e-snaps
APR Guidebook
For CoC Program Funded HMIS Dedicated Projects

March, 2015
Version 7

Contents

Guidebook changes

APR Guidebooks are updated as enhancements are made to *e-snaps* or clarification is needed on particular APR questions. Always consult the appropriate APR Guidebook for your project prior to beginning the submission process in *e-snaps.*

Date	Change
November, 2014	The APR for HMIS Dedicated Projects has been updated to reflect the 2014 Data Standard changes. Review all questions for updates and changes.
February, 2015	Clarification was provided for H3 – removing DV providers from the universe of projects counted in the response. H11 was updated to reflect a revised screen in *e-snaps* which records data quality on the new universal data elements along with information for the transition from reporting on the old elements to the new elements.

Introduction

The Annual Performance Report (APR) is used by HUD to track the progress and accomplishments of projects funded by the Department. All CoC Program recipients must complete a CoC APR in *e-snaps*. Recipients have 90 days from the end of their operating year to submit their APR to HUD through *e-snaps.*

This Guidebook provides information for recipients of HMIS Dedicated Project – CoC Program grants to submit their Annual Performance Report (APR) in *e-snaps* to the U.S. Department of Housing and Urban Development.

A separate guidebook is available for all other CoC Projects at HUD Exchange.

An HMIS Dedicated Project is a CoC Program grant that only funds the HMIS.
Only complete the APR for HMIS Dedicated projects if your grant is
restricted to funding HMIS activities.

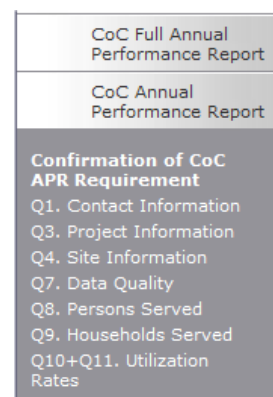## Accessing HELP

Go to HUD Exchange to:

1. View or download the APR guidebook from the HUD Exchange each time you need to refer to it for direction. When necessary, HUD will update this guidebook to address a common issue, make clarifications and provide recipients additional guidance on a specific question.
    Tip: The version number and date change each time a new guidebook is published.
2. Find basic information and training about *e-snaps*.

If you determine that the answer to your question has not been published in the guidebook or in the FAQs, or if you need clarification on something that has been published, submit a question to the HUD Exchange Ask A Question (in step 2 select CoC – Continuum of Care Program as the issue the "question is related to").

Navigating the CoC APR in *e-snaps*

The APR has many forms that will need to be completed before submission. The forms are identified with a question number (e.g., Q1) and a question name. The questions are preselected for your specific grant component (HMIS) based on the information you complete in Q3.

Moving between forms is easy. Simply click on the name of the form you want in the left-hand menu and *e-snaps* will link you to that form. The full list of APR questions you will need to complete for your particular grant type will not be visible until you have completed Q3 and saved the information.

CoC Full Annual
Performance Report

CoC Annual
Performance Report

**Confirmation of CoC
APR Requirement**
Q1. Contact Information
Q3. Project Information
Q4. Site Information
Q7. Data Quality
Q8. Persons Served
Q9. Households Served
Q10+Q11. Utilization
Rates

Once you have entered data on a form, <u>you must save your work</u>. Buttons at the bottom of each page are designed to help you navigate the system and save your work. **Do not use your web browser's back button, except when you create a pdf report at the end of your APR.** Use of the web browser's back button will cause *e-snaps* to disable and incorrectly process the information you entered.

Save – saves the work you have done on that form, will not move you to a new form but will make visible any calculations that are done by *e-snaps* automatically (e.g. sum a column). If you leave a screen without saving the information, it will be lost.

Save & Back – saves the work you have done on that form and moves you back one form.

Save & Next – saves the work you have done on that form and moves you forward one form.

Back or Next – moves you backwards or forwards but <u>does not save</u> any of your work.

Check Spelling – will check the spelling of the entries made on that specific screen and will provide you with the opportunity to correct any mistakes. However, this will not save your information.

→ *e-snaps* will allow you to move between questions without answering the question. However, questions identified with an asterisk (*****) are required to be completed prior to submission. If a question is not complete, then the Submission Summary, at the end, will indicate this with a "*please complete*" beside that question*.*

→ For all questions that require a numeric answer, *e-snaps* will require you to enter "0" rather than leave cells blank. You will receive an error message reminding you to enter a "0" if you leave a cell blank.

→ After entering information in a field, use the tab button on your keyboard to move between fields on the questions. Using the enter button will enable the calculations, but will not move your cursor to the next field.

→ In order to make the forms in *e-snaps* as concise and user friendly as possible, some of the calculations have been hidden. All percentages are calculated behind the scenes. All questions with percentage calculations have: **Show/Hide Percentages**. Clicking the box will expand the question to show you the percentage calculations. TIP: if you leave the box checked, the percentages will show on the pdf export you create prior to submission.

→ Most questions have an automatic validation check. If the system detects an error in your data, when you click "**Save**," a message will appear in red font at the bottom of the screen, alerting you of the error. If you click "**Save & Next**," you will not be alerted to any errors on the screen until the very last screen.

Begin in *e-snaps*

Log into *e-snaps*

 E-snaps is the application and grants management system for HUD's Homeless Programs. It supports the collaborative application process known as the Continuum of Care (CoC) Homeless Assistance Competition.

