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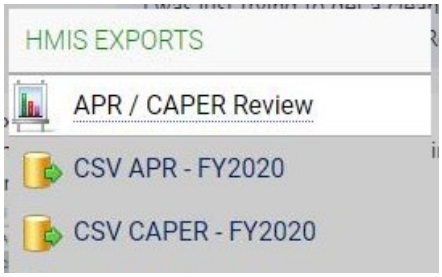
2020 Annual Performance Report

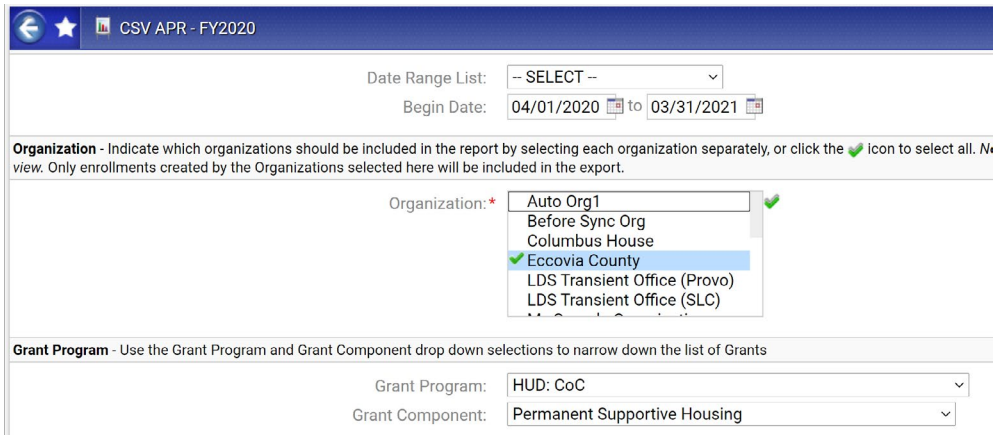
2020 Consolidated Annual Performance and Evaluation Report – Interactive Reports

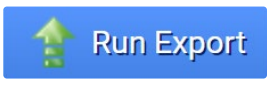
March 25, 2021

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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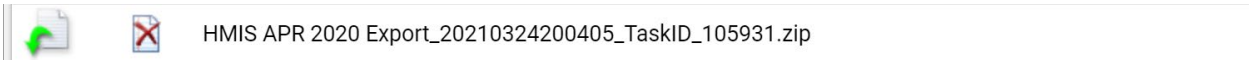
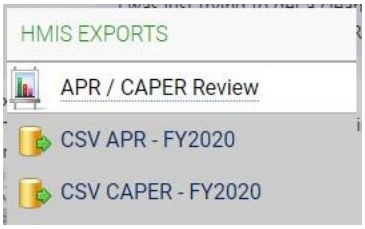
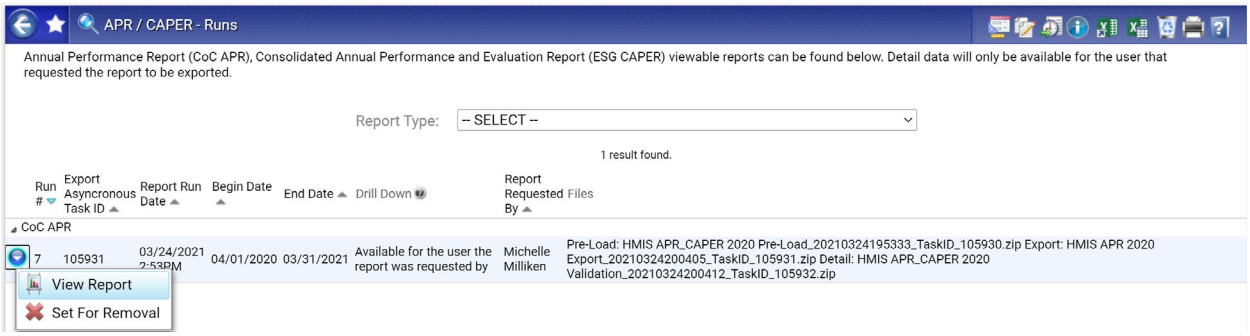
Files on Server

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.



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.





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.

