CSV-APR Report–Question Details

The client data used to report in the APR is collected in the local HMIS. Each HMIS must comply with HUD's most recent data standards, as found in the HMIS Data Manual, the HMIS Data Dictionary, and the Project Descriptor Data Elements Manual. Additionally, HMIS softwares follow the HMIS Standard Reporting Terminology Glossary for calculating certain concepts in HMIS (e.g., age, chronic homeless status). If the recipient believes there is an error in the data they need to talk with their HMIS Lead about the data.

Q4a HMIS Information

Component type: ALL

Q4a Project Identifiers in HMIS contain the elements that are set up in the HMIS to identify the recipient's project. These items should indicate the correct organization name, organization ID, project name, project ID, HMIS project type, and relational projects.

Note: HMIS project types for Supportive Services Only (SSO) components that are associated directly with a housing project will often display in HMIS as an HMIS housing project type rather than an SSO in which case the residential project affiliation should also be identified.

Q5a Report Validations

Component type: ALL

Q5a report validations table provides a summary of the persons served in the recipient's project and reported on in the APR. It is the reference table for all validations in the APR. For example, the total number of persons served in Q7 must match validation number 1–Total number of persons served. The validation table reports on the total number of persons by category for the period the report is generated for.

1. Total number of persons served
2. Number of adults (age 18 and over)
3. Number of children (under age 18)
4. Number of persons with unknown age
5. Number of leavers
6. Number of adult leavers
7. Number of adult and head of household leavers
8. Number of stayers
9. Number of adult stayers
10. Number of veterans
11. Number of chronically homeless persons

12. Number of youth under age 25
13. Number of parenting youth under age 25 with children
14. Number of adult heads of household
15. Number of child and unknown-age heads of household
16. Heads of households and adult stayers in the project 365 days or more

Q6 Data Quality

Component type: ALL

The data quality section in the APR corresponds to the HMIS Data Quality report programmed into the HMIS. This report consists of the following six tables:

1. **Q6a Data Quality: Personally Identifiable Information (PII):** reports the unknown or missing information about each PII element as well as other data issues with some elements.
2. **Q6b Data Quality: Universal Data Elements:** reports errors based on inconsistent or system identified incorrect information entered into the HMIS.
3. **Q6c Data Quality: Income and Housing Data Quality:** reports errors associated with the core performance measures housing destination and income.
4. **Q6d Data Quality: Chronic Homelessness:** reports errors associated with Data Standards element 3.917 in the HMIS Data Standards.
5. **Q6e Data Quality: Timeliness:** reports on the amount of time it took to enter entry and exit records into the database.
6. **Q6f Data Quality: Inactive Records: Street Outreach and Emergency Shelter:** reports the number and percent of inactive records the project has. Communities should have policies on automatic exits for Street Outreach and Emergency Shelters so that records do not languish open in the system.

Each section of the Data Quality Report must have a details mode output for users to identify the specific records included in the section which are generating errors. **All CoC projects are encouraged to run this report monthly and correct errors.** Data quality is correctable if caught in a timely fashion, when the recipient may still have access to the client.

Q7 Persons Served

Component type: ALL

Recipients report on persons served in two tables. Table 7a looks at the total number of active clients by household served by the project during the operating year. Table 7b looks at persons served at a point in time which is the last Wednesday of January, April, July, and October.

Validation: Q7a Total Number of Persons Served **must =** Q5-1. Total number of persons served

Q8 Households Served

Component type: ALL

Recipients report on households served in two tables. Table 8a looks at the total count of households served during the operating year by the project. Table 8b looks at households served in at a point in time which is the last Wednesday of January, April, July and October.

Validations: Q8a Number of Households Served **must =** Q5-14. Number of Adult Heads of Household **and** Q5-15. Number of Child & unknown Heads of Household.

Q9 Contacts and Engagements

Component type: SSO--Street Outreach

Recipients report on street outreach in two tables.

1. Table 9a reports on the number of active clients (adults or head of households) who were contacted by street outreach workers and the number of contacts made with them since their project entry.
2. Table 9b reports the number of persons engaged during the operating year and the rate of engagement.

Note: contacts made for persons who have open records during the operating year but whose entry date was prior to the start of the operating year are counted in this question.

The rate of engagement calculates how many contacts it took for all clients who were engaged during the reporting period to become engaged.

Q10 Gender

Component type: ALL

Recipients report on the gender of persons served in three tables.

1. 10a reports on the gender of adults.
2. 10b reports on the gender of children.
3. 10c reports on the gender of persons who are missing age information either because they didn't know, refused to provide the information, or the information was not collected.

Persons are reported by gender under the type of household in which they were associated for their last project stay.

