THE HPRP ANNUAL PERFORMANCE REPORT

Sponsored by:
Office of Special Needs Assistance Programs
U.S. Department of Housing and Urban Development

Partners

- **Moderator/Presenter:** Natalie Matthews, Abt Associates Inc.

- **Presenter:** Karen DeBlasio, HUD

- **Resource Advisors:** Chris Pitcher, Cloudburst Group

Webinar Format, Materials & Evaluation

- Webinar will last approximately one hour.

- A recorded version of this webinar and the materials referenced herein can be found on HUD's Homelessness Resource Exchange at http://hudhre.info after September 22.

- Feedback survey will be emailed following this webinar.

Submitting questions in the webinar

- Audience members are "muted" due to the high number of participants.

- Audience members who would like to pose a question can do so through the "questions" function found in the "GoToWebinar" toolbar.

- Questions will be responded to directly by HPRP and APR resource advisors standing by.

- We will only be able to answer some questions. If you have a question, please submit it to HUD's Virtual Help Desk at http://hudhre.info/HPRP/

Overview of Today's Webinar

- Review upcoming reporting deadlines

- Review the process for submitting the Year 2 HPRP APR in *e-snaps*

- Introduce newly added question-5c

- Discuss common challenges experienced in the Year 1 APR submission and how to address these challenges

HPRP APR Reporting Deadlines

Reporting Applicability

- Like the QPR, HPRP grantees must submit a single APR for the grant

  - Must aggregate financial and client data from subgrantees prior to reporting in *e-snaps*

  - Only grantees can submit an HPRP APR in *e-snaps*

Reporting Applicability (cont'd)

- Multiple HMIS's

  – State grantees whose subgrantees report into distinct HMIS solutions may manually sum data from each HMIS

- Victim Service Provider

  – Must use a comparable database and is not expected to de-duplicate data between the HMIS and comparable database.

- Tools Available

  – APR Report Generation Tool

  – APR Aggregation Tool

  – APR Data Test Kits

Upcoming HPRP APR Submission Deadlines

- All HPRP grantees report based on the Federal fiscal year, which ends on September 30th.

- Year 2 HPRP APR will be due by November 30th, 2011 60 days after the Federal Fiscal Year end.

- Year 3 HPRP APR will be due by November 30th, 2012 60 days after the Federal Fiscal Year end.

- Grantees must still do a Q9 QPR (due October 14, 2011) even though the APR is due in November
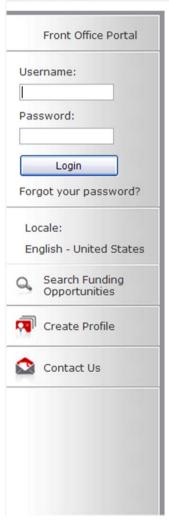
HPRP Wrap Up

- Some grantees are beginning to wrap up programs and are ending service to clients as HPRP draws to a close.

- Grantees are responsible for submitting both QPRs and HPRP APRs for the time period in which clients were active in the program.

- A list of HPRP reporting quarters and deadlines can be found at www.hudhre.info.

Submitting the
Year 2 HPRP APR in *e-snaps*

HPRP APR Year 2 in *e-snaps*

Submission Certification

25 Submission Certification

HPRP Homeless Management Information System (HMIS) Data Certification

As stated in the HPRP Notice, "The Recovery Act requires HPRP grantees to report client-level data, such as the number of persons served and their demographic information, in a Homeless Management Information System (HMIS) or a comparable database." The Notice further states, "HPRP grantees and subgrantees providing financial assistance and services directly will use the HMIS in the applicable Continuum of Care to collect data and report on outputs and outcomes as required by HUD."

The purpose of this screen is to certify to HUD that grantees are compliant with the HPRP Notice. The grantee should work with the HMIS Lead to certify all information contained in this HPRP APR was generated by an HMIS or a comparable database, where appropriate.

Please complete the following:

* All of the data on persons and households served in this APR was pulled from an HMIS — `No`

* Some of the data on persons and households served in this APR was pulled from an HMIS — `No`

OR

* None of the data on persons and households served in this APR was pulled from an HMIS — `Yes`

* If all data contained in the HPRP APR was NOT pulled from an HMIS, please explain why below:

(Reasons may include DV agencies using a comparable database, etc.)

Maximum 2000 characters

The Name of the Authorized Grantee Official should be the same as submitted in the HPRP Substantial Amendment, unless there has been a change.

