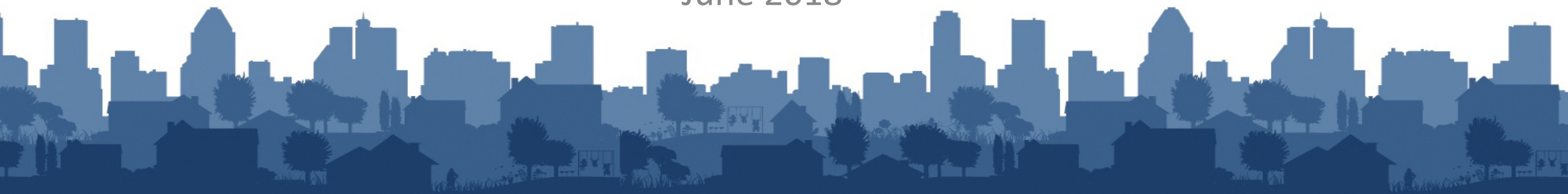




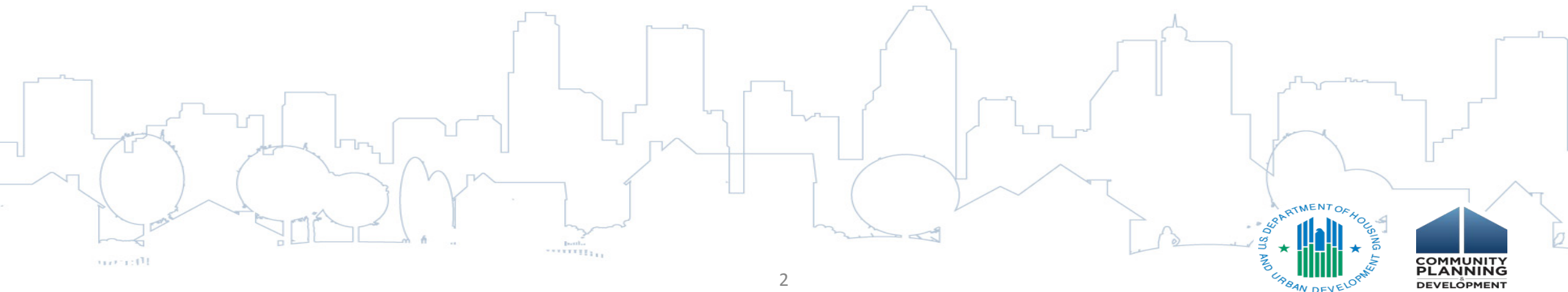
Introduction to the CoC Annual Performance Report (APR) & ESG Consolidated Annual Performance and Evaluation Report (CAPER)

June 2018



Purpose of Today's Presentation

- Describe the rationale behind the client data sections of the APR & CAPER
- Understand how to use Sage to submit client-level data to complete the APR & CAPER
- Highlight additional resources available to help recipients with their APR & CAPER submissions



Audience

- This training is for:
 - CoC Staff and Collaborative Applicants
 - CoC Program Recipients
 - ESG Program Recipients and Subrecipients
- This training may also be of benefit to:
 - HMIS Leads/System Admins
 - HMIS Vendors

This training is a prerequisite to the “Using APR and CAPER Data and Strategies to Improve Data Quality on your APR/CAPER” training course

Overview

- APR & CAPER description
- Detailed data collection expectations
- How to submit/correct/update/report
- Additional resources and trainings



What are the APR & CAPER?

- The APR & CAPER are due annually to the U.S. Department of Housing and Urban Development (HUD) within 90 days at the end of a recipient's operating year
- The purpose of both the APR & CAPER is to report to HUD on the yearly performance of the projects funded by the CoC & ESG Programs
- These reports are also useful for:
 - CoC and ESG recipients to measure project performance; and
 - Continuums and Collaborative Applicants to measure project performance and identify the impact of projects on overall system performance

What are the APR & CAPER?

