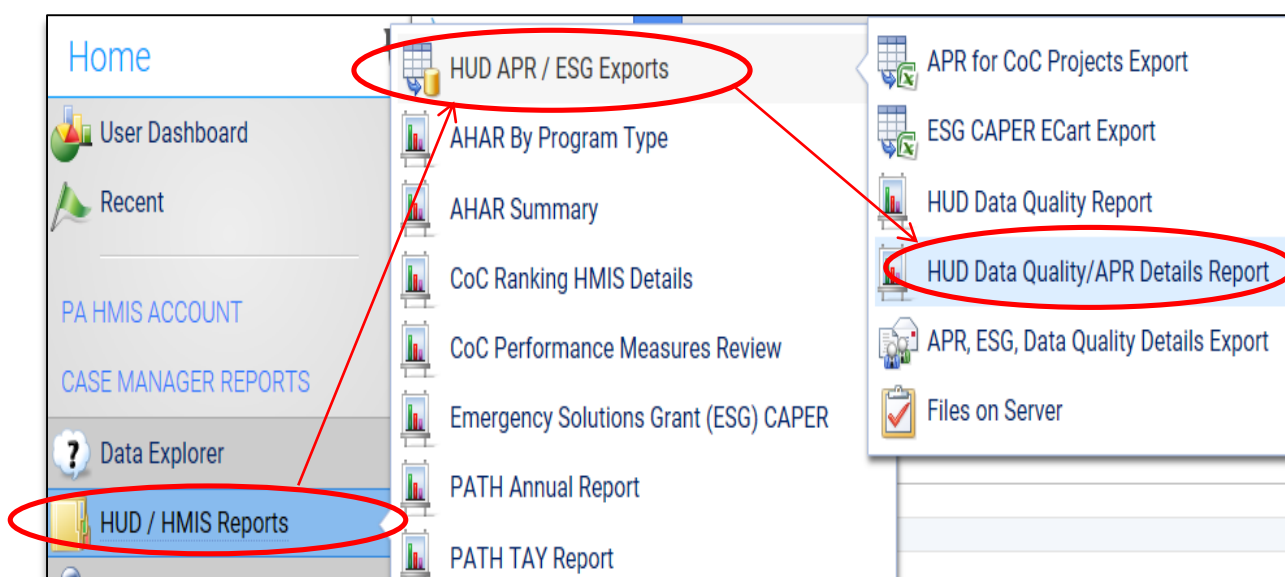


HUD Data Quality/APR Details Report Guide

The following guide introduces a complementary client details report(s) for both the HUD Data Quality, CoC APR and ESG CAPER Reports/Exports within PAHMIS. By default the system provided only an export to produce client data related to these reports/exports, the **HUD Data Quality/APR Details Report** is now available that can provide client details in an easy to use and understand report format in the system.



All users with access to the new PA HMIS/Client Track system will have access to the **HUD Data Quality/APR Details Report**, and is located under the **Home -> Case Manager Report** area. There are four folders in this area, and this report is located within the HUD / HMIS Reports -> HUD APR/ESG Exports section as shown below.



After selecting the Case Manager Reports folder, hover over the HUD / HMIS Reports folder and the HUD APR / ESG Exports folder to view the sub-folder which contains the APR, ESG and Data Quality options. Select the **HUD Data Quality/APR Details Report** option to load the report screen in which you can choose a range your organization and the program for which to include on the report.

Date Range: the report allows you to enter in a date range which will determine which clients are included in the details. You will most likely want to match the date(s) used on the other report/export(s) for which you are generating client details.

period for his report. Only records that fall within the date range you select will be inc

Date Range List:	Since This Date, Last Year ▼
Begin Date:	04/30/2016  to 04/30/2017 

Organization(s): the report will require you to select the organization(s) in which you want to report on and most of the time will automatically select your organization for you (defaults if you have access to only a single organization).

you are authorized to view.

Organization(s):*

Hanover Area Council of Churches
Haven House Shelter
HMIS County/Grant Administrator
<input checked="" type="checkbox"/> HMIS Service Agency
Home Nursing Agency Community Services
Housing Authority of Butler County
Housing Authority of the City of York

Program: the system will require you to select a program to include on the report. Based on the organization(s) selected the system will display all programs available from which to select. The report also provides an optional Program Type selection which can assist in further filtering the programs from which to select from within the programs list.