E-snaps is to be used by authorized persons only. Go to the **e-snaps** welcome page at HUD.gov/esnaps. Enter your user name and the password. (If you applied for a grant through **e-snaps** your user name and password are the same as they were at grant application time.) Then select the **Login button.**

New users will need to **create a profile**. Once you have created a profile, another authorized **e-snaps** user associated with the applicant of the grant can associate you with the applicant so you can access the APR and other documents associated with the applicant. If all previously authorized persons have left or if no one has access to **e-snaps**, you will need to create a profile and send a letter to HUD specifying the applicant with which you would like to be associated. For detailed support on adding a user, refer to the support information found at HUD Exchange APR e-snaps Help: Instructions for Adding/Deleting Users.

Important note about new users: Setting up a new user is not a quick process. Do not wait until the last minute to determine whether you have access to the APR and then to try to set it up.

If you cannot remember your password, you will need to submit a request for a password reset via the HUD Exchange Ask A Question (in step 2 select "**e-snaps**" under "reporting systems" as the issue the "question is related to").

Steps Needed to Create the APR in *e-snaps*

1. To open an APR form in **e-snaps** go directly to the Submissions Tab.

2. If you have many projects on your screen, carefully select the Applicant Project Name – be sure that you are using the name you used in the Application for the project you are submitting an APR for.

3. Find the APR you are going to complete under the "Funding Opportunity Name – Step Name" column and click on the icon in the same row as the APR. APRs for CoC Program funded projects which were awarded in FY2012 or later will have either a "New Project Application FY [year]" or a "Renewal Project Application FY [year]" with a "CoC Full APR FY [year]" as the Funding Opportunity – Step Name. For example, a recipient reporting an APR for a FY2012 renewal project will see:

Renewal Project Application FY2012
CoC Full APR FY2012 - General

Confirmation of CoC APR Requirement

To begin the APR process, you must enter your Operating Year Start and End Date on the Confirmation of CoC APR Requirement screen.

The operating year start and end dates entered into the APR should correspond with the operating start and end dates entered into LOCCS.

Step 1: Project Information

Q1 Contact Information

Project information is required. Much of the information on Q1 is imported from the Project Application. If you applied for your grant through *e-snaps* and this information is not pre-populated with at least the grant number, you did not set up your APR properly in *e-snaps*. Return to the instructions on the previous page of this Guidebook and begin the process again.

Project Name, Recipient, Grant Number:

These must exactly match the grant information you submitted and received from HUD when your grant was awarded or amended through HUD. Refer to the technical submission you provided to HUD for this grant for your submission information.

The *project name* will be imported and should be the name you called your project when you applied for it. Refer to the project application if you cannot remember the project name you used at the time of application. The recipient is the entity that HUD awarded the grant. The *grant number* is the same number as shown on the notification of award from HUD.

Note: **Grant numbers change from year to year as the projects renew.**

The *contact information* identifies the person that the HUD Field Office or Headquarters should contact regarding your APR submission should there be any questions or issues. The contact person should be familiar with both the grant program and the APR submission.

Q3 Project Information

Carefully select the answers on this form as they determine what other forms you are required to answer for the APR. Selecting the incorrect answer will give you incorrect forms to complete. The *type of grant* and *component type* will be populated for you and are not editable.

* Type of Grant	CoC
Component Type	HMIS
* CoC Number and Name	
Amount of Contract or Award	
* Operating Year Covered by this APR	
* Is this an APR for a grant that received a HUD-approved grant extension? Click save to update form.	
* Is this a final APR? Click save to update form.	
* Is this a corrected APR?	
* Have you completed your final draw in LOCCS?	
* Have you renewed this project?	

From the drop down list select the *CoC number and name* that the grant was applied for under. Identify which *operating years* of this grant you are reporting on (year 1 through 3) relative to the grant term. If a grant has a 3-year grant term then the operating year can only be 1, 2, or 3.

Note: **If this is a renewal grant the operating year will equal "1".**

Select "yes" in answer to the *HUD-approved grant extension* question only if you applied for and received an extension from your local HUD field office. Click **"Save"**, and then complete the extension period dates that this APR covers.

Note: **Recipients are not required to submit a separate APR for a grant that received a HUD-approved extension.**

Select "yes" in answer to the *final APR* question if the APR is covering the last operating year of your grant **or** your grant was for only a one-year term.

A *corrected APR* is one in which there was an error and was amended in *e-snaps*. To submit a corrected or amended APR, you must first submit a question at HUD Exchange Ask A Question requesting the ability to amend your APR. If HUD approves this request, you will be able to submit a corrected or amended APR.   Select "yes" for the corrected APR if the APR you are submitting is the one with the corrections in it.

Submission Certification

Submission Certification	
Instructions: [show]	
* Name of Authorized Grantee Official:	
* Title/Position:	
I hereby certify that all the information stated herein is true and accurate. I understand that HUD will prosecute false claims and statements and that conviction may result in criminal and/or civil penalties (pursuant to 18 USC 1001, 1010, 1012; 31 USC 3729, 3802).	
* Check for Certification: ☐	

Checking the certification button notifies HUD that the person named on this form has certified that all the information in the form is true and accurate. The Authorized Grantee Official must fill-in their name

and title/position. Each authorizing official is electronically signing the APR after completion of all of the questions and prior to submission in e-snaps by checking the certification button. The Authorized Grantee Official is saying to HUD, by checking this certification, that all information reported in all questions of the APR is true and accurate.