Validations:

- Q10a Gender of Adults **must =** Q5-2. Number of Adults (age 18 or over)
- Q10b Gender of Children **must =** Q5-3. Number of children (under age 18).
- Q10c Gender of Persons Missing Age Information **must =** Q5-4. Number of persons with unknown age

Q11 Age

Component type: ALL

Recipients report on the age of persons served based on several age groups. Age is reported based on the person's age at most recent project entry (the last project stay of the reporting period) or on the first day of the reporting period, whichever is later.

Validation:Q11 Age **must =** Q5-1. Total number of persons served

Q12 Race and Ethnicity

Component type: ALL

Recipients report on the race and ethnicity of persons served in two tables.

1. 12a reports on race.
2. 12b reports on ethnicity.

If the client has indicated they are more than one race in the HMIS, they are reported in the **Multiple races** row of the table.

Validations:

- Q12a Race **must =** Q5-1. Total number of persons served.
- Q12b Ethnicity **must =** Q5-1. Total number of persons served

Q13 Physical and Mental Health Conditions

Component type: ALL

Recipients report on the conditions and disabilities of persons served in these tables during the reporting period. These include: mental illness, alcohol abuse, drug abuse, chronic health condition, HIV/AIDS and related diseases, developmental disability, and physical disability. The information on conditions are to be based on latest project stay. A person may have more than one condition; therefore, the tables are not unduplicated.

1. 13a1, and 13b1, and 13c1 report on the number of persons with each condition and disability served by the project during the reporting period. The questions further break down disability information based on what was reported at project entry (Q13a1), project exit for leavers (Q13b1), and the most recent update for stayers (Q13c1).
2. 13a2, and 13b2, and 13c2 report on the number of conditions (no conditions, 1, 2, 3 or more conditions) for each person by the same data collection stages.

Validations:

- Q13a2 Number of Conditions at Entry **must =** Q5-1. Total number of persons served.
- Q13b2 Number of Conditions at Exit **must =** Q5-5. Number of leavers.
- Q13c2 Number of Conditions for stayers **must =** Q5-8. Number of stayers.

Q14 Domestic Violence

Component type: ALL

Information on clients' history with domestic violence is reported in two separate tables. 14a reports on all adults and heads of households who indicated they were a survivor of domestic violence while 14b reports on the number of persons fleeing domestic violence at the time of project entry.

Note that both questions are based on the report by the client at their last project stay of the reporting period (if they had multiple entries). Children in households of adult survivors are not reported.

Validation: Q14a Domestic Violence History **must =** the sum of Q5-2. Number of adults plus Q5-15. Number of child and unknown age Heads of Household.

Q15 Living Situation

Component type: ALL

The living situation table reports on the living situation of adults and heads of households immediately prior to entering the project. The response options correspond to the response options in data element 3.917 Living Situation in the HMIS Data Standards. The table is broken into three categories: homeless situation, institutional settings, and other locations.

Validation: Q15 Living Situation **must =** Q5-2. Number of adults + Q5-15. Number of child and unknown age Heads of Household.

Q16, 17, 18, 19 Cash Income

Component type: ALL

There are six tables which report on cash income. All of them report income from an adult's record only.

1. Q16 **Cash Income Ranges** reports the income in dollar amount ranges for all adults at project entry, those stayers who were required to have an annual assessment, and those clients who exited the project (leavers).

   Note: the column for the Income at Latest Annual Assessment for Stayers also includes information on the number of stayers who were not required to have an annual assessment and those that *were* required to have one but the assessment was not completed in HMIS (or not noted that it was an annual assessment or within the time frame allowed for an annual assessment).

   Validations:

   - Q16 Cash Income Ranges -Total Adults/Income at Entry (Column B) **must =** Q5-2. Number of adults (18 or over).
   - Q16 Cash Income Ranges -Total Adults/Income at Latest Annual Assessment for Stayers (Column C) **must =** Q5-9. Number of Adult Stayers.
   - Q16 Cash Income Ranges -Total Adults/Income at Exit for leavers (Column D) **must =** Q5-6. Number of Adult Leavers.

2. Q17 **Cash Income Sources** uses the same clients identified for reporting in Q16 (i.e. all adults at entry, annual assessment, and exit) and reports on the specific sources of income that each person received. A person may have more than one income source–therefore, the tables are not unduplicated . Instead, it reports on the number of adults with income that were included in the entry, annual assessment, and exit groups so as to calculate percentages of persons with a single source as may be needed.

3. Q18 **Client Cash Income Category–Earned/Other Income Category** reports on income based on the source and breaks the information down to report persons with earned income compared to other cash income and all of the variations on that at entry, annual assessment and exit.