- The format of these reports is a Comma Separated Value (CSV)-formatted and zipped file
- The CSV file is exported from your local Homeless Management Information System (HMIS) or comparable database
- Once exported from HMIS or your comparable database, the CSV file is uploaded to Sage, HUD's HMIS Repository
- It is important to note that for the ESG CAPER, only HMIS data, not the entire CAPER, is submitted through Sage. There are additional ESG CAPER submission requirements in the eCon Planning Suite (in IDIS) that are not covered in this webinar.
- The ESG CAPER Sage submission replaces screen CR-65 in the eCon Planning Suite

Data Collection Expectations

- The following slides will walk through the sections of the APR & CAPER that are populated into a CSV file by HMIS for upload into the Sage HMIS Repository.
- There are additional sections of information required for APR & CAPER submissions to be complete
- Please follow all instructions provided in the program guidebooks for CoC & ESG Program recipients to ensure successful reporting.



Key Terms

Chronically homeless individual – a person who is homeless, is disabled, and has been homeless for at least one year or has had at least four separate occasions of homelessness within the last three years where the occasions add up to 12 months or more.

Leaver – a person who exits the program and is not active on the last day of the operating year

Stayer – a person who is still enrolled in the program on the last day of the operating year

Key Terms

Adult – a person age 18 or older

Child – a person under the age of 18

Youth – a person between the ages of 12 and 24 who is NOT in a household with anyone older than 24

Household without children – a household composed of only adults

Household with children and adults – a household composed of at least one adult and one child

Household with only children – a household composed of only children

Unknown household type – a household that cannot be classified in cases when one or more persons are missing dates of birth. However, when the households already have at least one known adult and one known child, the household type will be categorized as a Household with Children and Adults.

HMIS Information, Report Validations and Data Quality

Required For:
APR & CAPER

Purpose:

Project descriptor information (Q4), summary counts of people for validation rules (Q5), and data quality of submitted data (Q6)

What to know:

- Project types are very important – ensure you are collecting the right information for your project type!
- Data quality is very important – ensure you are collecting accurate and timely data!

Persons Served, Households Served, Contacts and Engagements

Required For: APR & CAPER
(except Q7b – APR only)

Purpose:

Comparison data to Q5 (report validations), whole year v. point in time count comparison data and contact/rate of engagement data for SSO, SO and ES projects

What to know:

- Persons and Households served whole year (Q7a, Q8a) vs PIT count (Q7b, Q8b) helps with data quality analysis (do the numbers make sense? How does it compare to “availability” in the program?)
- “Rate of Engagement” in Q9 helps examine how the project works to engage contacted clients – higher rates of engagement mean potentially better outcomes for clients in the project

Gender, Age, Ethnicity & Race

Required For: APR & CAPER
(except Q10d – CAPER only)

Purpose:

Demographics (Gender, Age, Ethnicity and Race) of clients served

What to know:

- Unknown Household type and unknown demographics both contribute to the “unknown” category – meaning if only one of those is missing the information about the other can’t be shared either. Data quality in basic demographics is of utmost importance.
- Totals must match Q5

Physical and Mental Health Conditions, and Domestic Violence

Required For: APR & CAPER
(except 13a2,b2,c2 – APR Only)

Purpose:

Physical and Mental Health conditions & Domestic Violence information of clients served

What to know:

- Only definitive “Yes” in HMIS for Data Elements 4.5-4.10 counts in *count of persons with conditions*
- If “Disabling Condition” is “Yes” but Data Elements 4.5-4.10 are “No” or Unknown, they will not appear in the count of *persons with conditions*, but they will appear in the *count of conditions* under “Condition Unknown”

Living Situation

Required For:
APR & CAPER

Purpose:

Living Situation of client at project start

What to know:

- Response options correspond directly to Data Element 3.917 Living Situation
- Totals must match Q5

Cash Income

Required For:
APR

Purpose:

Income information such as sources, amounts, and change over time (increases or decreases) for all adults served

What to know:

- Annual assessments in HMIS are an important data collection tool for assessing changes over time for stayers
- Ensures accurate data collection at start and exit regarding income

Non-Cash Income and Health Insurance

Required For:
APR & CAPER (Q20b – APR Only)

Purpose:

Non cash benefits and Health Insurance information for adults served

What to know:

- A “stayer” who hasn’t yet been in the program for a full year will be counted as “Data Not Collected” in Q20b – this is okay

Length of Participation

Required For: APR & CAPER
APR: Q22a1, Q22b, Q22c;
CAPER: Q22a2, Q22c, Q22d

Purpose:

Lengths of participation, averages, medians, time between start and move-in for all clients served

What to know:

- Questions use the **latest project stay** only
- Total accounts for all the days a person was in the project during the latest project stay – even if some of those days occurred prior to the reporting period
- Q22c was updated recently to include all PH projects, not just RRH
- Total people must match Q5

Exit Destination & Prevention Housing Assessment at Exit

Required For:
APR: Q23a & Q23b
CAPER: Q23a & Q23b (RRH only)
Q23c (All but RRH), Q24 (HP only)

Purpose:

Exit information (Q23): destination at exit for all project types, reported out by length of time in project, and assessments at exit for homelessness prevention ESG clients (Q24)

What to know:

- Housing outcomes (destination types) are the same used for System Performance Measures

Youth, Chronic Homelessness, and Veteran Questions

Required For: APR
CAPER requires Q25a & Q26b Only

Purpose:

Veteran, Chronic Homeless, and Youth sub population reporting

What to know:

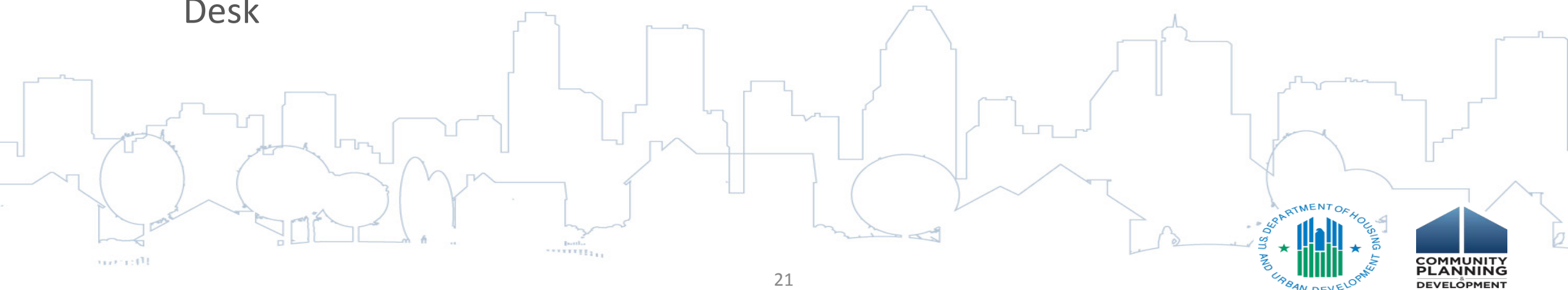
- Veteran status is defined by “Yes” to Data Element 3.7 *and* 18 or older at project start or report start
- Chronic Homeless status is defined by the rules in the Glossary
- Youth is defined as any person greater than or equal to age 12 and less than or equal to age 24 **where all HH members** are less than or equal to age 24

How to Submit/Correct/Update

- APRs and ESG CAPERs are submitted as Comma Separated Value (CSV) files in the **Sage** HMIS Reporting Repository
- To submit a CSV file:
 - For CoC: log into Sage at www.sagehmis.info
 - For ESG: Recipients send their subrecipients a system generated email containing a unique link for each project that subrecipients use to upload their CSV file
- The CSV file output instructions can be found in the APR & CAPER Reporting Specifications document

How to Submit/Correct/Update

- Recipients who are unable to produce a CSV file ask for an exemption by:
 - For CoC: submit an exemption request through the Sage AAQ Virtual Help Desk at www.hudexchange.info/program-support/my-question
 - For ESG: Subrecipients contact their ESG recipient to request an exemption
- To correct a CSV file, open a new question in the Sage AAQ Virtual Help Desk



Key Resources

Sage Guidance: <https://www.hudexchange.info/programs/sage/>

CoC APR Guidebook:

<https://www.hudexchange.info/resources/documents/sage-coc-apr-guidebook-for-coc-grant-funded-programs.pdf>

ESG CAPER Guidebook:

<https://www.hudexchange.info/resources/documents/Sage-ESG-CAPER-Guidebook-for-ESG-funded-Programs.pdf>

Ask a Question Help Desk: <https://www.hudexchange.info/program-support/my-question/>

Next Steps

1. Check with your HMIS Admin and learn how to run the APR/CAPER from your HMIS
2. Log into Sage and ensure you have a login/grant info that allows you to report on time
3. Bookmark the AAQ desk so you can submit questions as needed to HUD
4. Look for more APR and CAPER training from HUD
 - a. Data Quality on your APR and CAPER
 - b. Using Data From Your APR and CAPER