Review your submission summary information. When the "Last Updated" field shows a date, then the form was completed on that date and all required fields have been entered. If the words "Please Complete" appear it means that you have not completed one or more mandatory fields for that question. Click on the question name and you will be returned to the page to complete or correct information. An error message on the page requiring correction should appear to help guide you to the information that is missing or wrong. The error alert will also show in the "notes" at the end of the Submission Summary chart. If the "Last Updated" indicates "No Input Required" then either that question was not required for your APR or you do not have to update it, and you can move forward to submission without returning to that question.

Step 2: CoC Full APR - HMIS

Defined: HMIS Implementation and CoC Associated with the Grant

HMIS Implementation

Since the inception of HMIS, communities have elected to take a variety of approaches to implementation. An **HMIS Implementation** refers to the CoC(s) that have agreed to participate in a single database for HMIS, with a single software or regularly utilize data integration to combine data from multiple HMIS software into a single database. An HMIS Implementation will also follow the same guidelines and policies.

The three types of HMIS Implementations are:

1. *Single CoC Implementation*– A single CoC Implementation has not partnered with any other CoC for its HMIS implementation, and has a single software into which the entire CoC's data is collected or regularly uses data integration to merge the data into a single database.
2. *Multiple CoC Implementations* –A group of CoCs, often with bordering geographic boundaries, that have elected to operate one HMIS for their region. In this case there is also a single HMIS software system, but regional partner CoCs have agreed that data from their CoC projects will be entered into one regional software system or be regularly integrated to merge data into a single database.
3. *Statewide Implementation* – A state that is comprised of two or more CoCs that uses one HMIS software and/or regularly utilizes data integration to combine data from multiple HMIS software with the primary HMIS software. (A state with only one CoC should code itself as a Single CoC Implementation.)

Since each HMIS Implementation is unique, no definition of HMIS Implementation types will take into account all of the local factors present in HMIS Implementations around the country. The recipient completing the APR should choose the type of implementation that best describes their HMIS

implementation, and should consult the most recent Collaborative Applications for the CoCs in their implementation to ensure that all parties are consistently identifying the type of HMIS implementation that they have (single, multi or statewide).

CoC Associated with Grant

Some questions on the HMIS APR should reflect data on the entire HMIS implementation, even if the implementation represents more than one CoC. However, many questions ask for information for the "CoC Associated with this Grant" and question H2 asks for information on both the CoC and the HMIS implementation as a whole. In the guidance provided for each question on the HMIS APR, you will find instructions for whether or not the responses should be for the HMIS Implementation or only for the CoC associated with this grant.

Each HMIS grant was applied for and awarded from an individual CoC, even in cases when the HMIS implementation encompasses multiple CoCs. The application submitting CoC jurisdiction is considered the *"CoC Associated with this Grant"* for purposes of this report.

- It is possible that several HMIS grants may support one HMIS implementation. If so each grant will have its own APR and each "CoC Associated with this Grant" will reflect the application jurisdiction (which may be different if each grant came from a different CoC).
- It is possible more than one HMIS grant was funded from the same CoC, then responses for the "CoC Associated with this Grant" will be the same.

Identify your approach, CoC and HMIS implementation and answer the APR questions as follows:

1. **Implementation Approach: Single CoC Implementation**
   CoC Associated with this Grant: Responses are from the single CoC area.
   HMIS Implementation: The CoC area and the HMIS Implementation are the same universe.
   Therefore, The CoC column and the entire implementation column responses will be the same.

2. **Implementation Approach: Multiple CoC Implementation**
   CoC Associated with this Grant: Responses are from the CoC area which applied for the grant.
   HMIS Implementation: Responses to these questions are based on the _entire_ HMIS implementation area, which will be the larger area.

3. **Implementation Approach: Statewide Implementation**
   CoC Associated with this Grant: Responses are from the CoC area which applied for the grant.
   HMIS Implementation: Responses to these questions are based on the _entire_ HMIS implementation area, which will be the larger area.

HMIS Implementation and CoC Associated With This Grant

H1 Lead Organization Information

Answer H1 for the entire HMIS implementation.

H1a - Name/Address: Each HMIS Implementation has one HMIS Lead Organization. Provide the contact information for the Lead Organization associated with this particular HMIS Implementation.

```
         * Organization Name: [                    ]
           Street Address 1: [                    ]
           Street Address 2: [                    ]
                       City: [                    ]
                      State: [ Florida          ▼]
                   Zip Code: [                    ]
```

H1b – Contact Person: Identify the person for the HMIS Lead Organization who you would want HUD to contact if there are any questions about your HMIS Implementation.

```
              * Prefix: [-- select --▼]
          * First Name: [                ]
           * Last Name: [                ]
               Suffix: [-- select --▼]
               * Phone: [                ]
            Extension: [                ]
                  Fax: [                ]
       * Email Address: [                ]
  * Confirm email address: [               ]
```

H1c – General Information: This general information question relates to the entire HMIS implementation.

```
    * Select your HMIS implementation type: [ Single CoC                ▼]
    * List the CoC(s) covered by the HMIS implementation:

    Available Items:                                    Selected Items:
    AK-500 - Anchorage CoC                    [  >>  ]
    AK-501 - Alaska Balance of State CoC      [  >   ]
    AL-500 - Birmingham/Jefferson, St. Clair, Shelb  [  <   ]
    AL-501 - Mobile City & County/Baldwin County     [  <<  ]
    AL-502 - Florence/Northwest Alabama CoC
    AL-503 - Huntsville/North Alabama CoC

    * Number of ESG recipients included in the HMIS Implementation: [1        ]
                 Type of HMIS Software you have: [Commercially available ▼]
                       * Name of HMIS Software: [                    ]
  * How many years has your CoC used this HMIS software? [              ]
  * Does your CoC plan to change its HMIS software in the next year? [No ▼]
       * Are unduplicated counts generated out of a data warehouse? [No ▼]
```

General Information Instructions for H1c:

Report each answer with the information as of the last day of the operating year.