Report Criteria

Report	APR
Date Range	04/01/2020 - 03/31/2021
Organization(s)	Eccovia County
Funding Source(s)	Eccovia County CoC PSH
Project(s)	Eccovia County CoC PSH
Grant Program	HUD: CoC
Grant Component	Eccovia County 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
Report State Date	4/1/2020
Report End Date	3/31/2021

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

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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	3	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.

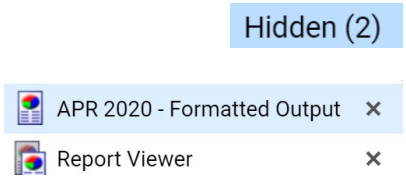
Data Element

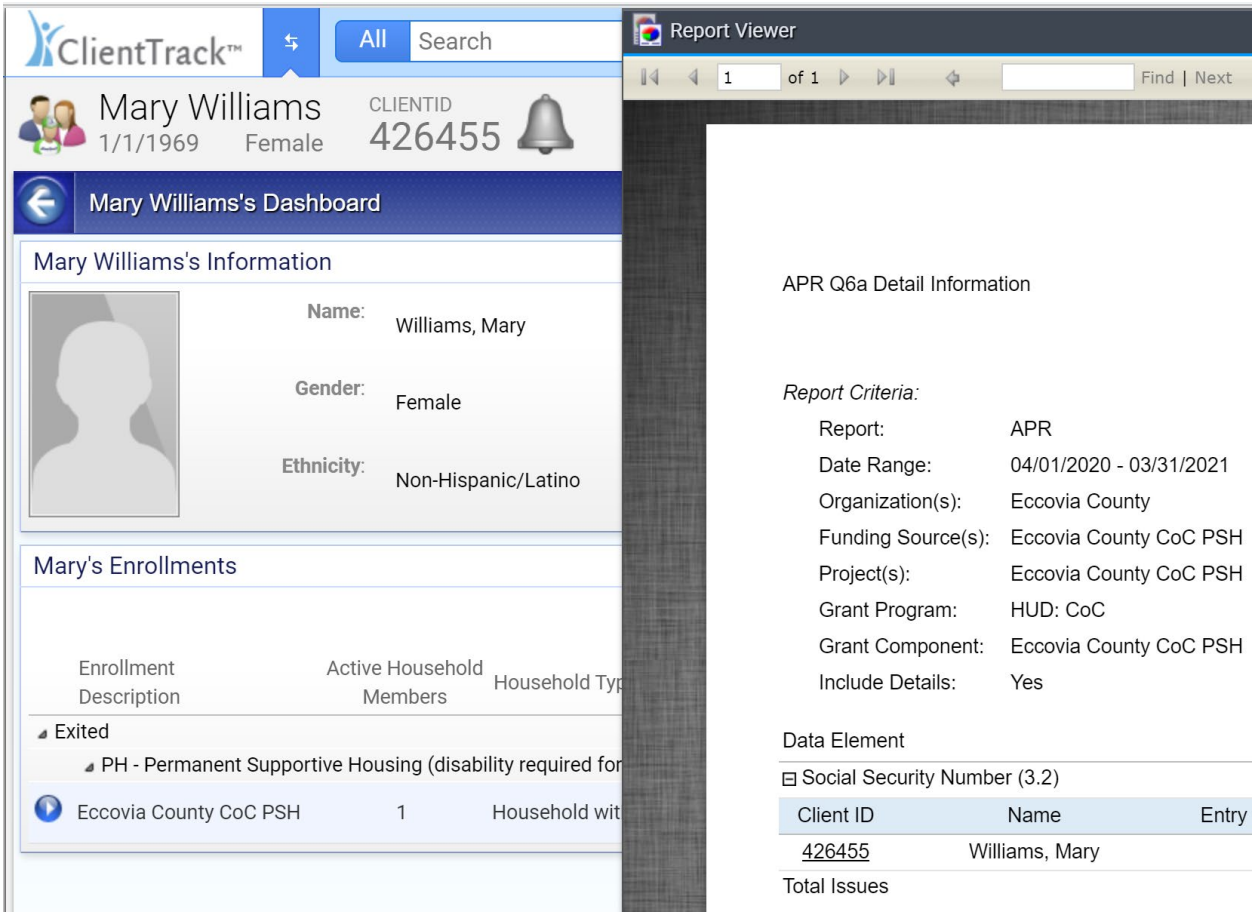
⊟ Social Security Number (3.2)

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.





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.

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