

# 2020 Annual Performance Report 2020 Consolidated Annual Performance and Evaluation Report – Interactive Reports

### March 25, 2021

Eccovia has added a new, interactive report for the HUD Annual Performance Report (APR) and the Consolidated Annual Performance and Evaluation Report (CAPER).

Begin by generating your APR or CAPER export using the current process. Navigate to the Reports workspace and select the HMIS Exports menu option. Select the appropriate export, complete the parameters for the report, and run the export. You will continue to use the HMIS APR 2020 Export to upload your files to SAGE.





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Run Export



## Files on Server

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If you need to reach out to your local HMIS Lead Agency or Eccovia Support regarding an APR or CAPER issue, please include the information shown below to assist with the issue resolution.



#### HMIS APR 2020 Export\_20210324200405\_TaskID\_105931.zip

Once the report is available in Files on Server, you can then access the APR/CAPER Review report in the menu option under the APR/CAPER Review.

HM	IS EXPORTS
	APR / CAPER Review
	CSV APR - FY2020
	CSV CAPER - FY2020

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Annual Performance Report (CoC APR), Consolidated requested the report to be exported.	Annual Performance and Evalu	ation Report (ESG CAPER) viewable reports can be found below. Detail data	will only be available for the user that
	Report Type: - SELEC	τ ~	
		1 result found.	
Run Asyncronous Report Run Begin Date End Date	🔺 Drill Down 🥹 🛛 🤻 R	port quested Files	
CoC APR			
7 105931 03/24/2021 04/01/2020 03/31/202	Available for the user the N report was requested by N		
View Report Set For Removal			

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Select the View Report option for the interactive APR/ CAPER report to launch. The first page of the report will display the Report Criteria and the Question 4a Project Identifiers.

The interactive functionality begins with Question 5a of the report. You now have the ability to click on the numbers (hyperlinks) to drill down into the client-level data.

#### Q5a - Report Validations Table

Label	Total
Total Number of Persons Served	3
Number of adults (age 18 or over)	2
Number of children (under age 18)	1
Number of persons with Unknown Age	0
Number of leavers	2
Number of adult leavers	2
Number of adult and head of household leavers	2

Report Criteria				
Report	APR			
Date Range 04/01/2020 - 03/31/2021				
Organization(s)	Eccovia Cou	nty		
Funding Source(s)	Eccovia Cou	nty CoC PSH		
Project(s)	Eccovia Cou	nty CoC PSH		
Grant Program	HUD: CoC			
Grant Component	Eccovia Cou	nty CoC PSH		
Include Details	Yes			
Q4a Project Identifiers in	HMIS	Full Detail		
Organization Name		Eccovia County		
Organization ID		A01		
Project Name		Eccovia County CoC PSH		
ProjectID		19626		
HMIS Project Type		PH - Permanent Supportive Housing (disability required for entry) (3)		
Method for Tracking ES				
Affiliated with a residential	project			
Project IDs of affiliations				
CoC Number		UT-500		
Geocode		491092		
Victim Service Provider		No (0)		
HMIS Software Name		ClientTrack by Eccovia Solutions		
		4/1/2020		
Report State Date		4/1/2020		

The client-level data associated with that element will open in a separate view.

Total Number of	Persons Served				
🗆 Leaver					2
Client ID	Name	Entry Date	Exit Date	Program	
426456	Williams, John	2/1/2020	3/24/2021	Eccovia County CoC PSH	
426455	Williams, Mary	2/1/2020	3/24/2021	Eccovia County CoC PSH	
⊟ Stayer					1
Client ID	Name	Entry Date	Exit Date	Program	
426457	Smith, Justin	2/1/2020		Eccovia County CoC PSH	
Total					3

Additional drill down capabilities are available as you move through the report. For instance, you can easily maneuver directly to the client record related to the one record with Information Missing for Social Security Number.

Q6a - Data Quality: Personally Identifiable Information

Data Element	Client Doesn't Know Refused	Information Missing	Data Issues	Total	Percent of Error Rate
Name (3.01)	0	0	0	0	0.00%
Social Security Number (3.02)	2	1	0	<u>3</u>	100.00%
Date of Birth (3.03)	0	0	0	0	0.00%

You can now click on the Client ID (hyperlink) and will be directed to the Client record.

### Data Element

Social Security	Number (3.2)
Client ID	Name

426455 Williams, Mary

**Total Issues** 

You can minimize the APR 2020 – Formatted Output and Report Viewer so that you can view the full Client Dashboard. You can review and make any appropriate edits. The reports can be restored by clicking on the Hidden option in the upper right hand corner of the screen and selecting the appropriate option.

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			Repor	t Viewer	>	<	
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Mary W				of 1 🕨 🕅	\$		Find   Next
Mary William	s's Dashboard						
Mary Williams's Ir	formation			APR Q6a Detail In	formatio	n	
	Name: Williams	s, Mary			lonnado		
	Gender: Female			Report Criteria:			
	T officie			Report:	А	<b>P</b> R	
	Ethnicity: Non His	spanic/Latino		Date Range:	0	4/01/2020 -	03/31/2021
	NOTHIS	spanic/Latito		Organization(s	s): E	ccovia Cour	nty
				Funding Source	e(s): E	ccovia Cour	nty CoC PSF
Mary's Enrollment	S		A LANCE AND A	Project(s):	E	ccovia Cour	nty CoC PSF
			Contraction of the local division of the loc	Grant Program	n: H	IUD: CoC	
Enrollment		Ja la		Grant Compon	nent: E	ccovia Cour	nty CoC PSF
Description	Active Househo Members	Household Typ	COLUMN DIST.	Include Details	s: Y	és	
Exited	Membere		And the second s	Data Element			
PH - Permane	nt Supportive Housing (disa	ability required for		Bocial Security N	Jumber (	(3.2)	
Eccovia County	CoC PSH 1	Household wit	And I I I I I I I	Client ID		ame	Entr
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Once you've reviewed and addressed any issues discovered in the report, you are encouraged to generate a new report using the same steps listed above. Once you no longer need files related to the original HUD APR or CAPER export in either Files on Server or the APR/CAPER Review, you can delete them or set them for removal. Unused or unnecessary exports can impact database storage, so it's important to only save the reports with which you are actively working.