1. **Select your HMIS implementation type:** The HMIS Implementation may be for a single CoC, a regional multi–CoC area (i.e. one that is composed of more than a single CoC in an area, but not the whole state), or a complete state comprised of two or more CoCs. If the entire state consists of only one CoC, then select single CoC.

2. **List the CoC(s) covered by the HMIS implementation:** Select all CoCs that are covered under the implementation and move them to the "Selected Items" box.

3. **Number of ESG recipients included in the HMIS implementation:** Count the number of ESG projects covered by the HMIS Implementation, and that are participating in HMIS. If one project is funded by more than one ESG grant count that as one project.

4. **Type of HMIS software you have:** HMIS software may be commercially available or custom designed. Commercially available software is developed and maintained by a third party and provided to the HMIS implementation under a licensing agreement. Custom designed software is developed and maintained specifically for use by this HMIS implementation and is not available to other HMIS implementations.

5. **Name of HMIS software:** For commercially available software list the name of the software product. For software that is not commercially available or is custom designed list organization responsible for development and the name of the software product.

6. **Are unduplicated counts generated out of a data warehouse:** Some CoCs collect client data in multiple databases and then merge data into a central repository, referred to as a data warehouse, to generate unduplicated client counts. Data warehouses are used exclusively for reporting purposes, and are not used for data entry by any project. If you generate unduplicated counts for your implementation using a data warehouse format indicate that by saying "yes." If the system used for collecting data is also used for unduplicated reporting choose "no." The HMIS implementation is not considered as using a data warehouse if projects are using different systems, and data from one of these systems is merged into a primary HMIS, which is also used for data collection. CoCs that collect all their data in a single software product, but extract their data from the primary HMIS to another statistical software package to generate unduplicated counts should answer "no" for this question.

H2 HMIS Implementation and Staffing

Answer H2 about the CoC associated with this grant and for the entire HMIS Implementation.

- In a single CoC HMIS Implementation, the answers will be identical in the CoC column and the HMIS Implementation column.
- In a regional or statewide HMIS Implementation, the CoC and the HMIS Implementation are not the same. Your responses for the CoC column will only pertain to the CoC associated with this HMIS dedicated grant. Your responses for the HMIS Implementation column should relate to all of the CoCs that are in the implementation.
- If you are reporting on an HMIS dedicated project grant which is an expansion grant to the implementation, answer the questions as they pertain to the entire CoC that funded the expansion grant.

Scope of HMIS Implementation	CoC	Entire HMIS Implementation
(a) Total Homeless System Projects in HMIS		
(b) How many homeless projects participate in HMIS through data integration?		
(c) Total unduplicated homeless system clients in HMIS		
(d) Total new unduplicated homeless system clients in HMIS in operating year.		
(e) Total number of users		
(f) Total number of active users (logged into the system in the last 30 days)		
(g) Total FTEs dedicated to HMIS		

Report each answer with the information as of the end (last day) of the operating year.

Implementation and Staffing:

a) **Total homeless system projects in HMIS:** Enter the total homeless system projects (homeless system = continuum projects as identified in the 2014 HMIS Data Standards Manual) participating in the HMIS. Continuum project refers to all projects within the Continuum of Care that provide housing and/or services for homeless persons. A continuum project is not limited to those projects funded by HUD and should include all of the federal partner projects and all other federally or non-federally funded projects functioning within the continuum.

Note: Continuum projects are identified in the 2014 Data Standard element 2.4 Project Types as "yes" Continuum Projects

b) **How many homeless projects participate in HMIS through data integration:** Enter the number of homeless system projects that are participating in the HMIS through data integration. These are projects that enter data into a data collection system that is not the designated HMIS and periodically send client-level data extracts from their systems for integration with other data in the CoC. The projects reported in question 2b are a subset of those reported in question 2a.

c) **Total unduplicated homeless system clients in HMIS:** Enter the total unduplicated count of homeless system clients in the HMIS. These counts include clients entered at any point from the HMIS's inception to the end of the operating year, regardless of whether they were served during the operating year being reported on in this APR. Only homeless system clients should

be counted. Clients served by non-homeless system projects that may also be using the same HMIS implementation should be excluded. Anonymous records or records with insufficient identifiers to de-duplicate should also be excluded.

d) **Total new unduplicated homeless system clients in HMIS in operating year:** Enter the total number of new clients entered into homeless system projects in the HMIS during the operating year. A new client is any client entered during the operating year, whose earliest (first) homeless system project entry date within the HMIS is equal to or greater than the first day of the operating year.   A client who was entered into the HMIS by a project in another CoC and first served by the CoC during the operating year should not be considered a new client for either the CoC or the Implementation for the purposes of this question.

e) **Total number of users:** Enter the total number of users of the HMIS as of the end of the operating year. This includes all distinct persons who have the ability to log into the HMIS for system administration, data entry, resource viewing, or reporting purposes. For the CoC, only include homeless system projects. For the entire HMIS implementation, include users from all projects, whether or not they are homeless system projects.

f) **Total number of active users:** Enter the subset of users listed under question 2d who have logged into the system within the last 30 days of the operating year.

g) **Total FTEs dedicated to HMIS:** Enter the total number of full-time equivalent (FTE) staff dedicated to managing the HMIS. For staff who have both HMIS and non-HMIS duties, only include the FTE allocation associated with the HMIS activities. For staff fully dedicated to HMIS in an implementation that is larger than the CoC, include the allocation of staff associated with the particular CoC in the CoC column and the full-time equivalent of all HMIS staff in the "Entire HMIS implementation" column.