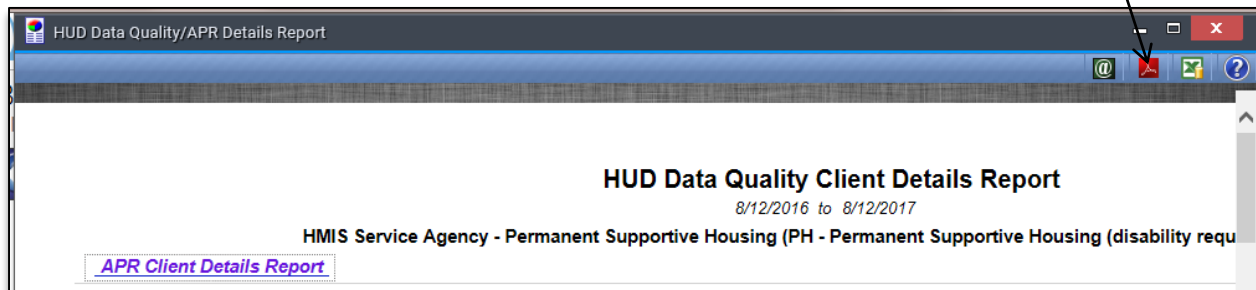
Program Type: - SELECT -

Program:* HMIS Service Agency - Permanent Supportive Housing

Since this is a complementary report for the APR, CAPER or Data Quality only a single program can be selected and included for this report at a time. The recommendation is to run your APR/CAPER export for a program and then run this accompanying details report with the same filters to review the details prior to submission.

Run the Report: Once the report filters have been properly set, simply select the “Report” button on the bottom right-hand side of the screen, this will generate the report.

The HUD Data Quality/APR Details report will appear in a new window on your screen, you can use the “PDF Export” option near the top of the report window to create and save the report.



HUD Data Quality Details Report:

The initial report that is generated is the HUD Data Quality Details report and provides client details to match the HUD Data Quality report and provides clients and their associated data for each of the 7 sections and are individually grouped as follows:

- Q1: Report Validation Table
- Q2: Personally Identifiable Information (PPI)
- Q3: Universal Data Elements
- Q4: Housing and Income Data Quality
- Q5: Chronic Homeless
- Q6: Timeliness
- Q7: Inactive Records

Each of the 7 sections will provide customized individual data elements that relate to the information displayed in the HUD Data Quality report for that question. Examples for section Q1 and Q3 are displayed below and some are data quality based and some are information based which should assist in determining the summary data produced on the main report.

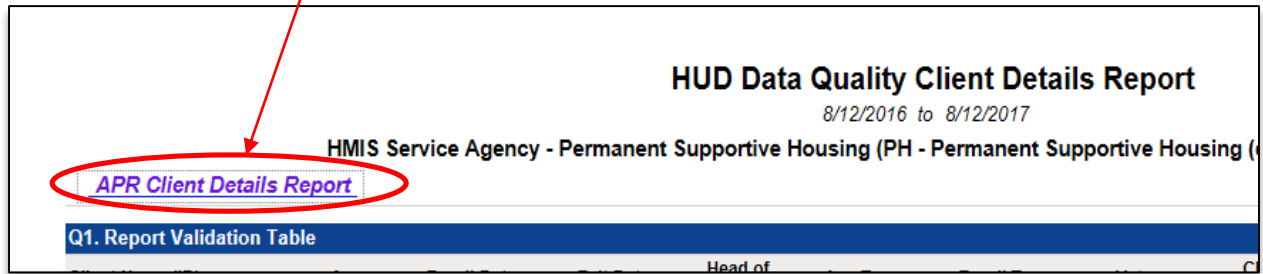
Q1. Report Validation Table											
Client Name (ID)	Age	Enroll Date	Exit Date	Head of Household	Age Type	Enroll Type	Veteran	Chronically Homeless	Youth (under 25)	Parenting Youth	Stayer Over 365 Days
Paxton, Leonard (80426)		12/12/2014		Yes	Unknown	Stayer					Yes
Paxton, Penny (80427)	24	12/12/2014			Adult	Stayer					Yes
Aaron, Kimberely (80971)	13	1/6/2015			Child	Stayer			Yes		
Parker, Peter (81877)	11	1/20/2015		Yes	Child	Stayer			Yes		Yes

Quality Columns: [Blank] = No Issue, M = Missing, D = Don't Know/Data Not Collected, R = Refused -- Issue Columns: provides description for additional validation										
Q3. Universal Data Elements										
Client Name (ID)	Age	Relationship	Veteran Status Quality	Veteran Status Issue	Project Entry Date Issue	Relationship Issue	Client Location Quality	Disabling Cond. Quality	Disabling Cond. Issue	
Paxton, Leonard (80426)		Self								
Paxton, Penny (80427)	24	Spouse								
Aaron, Kimberely (80971)	13	Spouse				No HoH (Self Identified)				
Parker, Peter (81877)	11	Self					Missing			

APR Client Details Report:

The APR Client Details is contained in both the initial report generated, the HUD Data Quality report, which is the first 6 questions on the CoC APR. The rest of the APR Client Details information is contained in a secondary report that can be loaded using a link on the top of the initial page.

