

## HUD Annual Performance Report (APR) HMIS Dedicated Grant - Table Shells

There are no programming specifications for an HMIS system to generate this information. This information is not exportable from HMIS via a CSV file.

### Q1. Grant Information

#### APR information

Grant number, recipient, CoC, Component Type, Project Type, Award Amount, Operating Year Start and End Dates, Grant Term in Months are imported into Sage from *e-snaps* and e-LOCCS - **Not editable by recipient.**

### Q2. Contact Information

Manual data entry, not on CSV

#### Grant Contact Information

Prefix	--select--
First Name	
Middle Name	
Last Name	
Suffix	
Organization	
Department	
Title	
Street Address 1	
Street Address 2	
City	
State / Territory	--select--
ZIP Code	
E-mail Address	
Confirm E-mail Address	
Phone Number	
Extension	
Fax Number	

#### Contact Information for HMIS System Administrator from Lead Agency

Prefix	--select--
First name	
Middle name	
Last name	
Suffix	
Organization	
Department	
Title	
Street Address 1	
Street Address 2	
City	
State/Territory	--select--
Zip code	

Email address	
Confirm E-mail address	
Phone number	
Phone number extension	
Fax number	
Check all those participating in answering the APR questions:	--select--
-If other, who?	

### 03. Implementation Information

Identify the type of implementation this grant is a part of:	--select--
-If Multiple Coc Implementation, Select the CoCs that are part of this HMIS implementation	--select--
-If other, what?	
Does the HMIS implementation use a centralized model (in which the HMIS Lead fulfills all responsibilities for system administration) or a decentralized model (in which local entities assist the HMIS Lead in fulfilling responsibilities for system administration)?	--select--
Briefly describe the HMIS implementation:	
Does the HMIS implementation provide data to a data warehouse/data integration project?	--select--
-If yes, briefly describe the purpose of the data warehouse.	
-If yes, identify the entity that administers the data warehouse.	
-If yes, what HMIS data is sent to the warehouse (i.e. what project types, what kind of elements, etc.)?	
-If yes, is the HMIS data sent with personally identifying information on clients identified or de-identified/hashed?	--select--

### 04. HMIS Software Information

Identify the HMIS software in use:	--select--
-If Custom/Other: Vendor Name	
-If Custom/Other: Software Name	
Was the software in use, identified here, the HMIS solution designated for use by the CoC?	--select--
-If no, why?	
How many years has the implementation used the current software?	--select--
Does the CoC have plans to change software in the next two years?	--select--
Identify all reports the software currently generates:	--select--
Is the software able to generate the most recent HMIS-CSV export?	--select--
Is the software able to generate the most recent HMIS-CSV export – that is hashed (e.g. for RHY)?	--select--
Does the software support automatic exiting functionality (e.g. for night by night shelters and/or street outreach)?	--select--
-If yes, how often is it run?	--select--
Is the HMIS system used for Coordinated Entry?	--select--
Who completes project set up, including entering all Project Descriptor Data Elements (PDDE), in the HMIS?	--select--
How often are PDDE's reviewed?	--select--

## 05. Staff Responsibilities

Identify the organization and person responsible for performing the following activities for the HMIS implementation.

### System Related

Hosts the HMIS Software on Their Server or Their Cloud Account Server	--select--
Oversees the Security of the HMIS System	--select--
Backs Up the HMIS Data	--select--

### Report Related

Runs the Data Quality Report by Project	--select--
Monitors Data Quality	--select--
Runs/Produces the AHAR Information	--select--
Runs/Produces the System Performance Measures	--select--
Compiles Data for the Housing Inventory Chart	--select--
Generates/Compiles/Compares Data from the HMIS for the Point-in-Time Count	--select--

### User Support

Sets Up the Configuration and User Levels of Users in the HMIS	--select--
Trains New Users	--select--
Provides On-Going Training for Users	--select--
Trains HMIS Lead Agency Staff	--select--
Provides User Support for HMIS Software Issues (via Telephone, Email, etc.)	--select--
Provides User Support for Data Entry Issues	--select--

## 06. Users

How many total HMIS users are there in the implementation?	
Do all users sign a "User Agreement" that outlines basic privacy/security policies applicable to the user?	--select--
Are all users trained in the system prior to receiving their passwords/logon information into the HMIS?	--select--
Briefly describe the regular training for new users and any on-going trainings:	
How many new users were trained in the implementation this year?	