HMIS Dedicated Project for CoC Associated With This Grant

H3 HMIS Participation by Project Type

For this question, only report projects in the CoC associated with this HMIS dedicated project, based on participation at the end (last day) of the operating year.

The total number of CoC projects equals all continuum projects. A continuum project is not limited to those projects funded by HUD and should include all of the federal partner projects and all other federally or non-federally funded projects functioning within the continuum.

The total number of CoC projects participating in HMIS are those projects which makes reasonable efforts to record all the universal data elements and all other required data elements as determined by HUD funding requirements on all clients served and discloses these data elements through agreed upon means to the HMIS Lead Agency at least once annually.

Note: **Victim services providers should not be counted in the total number of projects in the CoC or the total number of projects participating in HMIS.**

* Number of Projects Participating in HMIS

Type of CoC projects	Total number of CoC projects	Total number of CoC projects participating in HMIS
Emergency shelter		
Transitional housing		
PH - Permanent Supportive Housing (disability required for entry)		
Street Outreach		
Services Only		
Other		
Safe Haven		
PH – Housing Only		
PH – Housing with Services (no disability required for entry)		
Day Shelter		
Homelessness Prevention		
PH - Rapid Re-Housing		
Coordinated Assessment		
Total number of projects		

Note: **The total number of projects participating in HMIS cannot be greater than the total number of CoC projects.**

H4 HMIS Functionality

<u>**Answer H4 about the CoC associated with this grant.**</u>

Question H4 has five sub-questions which address different aspects of the functionality of the HMIS system the CoC associated with this grant which all function as discussed below:

Responses to each of these questions should be based on the software functionality as it has been configured and is in use within the CoC associated with this HMIS dedicated grant. In the first column "Does your HMIS support this functionality?" indicate "Yes" if that function is available in the software version your CoC is using. If the software does not support that function or if it is an "add-on" offered by the vendor but not purchased for use in the CoC, then select "No." **"Save"** your response and the fields in "Do you use this functionality?" that are to be answered will be identified. You will be prompted to indicate whether you **use** any of the available functionality. In the second column, select "Yes" if the software function is used at any time during the operating year. Use of the functionality may mean daily use by case workers or annual use by data administrators. If you have the function in your software version but no one in the CoC uses it, select "No."

H4a – HMIS Functionality - General

* HMIS Functionality - General

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
Client intake	-- select --	-- select --
Case management	-- select --	-- select --
Service tracking	-- select --	-- select --
Outreach contacts	-- select --	-- select --
Resource directory	-- select --	-- select --
Online referral	-- select --	-- select --
Project eligibility and screening	-- select --	-- select --
Daily bed register	-- select --	-- select --
Bed utilization report	-- select --	-- select --
Interagency data sharing	-- select --	-- select --
Custom reporting	-- select --	-- select --

H4b – HMIS Functionality - Reporting

* HMIS Functionality - Reporting

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
HUD's Annual Performance Report	-- select --	-- select --
ESG Consolidated Annual Performance and Evaluation Report	-- select --	-- select --
Annual Homeless Assessment Report	-- select --	-- select --
Housing Inventory	-- select --	-- select --
AHAR XML	-- select --	-- select --

H4c – HMIS Functionality – Data Quality

* HMIS Functionality - Data Quality

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
Unduplication management	-- select --	-- select --
Missing values report	-- select --	-- select --
Unduplication quality report	-- select --	-- select --
Data timeliness report	-- select --	-- select --

H4d – HMIS Functionality - Security

* HMIS Functionality - Security

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
Encrypted data transmissions	-- select --	-- select --
Encrypted data storage	-- select --	-- select --
Password rotation	-- select --	-- select --
Password format enforcement	-- select --	-- select --
Lock after inactivity	-- select --	-- select --
Simultaneous access prevention	-- select --	-- select --
Multi-Mode or Workstation Authentication	-- select --	-- select --
Failed login lockout	-- select --	-- select --
Automated disabling of user ids	-- select --	-- select --
Audit logs	-- select --	-- select --

H4e – HMIS Functionality – Data Exchange

* HMIS Functionality - Data Exchange

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
HUD HMIS XML Export	-- select --	-- select --
HUD HMIS CSV Export	-- select --	-- select --
HMIS XML Import	-- select --	-- select --
HMIS CSV Import	-- select --	-- select --
Other Please specify "Other"	-- select --	-- select --

H4f – HMIS Functionality

The final functionality question is a narrative asking for a description of any current plans the CoC has for enhancing the HMIS software or to begin using new functionality of the software.

Note: **The response is limited to a maximum of 2,000 characters.**

H5 Electronic Data Sharing

<u>**Answer H5 about the CoC associated with this grant.**</u>

In this question, provide information on the electronic data sharing within the CoC associated with this grant.

Please select the option that best describes your community's approach to interagency electronic data sharing.