By selecting the **APR Client Details Report** link, located within the header section of the initial report, the system will generate a new report that contains APR (and ESG CAPER) information for client demographics and assessment data.



The APR Details report is broken up into 3 main sections and contains detailed client data for Demographics/Universal Data Elements, Entry Assessments and Annual/Exit Assessments. All data included within the APR and associated questions should be represented in these 3 sections for included clients and can assist in checking and resolving data and report issues.

These reports can also be used as reporting resources for obtaining general client level data for any of your HMIS programs.

Client Demographics-

This section includes the main universal data elements for all of the demographic style reporting on the APR (Gender, Age, Household Type, etc.) as well as providing general information for each project stay and such as enrollment dates and the living situation and destination elements.

Client Demographics								
Client (ID)	Age	Relationship	Household	Household Type	Gender	Ethnicity	Race	Veteran Status
Aaron, Kimberly (80971)	13	Spouse	Aaron, Henry - 1985	Adults & Children	Female	Non-Hispanic/Latino	Asian	No
Jenkins, Scotty (110547)	20	Self	Jenkins, Scotty Household	Adults Only	Female	Hispanic/Latino	Multi-Racial	No
Johnson, Bill (82917)	13	Self	Johnson, John Household	Children Only	Male	Non-Hispanic/Latino	White	
Johnson, Bob (108594)		Self	Johnson, Bob Household	Unknown	Male	Non-Hispanic/Latino	White	Yes

Enrollment Assessments-

This section includes assessment data related to a client’s entry for the data elements included on the APR, such as Domestic Violence, Health Insurance, Health Barriers, Income and Benefits. All of this information is used for the “Entry” reporting metrics on the APR and are pulled from each client’s Enrollment Assessment(s) in the project.

Enrollment Assessments											
Client (ID)	Age	DV Date	History of DV	Fleeing DV	Insurance Date	Health Insurance	Health Insurance Source(s)	Health Cond. Date	Physical Disability	Develop. Disability	Chronic Health
Aaron, Kimberly (80971)	13										
Jenkins, Scotty (110547)	20				10/2/2014	Yes	Medicaid				
Johnson, Bill (82917)	13	3/16/2015	No	No	3/16/2015	No		3/16/2015	No	No	No
Johnson, Bob (108594)					10/1/2015	No					

Annual/Exit Assessments-

This section includes assessment data related to the client’s status at the time of the report end date (last day of the reporting period). For those that have exited the project will include Exit Assessment data on the APR and will be displayed in this section. For those that have not exited, labeled a Stayer, will display information from their Annual Assessment for the year, if applicable.

The information displayed in the Enrollment Assessment and Exit/Annual Assessment is almost identical and displays assessment data for the clients included on the APR only collected at different times throughout the project stay.

Annual/Exit Assessments									
Client (ID)	Age	Assessment Type*	Annual Assessment Date Range	Insurance Date	Health Insurance	Health Insurance Source(s)	Health Cond. Date	Physical Disability	Develop. Disability
Aaron, Kimberly (80971)	13	Annual	12/07/2016 - 02/05/2017						
Jenkins, Scotty (110547)	20	Annual	09/02/2016 - 11/01/2016	10/2/2016	Yes	Medicaid			
Johnson, Bill (82917)	13	Annual	02/14/2017 - 04/15/2017				3/16/2015	No	No

The *Assessment Type** column in this section will display which type of data should be included on the APR for stayer/leaver questions and the assessment data displayed within this section. This column for each client will indicate either Exit for leavers, Annual for those stayers that require an Annual Assessment or N/A for those stayers that do not require an Annual Assessment.

Clients that are stayers only are required to record an Annual Assessment for the current year/APR period if they have been enrolled in the program for 1 year or longer; if required the Annual assessment and associated assessments must be recorded within the Annual Assessment Anniversary Date Range listed.