## 07. Governance

### Governance

Is there a Governance Charter for each CoC in the HMIS implementation area?	--select--
Do the Charter(s) establish the decision-making structure regarding the HMIS?	--select--
Are all CoCs in the implementation represented in the decision-making structure?	--select--
Are the roles and responsibilities for decision making clearly defined and codified in documents such as by-laws or governance charter(s)?	--select--
Briefly describe the relationship between the CoC Board and the HMIS Lead Agency:	

## Standards

Has the HMIS Lead worked with all participating CoCs to develop basic technical, security, privacy and data quality standards?	--select--
Is there a process in place to update the standards?	--select--
Who is responsible for monitoring the standards to ensure they are up-to-date and enforced?	--select--
What year was the HMIS Policy/Procedure Manual last updated?	
Does the HMIS have an "Agency Agreement" on the use of the HMIS with all agencies who have programs on the system?	--select--
Describe the timeliness standards in the implementation, how users are informed of those standards and how they are monitored:	

## 08. System Coverage

### General Coverage

Across the HMIS Implementation Identify the Following:

	Number of beds in the most recent HIC (minus any DV beds)	Number of beds on HMIS in the most recent HIC	Percent Coverage
Emergency Shelter			- Sage calculates -
Transitional Housing			- Sage calculates -
Permanent Supportive Housing			- Sage calculates -
Rapid Re-Housing			- Sage calculates -

If there is not 100% coverage explain why and what efforts, you are taking to increase the coverage rate:	
How many client records are in your HMIS system?	
Are there DV providers, as defined by VAWA, funded with CoC or ESG within the implementation?	--select--
-If yes, are they using a comparable database which can provide the required CSV Reports for their funding?	--select--
-If yes, what is the name(s) of the comparable software system in use by DV providers?	

Select the response option that best describes the participation of projects funded by each of the federal partner programs:

HUD: CoC (Not Including DV Providers)	--select--
HUD: ESG (Not Including DV Providers)	--select--
HUD: HOPWA	--select--
DHHS: RHY - Basic Center Program (BCP)	--select--
HHS: RHY - Transitional Living Program (TLP)	--select--
HHS: RHY - Street Outreach Program (SOP)	--select--
HHS: RHY - Maternal Group Home (MGH)	--select--
VA: Supportive Services for Veteran Families (SSVF)	--select--
VA: HUD/VASH	--select--
VA: GPD	--select--
Does the implementation have any issues with incorporating the federal partner projects into the HMIS that you want to share with HUD?	

## 09. Financial Information

### Funding Sources (associated with this dedicated HMIS project during the operating year)

HUD: CoC grant (Dedicated HMIS grants only)	\$
HUD: CoC Administration/Planning/UFA funds	\$
HUD: CoC Project grants	\$
HUD: ESG (dedicated HMIS grant)	\$
HUD: HOPWA	\$
HHS: RHY – through RHY grantees	\$
HHS: PATH – through PATH grantees	\$
HUD: VA grantees – through VA program grantees	\$
Local government	\$
State government	\$
Private/foundation/fundraising	\$
Participation/User Fees from Projects/Agencies	\$
Other	\$
<b>TOTAL</b>	

### Funds Expended (associated with this dedicated HMIS project during the operating year)

Equipment (server, computers, printers)	\$
Software (software fees, user licenses, software support)	\$
Services (training, hosting, programming)	\$
Personnel (costs associated with staff)	\$
Space and operations	\$
<b>SUBTOTAL</b>	

### Administration

Administration	\$
<b>Administration subtotal</b>	

### **TOTAL EXPENSES**

### Match

Cash match	\$
In-kind match	\$
<b>Total Match</b>	
<b>Total expenses requiring a match</b>	
<b>Percent of Match</b>	%

<b>Total Budget (expenses plus match)</b>	
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**Q10. Additional Comments**

Please provide any additional comments on other areas of the APR that need explanations, such as a difference in anticipated and actual program outputs or bed utilization:	<b>Maximum Characters: 2,500</b>
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