your export has been queued and will be processed at the next available time.	
Standard	Export Encryption	
grant selected.	If you encrypt the export, the generated exports will be zipped and encrypted using 256 bit AES encryption that can only be decrypted using the password you provide. Strong passwords are not enforced here, but the password you provide must be at least 8 characters long. If you choose to not to encrypt your export, the file exported may contain person identifying information in plain text. All appropriate cautions should be exercised to ensure the protection of this information. Indicate if the exported file(s) should include a header line at the beginning of the file that indicates what each of the values in the CSV file represent and if values in the CSV should <i>always</i> be enclosed	
	Encrypt Export:	
	Password:*	
	Confirm Password:*	

7. **NOTE:** It takes approximately 20 – 30 minutes for the report to load. To check the status of your report, click **"Files on Server"** as shown in the image below

X	Q Search	< Reports	¢ 🛱
	<ul><li>✤ Data Explorer</li><li>⅔ Files on Server</li></ul>	Files on Server	
<b>₽</b>	<ul> <li>By Name Lists</li> <li>HMIS Exports</li> <li>HMIS Reports</li> <li>Administrative Reports</li> </ul>	Displayed below is a list of the files available for you to download. Files with an expiration of will be automatically removed on the date specified. Click a file to download it. To remove the file, click the delete link. Once deleted, the file will no longer be available for download by a user and will not be available for processing if used in an import. View the status of export or import tasks.	Jate :he iny
		Created Expires HMIS APR_CAPER 2023 Validation_20230127155054_TaskID_156381.exe 1/27/2023 3:50 PM 1/27/2024 3:50 PM	
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8. The report is ready once three separate files are displayed as indicated in the screenshot below. The following files will appear on the **"Files on Server"** screen once your report is ready.

## a. For CAPERs:

- HMIS APR CAPER 2024 Validation file
- HMIS CAPER 2024 Export file
- HMIS APR CAPER 2024 Pre-Load file

### b. For APRs:

- HMIS APR CAPER 2024 Validation file
- HMIS APR 2024 Export file

### • HMIS APR CAPER 2024 Pre-

#### Load file

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<b>2</b>	⋛ Files on Server	Files on Server
B	> 🗅 By Name Lists	Displayed below is a list of the files available for you to download. Files with an expirat
☆	> 🗀 HMIS Exports	the file will no longer be available for download by any user and will not be available fo
	> 🗀 HMIS Reports	View the status of export or import tasks.
	> 🗅 Administrative Reports	
	> 🗅 Client Reports	HMIS APR_CAPER 2024 Validation_20231208164808_TaskID_164306.zip
	> 🗅 Enrollment Reports	
	> 🗅 Referral Reports	HMIS CAPER 2024 Export_20231208164701_TaskID_164305.zip
	> 🗀 Service Reports	
	> 🗀 Other Reports	HMIS AFK_CAPER 2024 Pre-Load 2_20251208163552_1askID_164304.zip
		HMIS APR_CAPER 2024 Pre-Load_20231208162552_TaskID_164303.zip

9. Next, click anywhere on **"HMIS APR 2024 Export"** file if running an **APR** as shown in the image below.



CAPER: You will download, compress, and upload the "HMIS CAPER 2024 Export" file to SAGE. APR: You will download, compress, and upload the "HMIS APR 2024 Export" file to SAGE. IMPORTANT NOTE: SAGE WILL NOT ACCEPT THE "VALIDATION OR PRE-LOAD" FILE. YOU MUST DOWNLOAD, ZIP (COMPRESS), THEN UPLOAD THE "**EXPORT FILE"** IN SAGE.

10. After clicking on **"HMIS APR 2024 Export"** file, your screen will display the window shown below. The downloaded file is now visible in the lower left corner of the screen. Right click on the file and select **"Open or Open when done**" as shown below.

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File	es on Server						
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	HMIS APR_CAPER 2023 Validation_202308	This window will automatically close in 2 seconds. Cancel	Daniella Jorda	n Gonzales	8/9/2023 3:40 PM	8/9/2024 3:40	PM



### 11. You may receive the message below. Please click on "More info"

12. Next, click the "Run anyway" option as seen below.

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iles on Serve	Microsoft Defender SmartScreen prevented an unrecognized app from starting. Running this app might out your PC at risk.
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HMIS APR_C Validation_2	
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HMIS APR_C Load_20221	Run anyway Don't run

13. Enter the password you created during **Step 4** of this guide, click the check box **"I assume responsibility for the security of the extracted file(s)"**, then select **"Extract"** 

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8	Enter the password to extract the file(s)		
<b>₽</b>	These files have been encrypted to protect personally identifying information. Once the file(s) have been extracted and decrypted, they may contain personally identifying information in plain text. All appropriate cautions should be exercised to ensure the continued protection of this information. Data Systems International (DSI) is not responsible for the protection, use, or misuse of the information contained within the file(s). By checking the following box, you acknowledge that you will assume the full responsibility of ensuring the security of the file(s) and any data contained within, including the responsibility of properly deleting this data once it is no longer needed. Users of this extraction tool should consult their employer's policies, procedures, and applicable local, state, and federal laws governing the protection of personally identifying information for additional guidance.		File th
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14. The files will download to your computer as seen below.

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15. Click on the first **"Q"** file and hold down the shift key while using your "arrow down" key to highlight all the **"Q"** labeled report files. Next, right click and select the **"Send to" "Compressed** (zipped) folder."

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16. The **"zipped"** folder will appear on your screen. Enter the name of your report for the **"zipped"** folder.

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17. Next, delete the individual **"Q"** files still showing in the **"download"** files on your computer. You only need to keep the **"zipped"** folder for upload to SAGE.

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Please email your respective helpdesk at <u>hmishelpdesk@ihcda.in.gov</u> or <u>dvhelpdesk@ihcda.in.gov</u> for further assistance.