* Name of Authorized Grantee Official

* Title/Position

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Submission Summary

Submission Summary

Part	Last Updated
-- HPRP Reporting --	
0 Grantee State	10/07/2010
1 Grantee Info	10/07/2010
2 Report Period	10/07/2010
3 Subgrantee Information	Please Complete
4 HMIS Data Quality	Please Complete
5a Persons Served - Homeless Prev.	Please Complete
5b Persons Served - Homeless Asst.	Please Complete
6 Households Served	Please Complete
7 Housing Status @ Entry	Please Complete
8a Persons and Households Served... Homeless Prev.	Please Complete
8b Persons and Households Served... Homeless Asst.	Please Complete
8c Persons and Households Served... Total	Please Complete
9a Gender - Adults	Please Complete
9b Gender - Children	Please Complete
9c Gender - Missing Age	Please Complete
10 Age	Please Complete
11a Ethnicity	Please Complete
11b Race	Please Complete
12 DV Clients	Please Complete
13a Prior Residence - Homeless	Please Complete
13b Prior Residence - Institutional	Please Complete
13c Prior Residence - Other	Please Complete
14 Veteran Status	Please Complete

HPRP APR Guidebook

- HPRP APR Year 2 Guidebook provides instructions on how to submit the APR in *e-snaps*, and how to complete all questions within the report

- HPRP APR Guidebook is available on the HUD HRE (www.hudhre.info)

Introduction to Question 5c

NEW-5c Total Persons Served

- **5c** is a new question added for the Year 2 and Year 3 HPRP APR.

- It is the final question in a 3 part assessment of Persons Served.

- Person Served- Person with an HPRP program entry and/or exit date during the reporting period <u>and</u> at least one HPRP service activity (e.g., financial assistance, housing relocation) NOTE: service activity does not need to occur during the reporting period

New-Question 5c Total Persons Served

Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Uknown Household Type
Adults	0				
Children	0				
Don't Know/Refused	0				
Missing Information	0				
Total	0	0	0	0	0

Overview of Common Challenges in Year 1 HPRP APR

Organization of the HPRP APR

- Grantee and Subgrantee Information

- Persons and Households Served
    - By Household Type
    - By Service Activity

- Characteristics of Persons Served

- Income, Participation Length, and Housing Outcomes

- Financial Information (Expenditures)
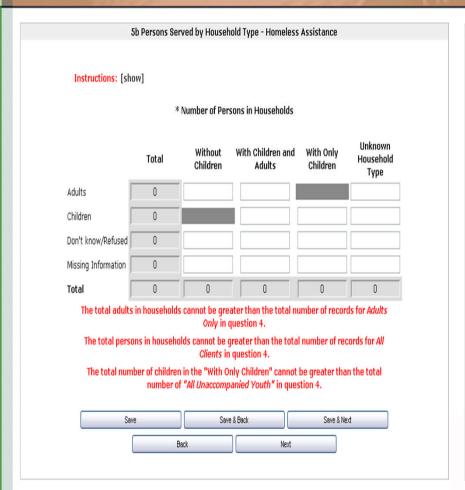
- Program Narrative

Issue #1: Insufficient Coordination Between Grantee and HMIS Lead

- HPRP Grantees are ultimately responsible for timely and accurate data collection.

- Must work with HMIS lead to understand HMIS, how data is collected, how data quality is monitored, and how reports are generated from HMIS.

- HPRP APR should be run at least monthly to check for data quality issues.

- If APR cannot be run, data quality reports that focus on APR data should be run.

Issue #2: High "Missing Data" Rates

Issue #3: Reporting Period vs. Grant-to-Date (GTD)

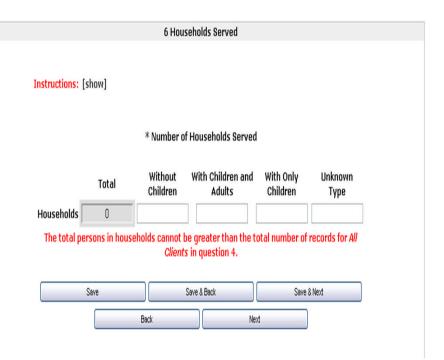# Issue #4: Incorrect Housing Status Reported

- Homelessness Prevention includes persons with a Housing Status at Entry of:

  – Imminently losing their housing

  – Unstably housed and at-risk of losing their housing

  – Stably housed

- Homeless Assistance includes persons with a Housing Status at Entry of:

  – Literally homeless

- Be to record housing status based on households situation, not type of program

Issue #4 (cont'd): Housing Status – Homelessness Prevention and Homeless Assistance

7 Housing Status at Entry

Homeless Assistance

Homelessness Prevention

* Number of Persons in Households

Housing Status at Entry	Total	Without Children	With Children and Adults	With Only children	Unknown Household Type
Literally homeless	0				
Imminently losing housing	0				
Unstably housed	0				
Stably housed	0				
Total number of persons	0	0	0	0	0

Show/Hide Percentages

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Issue #5: Incorrect Household Types

- Many questions collect information separately for persons in:

    - Households without children

    - Households with at least one adult and one child

    - Households with only children

    - Households of unknown type

Issue #6: High "Missing Data" Rates on Veteran Status

Issue #7: Inconsistent and Inaccurate Reporting on Income

15 Client Monthly Cash Income Amount – Adult Leavers

Instructions: [show]

* Client Monthly Cash Income Amount: Number of Adult Leavers

Program Entry	Income at Entry	Income at Exit	Less Income at Exit	Same Income at Exit	More Income at Exit	Unknown Income at Exit	Average Change($) Monthly Income per Adult
No income			▓▓▓▓				
$1 - $150							
$151 - $250							
$251 - $500							
$501 - $750							
$751 - $1000							
$1,001 - $1,250							
$1,251 - $1,500							
$1,501 - $1,750							
$1,751 - $2,000							
$2,001 +							
Don't Know/Refused			▓▓▓▓▓▓▓▓▓▓▓▓				
Missing/No Follow-up			▓▓▓▓▓▓▓▓▓▓▓▓				
Total	0	0	0	0	0	0	$0

Issue #8: Incorrect Income Source Categories

Issue #9: Length of Participation Inaccuracies

18 Length of Participation by Homelessness Prevention and Homeless Assistance (Leavers Only)

Instructions: [show]

* Length of Participation: Number of Leavers

	Total	Homelessness Prevention	Homeless Assistance
Less than 30 days	0		
31 to 60 days	0		
61 to 180 days	0		
181 to 365 Days	0		
366 to 730 Days (1-2 Yrs)	0		
731 to 1095 Days (2-3 Yrs)	0		
More than 3 Yrs (may indicate data quality issue)	0		
Information Missing	0		
Total	0	0	0

Show/Hide Percentages ☐
Click save to update form.

* Average and Median Length of Participation in Days

	Average Length	Median Length
Homelessness Prevention		
Homeless Assistance		

Save | Save & Back | Save & Next

Back | Next

Issue #10: Inaccurate Housing Status at Entry and Exit

19 Housing Status at Entry and Exit

Instructions: [show]

*Housing Status at Entry and Exit: All Leavers

HOUSING STATUS AT ENTRY	HOUSING STATUS AT EXIT					
	Literally homeless	Imminently losing their housing	Unstably housed and at-risk of losing their housing	Stably housed	Don't know/ refused	Missing this information
Literally homeless						
Imminently losing their housing						
Unstably housed and at-risk of losing their housing						
Stably housed						
Total number of persons	0	0	0	0	0	0

The Total number of persons cannot be greater than the records reported for All Leavers in question 4.

[Save] [Save & Back] [Save & Next]

[Back] [Next]

Key Points to remember for Year 2 APR

- Data elements have not changed since the beginning of HPRP

  – Review HMIS data standards to be sure you are collecting appropriate data at the appropriate time for reporting

- Review the HPRP APR guidebook it is updated with detailed information on each question

- The Year 2 APR will be due on November 30, 2011, 60 days after the end of the reporting period

Key Points to remember for Year 2 APR (cont'd)

- Review HPRP APR trainings, webinars, and data collection documents now to be sure common understanding of requirements

- Work with HMIS lead to review the Year 1 HPRP APR *now* to be sure all issues/mistakes have been addressed so they are not repeated in Year 2

- Review or develop HPRP Data Quality reports with HMIS lead

Additional Resources

- HUD HRE Resources: www.HUDHRE.info/apr

- Questions can be submitted to the HUD HRE Virtual HelpDesk by going to www.HUDHRE.info, and clicking on "HUD HRE Virtual HelpDesk"

- Prior webinars on reporting: http://www.hudhre.info/hprp/index.cfm?do=viewHPRPIssuances#6