* Electronic data sharing among CHOs
Click save to update form.   `All ▾`

* If some electronic data sharing is allowed between CHOs, an authorized CHO can access   `-- select -- ▾`

Choose the statement that best describes the approach to electronic data sharing within the CoC :

- **All** – Client records are shared (e.g., can be accessed) by all participating homeless system projects within the CoC.
- **Greater than 50%** – Client records are shared among 50% or more of the participating homeless system projects within the CoC.
- **Less than 50%** – Client records are shared among fewer than 50% of the participating homeless system projects within the CoC. An example would be data sharing among three homeless assistance projects, one of whom provides housing, another who provides case management, and a third who provides mental health treatment.
- **Case by case basis** – Sharing client records *only* occurs on a case-by-case basis, such as when a client authorizes one agency to share with another specified agency for purposes of a referral.
- **Not permitted** – Client data are never shared electronically within the HMIS among participating homeless system providers.

Note: **Even when data sharing is authorized among providers, it may be governed by client consent procedures. This question only relates to the data sharing that may occur within the HMIS itself and does not include data sharing among case managers during the case management process outside of the HMIS.**

If you selected any of the categories other than "Not permitted," click **"Save"** and the second question will appear asking what level of information is routinely shared among authorized projects:

- **All** – All data contained in records is shared between the authorized projects, including case plans, notes, and other service transaction data.
- **Limited** – Authorized projects only share limited data from each client record. Limited data may include client identifiers, demographic information, or other HUD universal and project-specific data elements.
- **Required data only** – Only permit identifiers needed for other users to locate an existing client record, in order to avoid creating multiple records for the same client within the HMIS.
- **Not applicable** - Do not permit electronic data sharing in the CoC.

H6 User Training - Type, Requirements, Frequency and Completion

Answer H6 about the CoC associated with this grant.

This question is asking you to identify the training requirements for the CoC associated with the HMIS dedicated project, frequency of training offered within the CoC, and the number of users within the CoC who have completed each type of training. The fields are dependent fields and will open depending on your answer to questions.

Begin by answering "yes" or "no" to "Has training been defined and/or conducted?" Click **"Save"** and a series of questions will appear if you answered "yes". Answer each of the series of questions with a "yes" or "no." Then click **"Save"** again and for each question you responded "yes" to you will be asked to identify the training requirement, the frequency the training is offered, and the number of users who completed the training during the operating year being reported on in this APR.

* Has training been defined and/or conducted? Yes
Click save to update form.

Does your HMIS Training provided cover the following criteria?
After all selections are made click save to update form.

* Standard Operating Procedures (SOP): Yes
* Identify the Training Requirements: -- select --
* Frequency Offered: -- select --
* Number of users that completed training in the operating year:

* Privacy and client consent policies and procedures: Yes
* Identify Training Requirements: -- select --
* Frequency Offered: -- select --
* Number of users that completed training in the operating year:

* Basic HMIS software features: No

* Intermediate/advanced HMIS software features: No

* Report writing / data analysis: No

* System administration training for agency IT staff: No

* System security: No

* Other No

H7 Follow-Up Training Requirements

Answer H7 about the CoC associated with this grant.

Identify whether there are follow-up training requirements for HMIS beyond basic HMIS software training provided to new project users on the system (Yes/No). If you selected "Yes," then in a brief narrative (2,000 characters or less), describe the follow-up training requirements and offerings for the operating year that you are reporting on.

* Beyond the start-up training requirements specified in Q6, are HMIS users required to complete any refresher or additional HMIS training in later periods? [▼]

If yes, please describe your additional HMIS training requirements:
Maximum Characters: 2000

H8 HMIS Data Timeliness Procedures

Answer H8 about the CoC associated with this grant.

Identify if your Contributory HMIS Organizations are required to enter HMIS data within a specific timeframe after client intake, contact or exit (Yes/No). If you selected "Yes," then in a brief narrative (2,000 characters or less), describe your data entry timeliness policies and procedures.

* Are CHOs required to enter HMIS data within a specific timeframe after client intake, contact, or exit? [▼]

*

If yes, describe the policies and procedures you have established to ensure that data timeliness is followed:
Maximum Characters: 2000

H9 HMIS Data Quality Procedures

Answer H9 about the CoC associated with this grant.

Identify whether you have standard operating procedures for monitoring the quality of the data stored in HMIS for completeness and/or accuracy (Yes/No). Examples include regular monitoring of data completeness rates for each data element or reviewing bed/unit utilization rates to identify whether projects are entering or exiting clients. If you selected "Yes," then in a brief narrative (2,000 characters or less) describe your data quality policies and procedures.

H9. HMIS Data Quality Procedures

Instructions: [show]

* Do you have standard operating procedures for monitoring data stored in HMIS for quality, including completeness and/or accuracy? [▼]

* Do you monitor data quality for completeness and accuracy? [▼]

*

If yes, please describe data quality policies and procedures used to monitor data.
Maximum Characters: 2000

H10 HMIS Bed and Unit Participation

Answer H10 about the CoC associated with this grant.

H10a-h Point-in-Time Counts

There are a series of eight bed and unit participation sub-questions which identify point-in-time count data for Emergency Shelters, Transitional Housing, Rapid Re-Housing and Permanent Supportive Housing on the last Wednesday in January and the last Wednesday in July. Enter the bed/unit count, the number of persons in that type of housing, and the number of households those persons were in, by household type, for each project type for each date as described below. After you complete your entry click **"Save"** and the percentages of coverage and utilization will automatically calculate.