   Validations:

   - Q18 Client Cash Income Category– Earned/Other Income Category – Total Adults/ number of adults at entry (Column B) **must =** Q5-2. Number of adults (18 or over).
   - Q18 Client Cash Income Category– Earned/Other Income Category – Total Adults/ number of adults at annual assessment - stayers (Column C) **must =** Q5-9. Number of adult Stayers.
   - Q18 Client Cash Income Category– Earned/Other Income Category – Total Adults/ number of adults at exit - leavers (Column D) **must =** Q5-6. Number of adult Leavers.

4. Q19 **Client Cash Income – Changes Over Time** is reported in three tables for clients by "Entry and Latest Status"; "Clients by Entry and Exit" and Clients by Entry and Latest Status/Exit".

Q20 Non-Cash Benefits

Component type: ALL

There are two tables to report on non-cash benefits.

1. 20a reports on the type of non-cash benefits received.
2. 20b reports on the number of non-cash benefit sources received by all active adults.

   Validations:

   - Q20b Number of Non-Cash Benefit Sources – Total/Benefit at entry (Column B) **must =** Q5-2. Number of adults (age 18 or over).

   - Q20b Number of Non-Cash Benefit Sources – Total/ Benefit at exit (Column D) **must be less than or =** Q5-6. Number of adult leavers.

Q21 Health Insurance

Component type: ALL

Recipients report on the health insurance of persons served based on their information at entry, annual assessment, and exit for those who have left. The table also includes information on whether persons have one or more types of health insurance or no health insurance.

Q22 Length of Participation

Component type: ALL

Recipients report on the length of participation of persons served in the project in two tables.

1. 22a1 reports on the length of participation in the project for leavers and stayers.
2. 22b reports the average and median length of participation for leavers and stayers.

This question identifies the length of participation of persons served in the project based on their last episode of service/housing in the project. Participation accounts for all the days a person was in the project–even if some of those days occurred prior to the reporting period. The leavers column reports on the days from intake to the date of exit while the stayers column reports the days from intake until the last day of the reporting period.

Validation: Q22a1 Length of Participation **must =** Q5-1. Total number of persons served.

Q23 Exit Destination

Component type: ALL

Recipients report on the destination of persons who exited the project in two tables.

1. 23a reports on exits for those clients in the project for more than 90 days.
2. 23b reports on exits for clients were in the project 90 days or less.

The exit destinations are grouped by permanent, temporary, institutional, and other destinations. Additionally, housing outcomes are now reported within this table.

Housing outcomes in the APR are consistent with the CoC's System Performance Measures. HUD carefully considered each destination type to determine how to characterize them for the purpose of measuring outcomes. For Street Outreach, HUD counts a positive outcome as an exit to nearly anywhere except a place not meant for human habitation, or jail, prison, or juvenile detention facility. For all other projects, HUD's intent is to count permanent housing outcomes, so the measure only includes destination types that are considered permanent housing destinations.

HUD has excluded (subtracted from the total number of leavers) those persons who are deceased. Persons reported in four other destination types are also excluded from the calculation as the destination type as a positive outcome for these destinations can only be determined on a case-by-case basis. They include: foster care home or foster care group home; hospital or other residential non-psychiatric medical facility; Residential project or halfway house with no homeless criteria; and long-term care facility or nursing home.

Validations:

- Q23a Exit Destination – more than 90 days- **must be less than or equal to** Q5-6. Number of leavers.
- Q23b Ext Destination – 90 days or less - **must be less than or equal to** Q5-6. Number of leavers.

CSV-APR Report Data–Veterans

For projects that report at least one veteran served during the reporting period the following tables are calculated. Note: if no veterans were served the table cells may be reported as either blank or **0**. Tables are calculated the same way as the **All client** tables, but are filtered to only report on those persons who were identified in HMIS as Veterans.

Q25a Number of Veterans

Recipients report on veterans served using the same methods as Q7 Persons Served.

Validation: Q25a Number of Veterans - Chronically Homeless Veteran and Non-Chronically Homeless Veteran (cells B2+B3) **must =** Q5-10. Number of Veterans.

Q25b Number of Veteran Households

Recipients report on veterans served using the same methods as Q8 Households Served.

Q25c Gender–Veterans

Recipients report on veterans served using the same methods as Q10 Gender.

Validation: Q25c Gender – Veterans **must =** Q5-10. Number of Veterans

Q25d Age–Veterans

Recipients report on veterans served using the same methods as Q11 Age.

Validation: Q25d Age – Veterans **must =** Q5-10. Number of Veterans

Q25e Physical and Mental Health Conditions–Veterans

Recipients report on veterans served using the same methods as Q13 Physical and Mental Health Conditions.

