Helpful Hints on APR's

1. Test Running an APR with SAGE – Now that an APR has been downloaded onto your computer you may want to test it in SAGE. When you go to the SAGE website you can test run your report without logging into the website. At the login page you will be asked if you want to test run a report. Click on the link that says upload a CSV-APR or CSV-CAPER to generate a paper report. The next page will appear, and you will select from a dropdown menu if you are choosing an CSV-APR or an CSV-CAPER. After selecting CSV-APR the box will appear at the bottom of the page to choose a file. Choose the file from your computer and verify that you are not a robot, then select Upload and Test. The results will show on the screen and you will have the opportunity at the bottom of the page to have the results emailed to you. The email you receive will show the errors SAGE is finding in your test run.

2. Quick tips if your error says:

- **Wrong file** - make sure you have generated the correct report from your HMIS system. It should be labeled FY2020.

- **Project type errors** - contact your HMIS Lead. Your project type in the HMIS is not the same as your project type of your grant. The HMIS Lead must fix this.

- **Structural errors** - the CSV report is programmed incorrectly. Contact your HMIS Lead or Comparable Database Vendor.

- **Report validation errors** - the CSV report is programmed incorrectly. Contact your HMIS Lead or Comparable Database Vendor.

- **Other errors** - read the error message and follow the instructions on the message

3. Validation File Details – When running an APR, it's always a best practice to click the box that states generate Validation file. The file will open to eleven different CSV files.

Detail. Lists all clients served and provides comprehensive information about all clients in the program

Detail files 2,3,4,5, only show clients with errors. If all these files are blank, then there are no errors.
Detail 2. Errors in basic demographic information
Detail 3. Errors in supplemental demographic information
Detail 4. Errors in Exit destination and income sources (18+ only)
Detail 5. Errors in prior living situation (18+ only)
The following files 6,7,13,14,19,21 all list client responses
Detail file 6 entry/exit
Detail 7. Lists all clients that have been inactive and enrolled in a project more than 90 days. (Emergency Housing, Night by Night, Street Outreach)

Detail 13. HMIS Barriers
Detail 14. DV
Detail 19. Income
Detail 21. Health Insurance

Use the Detail CSV's in the Validation file to quickly find the errors that clients have in their work flows. To correct these errors and clean up the data simply go into the client dashboard and next to the enrollment click on the action button and edit the appropriate work flow, or in some cases open the assessment and make changes in the assessment.

For easy reference the following is a list of all questions on the CSV-APR FY2020

- Q4a. HMIS information
- Q5a. Report Validation
- Q6. Data Quality
- Q7. Persons Served
- Q8. Households Served
- Q9. Contacts and Engagements
- Q10. Gender
- Q11. Age
- Q12. Race and Ethnicity
- Q13. Physical and Mental Health Conditions
- Q14. Domestic Violence
- Q15. Living Situation
- Q16,17,18,19 Cash Income
- Q19b. Disabling Conditions and Income for Adults at Exit
- Q20. Non-Cash Benefits
- Q21. Health Insurance
- Q22. Length of Participation
- Q23. Exit Destination
- Q25. Veterans information
- Q26. Chronically Homeless
- Q27. Youth information