	Without Children	With Children	With Only Children
Year round beds			
Year round beds in HMIS			
Year round units			
Year round units in HMIS			
# of persons in residential projects in HMIS			
# of households in residential projects in HMIS			
Bed coverage	0%	0%	0%
Bed utilization	0%	0%	0%
Unit utilization		0%	

For each sub-question, enter the data based on the project type (i.e. ES, TH, RRH, and PSH) and the actual number of persons served on the specified date. For reference – the same projects that are identified on the annual Housing Inventory Count (HIC) for the CoC associated with this grant should be those accounted for in each chart.

- **Year round beds** - Enter the total year-round homeless assistance beds that are in the CoC on the last Wednesday of either January or July by household type (households without children and for households with children). Exclude beds provided by victim services providers in the CoC. Exclude seasonal and overflow beds.

- **Year round beds in HMIS** – Of the total year-round beds accounted for enter the number of homeless assistance beds participating in HMIS on the last Wednesday of either January or July in the CoC by household type. Exclude beds provided by victim services providers in the CoC. Exclude seasonal and overflow beds.

- **Year round units** - Enter the total year round homeless assistance units available on the last Wednesday of either January or July in the CoC for all households with children. Exclude units provided by victim services providers in the CoC. Exclude seasonal and overflow units.

- **Year round units in HMIS** - Of the total year-round homeless assistance units accounted for enter the number units participating in HMIS on the last Wednesday of either January or July in the CoC by household type.

- **Number of persons in residential projects** - Enter the actual number of persons recorded in the HMIS enrolled in each of the project types on the last Wednesday of either January or July within the CoC by household type. Persons sheltered in seasonal or overflow beds which are in the project type, but whose beds are not considered in the Year Round Bed/Unit counts above, are to be counted.

- **Number of households in residential projects** - Enter the actual number of households recorded in the HMIS enrolled in each of the project types on the last Wednesday of either January or July within the CoC by household type. Households sheltered in seasonal or overflow units which are in the project type, but whose units are not considered in the Year Round Bed/Unit counts above, are to be counted.

H10i – Explanation of Barriers

The final point in time question is a brief narrative (2,000 characters or less) asking for an explanation of all barriers for any Point-in-Time previous question (H10a to H10h). Explain the barriers you are having in implementation for each project type not obtaining 100% bed coverage participation in HMIS and your plan for improving your bed coverage in a brief narrative.

Note: **Because this question is required, if you had 100% coverage in all project types, type in the text box "100% coverage, not applicable."**

H11 HMIS Data Quality

<center>**Answer H11 about the CoC associated with this grant.**</center>

There are three HMIS Data Quality charts for the universal data elements and one chart for the project descriptor elements. Each of the Data Quality charts reflects the HMIS Universal Data Elements (UDEs) and Project Descriptor Data Elements that are required to be collected for all persons and all projects in the HMIS. The question reflects the elements as required in the 2014 HMIS Data Standards provided by HUD in the 2014 HMIS Data Dictionary and 2014 HMIS Data Manual. HUD understands that new UDEs (Household ID; Relationship to Head of Household; Client Location; and Length of Time on Street, in an Emergency Shelter, or Safe Haven) may not have been collected (or mapped from other questions in the system) on existing clients and therefore will have high percentages of missing data. HUD expects these percentages to substantially decline as existing clients exit the system and new ones enter and the response can be obtained and as clients are annually assessed and data quality is reviewed and responses are completed.

Data quality rates for the Universal Data Element questions (H11a and H111b) apply to records of persons who were served (active) during the operating year. For persons with multiple records in the same project type or across residential project types (e.g. ES, TH, etc.) during the operating year, the missing rate should be based on the person's last project stay of the operating year. Missing values may be determined based on data in HMIS as of the date of data extraction for the APR to allow for delayed data entry or cleaning.

H11a – Data Quality Residential

Reports on the data quality on all universal data elements for all contributory homeless system <u>residential projects</u> within the CoC associated with this HMIS dedicated project for the operating year.

* Universal Data Elements for Residential Projects

Data Element	% Don't Know / Refused	% Missing
Name		
Social Security Number		
Date of Birth		
Race		
Ethnicity		
Gender		
Veteran Status (adults only)		
Disabling Condition		
Residence Prior to Project Entry		
Project Entry Date		
Project Exit Date		
Destination		
Personal ID		
Household ID		
Relationship to Head of Household		
Client Location		
Length of Time on Street, in an Emergency Shelter, or Safe Haven		

H11b – Data Quality Street Outreach/SSO

Reports on the data quality on all universal data elements for all contributory homeless system <u>outreach and supportive services only projects</u> within the CoC associated with this HMIS dedicated project. Data quality levels for Street Outreach project apply only to clients who were engaged. Clients who have been contacted but not engaged are not to be included in the universe of clients for the purpose of calculating missing data rates. Thus, no missing data should be counted for any Street Outreach project (no matter what funding source they use – HUD or HHS) unless the client has a date of engagement recorded within the most recent record for Street Outreach in the system.