Q25f Cash Income Category–by Entry and Latest Status Exit–Veterans

Recipients report on veterans served using the same methods as Q18 Cash Income Categories.

Validation: Q25f Cash Income Categories by Entry and Latest Status Exit– Veterans **must =** Q5-10. Number of Veterans

Q25g Type of Cash Income Sources–Veterans

Recipients report on veterans served using the same methods as Q17 Cash Income Sources.

Q25h Type of Non-Cash Benefit Sources–Veterans

Recipients report on veterans served using the same methods as Q20a Non-Cash Benefits.

Q25i Exit Destination–Veterans

Recipients report on veterans served using the same methods as Q23 Exit Destination without separate tables based on length of stay.

Validation: Q25i Exit Destinations – Veterans **must be less than or equal** to Q5-10. Number of Veterans.

CSV-APR Report Data–Chronically Homeless Persons

For projects that report at least one chronically homeless (CH) person served during the reporting period the following tables are calculated. If no CH persons were served the table cells may be reported as either blank or **0**. Chronically homeless persons are calculated in the APR based on the **Chronic Homelessness at Project Entry** method in the HMIS Standard Reporting Terminology Glossary.

Q26a Chronic Homeless Status–Number of Households w/at least one or more CH person

Recipients report on CH served using the same methods as Q7 Persons Served.

Validation:Q26a Number of households with at least one/or more CH Persons **must be less than or equal to** Q5-11. Number of Chronically Homeless Persons.

Q26b Number of Chronically Homeless persons by household

Recipients report on CH served using the same methods as Q8 Households Served. Households are considered CH if at least one adult in the household meets the definition of CH.

Validation: Q26b Number of Chronically Homeless persons by household **must =** Q5-11. Number of Chronically Homeless Persons.

Q26c Gender of Chronically Homeless Persons

Recipients report on CH served using the same methods as Q10 Gender.

Validation: Q26c Gender of Chronically Homeless Persons **must =** Q5-11. Number of Chronically Homeless Persons

Q26d Age of Chronically Homeless Persons

Recipients report on CH served using the same methods as Q11 Age

Validation: Q26c Age of Chronically Homeless Persons **must =** Q5-11. Number of Chronically Homeless Persons.

Q26e Physical and Mental Health Conditions of Chronically Homeless Persons

Recipients report on CH served using the same methods as Q13 Physical and Mental Health Conditions.

Q26f Cash Income– Chronically Homeless Persons

Recipients report on CH served using the same methods as Q18 Cash Income Categories.

> **Validation:** Q26f Cash Income– Chronically Homeless **must be less than or equal to** Q5-11. Number of Chronically Homeless Persons.

Q26g Type of Cash Income Sources–Chronically Homeless Persons

Recipients report on CH served using the same methods as Q17 Cash Income Sources.

Q26h Type of Non-Cash Income Sources–Chronically Homeless Persons

Recipients report on CH served using the same methods as Q20a Non-Cash Benefits.

CSV-APR Report Data–Youth

The youth subsection reports on persons from age 12 up to age 24 provided that there is not anyone in the household who is 25 or older. If no youth were served the table cells may be reported as either blank or **0**. All tables are calculated the same way as the **All client** tables, but are filtered to only report on those persons who were identified in HMIS as youth as of the project entry date or the report start date, whichever is later.

Q27a Age of Youth

Recipients report on youth served using the same methods as Q11 Age.

> **Validation:** Q27a Age of Youth **must =** Q5-12. Number of Youth under age 25.

Q27b Parenting Youth

To determine a **Parenting Youth** for reporting purposes in the APR, there must be a household of only youth where at least one person (regardless of age) is identified as the child of the head of household in the HMIS.

> **Validation:** Q27b Parenting Youth (Sum of Parent Youth <18 and Parent Youth 18 to 24) **must =** Q5-13. Number of parenting youth under age 25 w/children

Q27c Gender–Youth

Recipients report on youth served using the same methods as Q10 Gender.

> **Validation:** Q27c Gender - Youth **must =** Q5-12. Number of Youth under age 25.

Q27d Living Situation–Youth

Recipients report on youth served using the same methods as Q15 Living Situation.

Validation: Q27d Living Situation – Youth **must be less than or equal to** Q5-12. Number of Youth under age 25.

Q27e Length of Participation–Youth

Recipients report on youth served using the same methods as Q22 Length of Participation.

Validation: Q27e Length of Participation - Youth **must =** Q5-12. Number of Youth under age 25.

Q27f Exit Destination–Youth

Recipients report on youth served using the same methods as Q23 Housing Destinations without separate tables based on length of stay.

Validation: Q27f Exit Destination – Youth **must be less than or equal to** Q5-12. Number of Youth under age 25.