* Universal Data Elements for Street Outreach/SSO Projects

Data Element	% Don't Know / Refused	% Missing
Name		
Social Security Number		
Date of Birth		
Race		
Ethnicity		
Gender		
Veteran Status (adults only)		
Disabling Condition		
Residence Prior to Project Entry		
Project Entry Date		
Project Exit Date		
Destination		
Personal ID		
Household ID		
Relationship to Head of Household		
Client Location		
Length of Time on Street, in an Emergency Shelter, or Safe Haven		

H11c – Project Descriptor Data Elements

Reports on the data quality on all project descriptor elements for all homeless system projects within the CoC associated with this grant. (These data elements became effective with the 2014 Data Standards and were to be in place in the system on October 1, 2014. System Administrators should review all project setups to ensure all elements are complete, prior to answering this question).

* Project Descriptor Elements

Data Element	% Missing
Organization Identifiers	
Project Identifiers	
Continuum of Care Code	
Project Type	
Method for Tracking Emergency Shelter Utilization	
Federal Partner Funding Sources	
Bed and Unit Inventory Information Residential homeless system programs only	
Site Information	
Target Population	

- Missing values should be determined based on data in HMIS as of the date of data extraction for the APR.

- The universe of projects should include all homeless system projects in the CoC associated with this HMIS dedicated project. If no client record exists for a particular project active in the HMIS, the project should still be added to the "denominator" of projects for the purposes of calculating missing value rates.

- The universe of projects to be considered in Method for Tracking Emergency Shelter Utilization should only include the projects typed as Emergency Shelter within the system.

- For bed and unit inventory information, the universe should be based on residential projects only. Residential project types to include are: Emergency Shelter, Transitional Housing, PH - Permanent Supportive Housing (disability required for entry), Rapid Re-Housing, Safe Haven, PH – Housing Only, PH – Housing with Services (no disability required for entry) and PH - Rapid Re-Housing.

- Inventory information consists of multiple data elements. A project must only be counted as missing the information if no inventory information exists. The project does not have to be counted as missing the information if some inventory information in that data element record is incomplete.

H12 HMIS Funding

Answer H12 about the income related to the HMIS dedicated grant you are reporting on.

Report all income sources relevant to the HMIS project described in your application.

- If this is the only CoC Program - HMIS dedicated grant in use within the implementation, then report all HMIS income.
- If this is one of several CoC Program – HMIS dedicated grants used to operate the HMIS then the income for the grant should be appropriate to the project described in the application. For example, if there is a statewide implementation and a dedicated grant for HMIS from each of the CoC's within the implementation then the income sources would only be reported as they apply to the activities applied for in the application being reported on for this APR.
- Sources and dollar amounts must at a minimum include all monies received as match and leverage as was committed in the project application for this HMIS dedicated grant.

* HMIS Project Funding Sources

Funding Source	Amount
CoC Program grant (dedicated HMIS project)	
HUD CDBG	
HUD ESG	
HUD HOPWA	
HUD CoC administration	
Local government	
Local private	
Participation fees from agencies	
Federal partners	
Other (Please specify below)	
Total from all sources	

H13 HMIS Expenditures

Answer H13 about the expenses related to the HMIS dedicated grant you are reporting on.

Following the same method used in H12 (described above), determine what income was reported and use the same logic to report on all funds expended during the operating year by expenditure type and amount. Expenses must, at a minimum, include all CoC program and match fund expenditures made during the operating year.

Report on all eligible grant administration expenditures made in relation to this HMIS dedicated grant.

"Save" the form to view the subtotal and total expenditure lines.

Enter the amount of cash match that was received and expended. Cash match is that money used for expenditure identified as part or all of an itemized CoC Program fund expense listed at the beginning of this question.

Enter the amount of non-cash match that was received and used. Non-cash match are gifts to the HMIS project other than cash (time, services, equipment, etc.) and should be the items that the organization committed to in the project application and which were received during the operating year. The non-cash match items would not be listed in expenditure.

* CoC Program Funds Expended During the Operating Year

Expenditure Type	CoC Program Funds Expenditures
Equipment (server, computers, printers)	
Software (software fees, user licenses, software support)	
Services (training, hosting, programming)	
Personnel (costs associated with staff)	
Space and operations	
HMIS - Subtotal	$0
Administration	
Total Expenditures	$0
Cash Match	
In-Kind Match	
Total Match	$0
Match %	0%
Total Budget	$0

"Save" the form to view total match, percentage of match and total expenditure lines.

H14 HMIS Narrative

Answer H12 about the income related to the HMIS dedicated grant you are reporting on.

Finally there is an optional brief narrative (2,000 characters or less) enabling the addition of any other information you think is important for HUD to understand about your HMIS implementation.

Submission Summary

Submission Summary	
Page	**Last Updated**
Confirmation of CoC APR Requirement	02/25/2015
Q1. Contact Information	02/25/2015
Q3. Project Information	Please Complete
H1a. Lead Organization	02/25/2015
H1b. Contact Person	02/25/2015
H1c. General Information	Please Complete
H2. HMIS Implementation and Staffing	02/26/2015
H3. HMIS Participation by Project Type	02/26/2015
H4a. HMIS Functionality	02/26/2015
H4b. HMIS Reporting	02/26/2015
H4c. Data Quality	02/26/2015
H4d. Security	02/26/2015

Review your submission summary information. When the "Last Updated" field shows a date, then the form was completed on that date and all required fields have been entered. If the words "Please Complete" appear it means that you have not completed one or more mandatory fields for that question. Click on the question name and you will be returned to the page to complete or correct information. An error message on the page requiring correction should appear to help guide you to the information that is missing or wrong. The error alert will also show in the "notes" at the end of the Submission Summary chart. If the "Last Updated" indicates "No Input Required" then that question was not required for your APR and you can move forward to submission without completing that question.

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