

# WESTERN PA COC 2026 DATA REVIEW & CLEANUP TIMELINE FOR COC RENEWAL PROJECTS

In preparation for the Western PA CoC 2026 Renewal Project Scoring Process, your agency is asked to ensure that your data is of the **highest quality and accuracy**. The Western PA CoC 2026 CoC Renewal Project Evaluation and Scoring process will kick off in April 2026.

**AGENCIES ARE EXPECTED TO RESOLVE APR AND DATA QUALITY ISSUES DURING APRIL IN ANTICIPATION OF THE ANNUAL EVALUATION OF RENEWAL PROJECTS.** To that end, we are providing a timeframe to help ensure that data quality and/or APR issues can be resolved in a timely manner. Agencies should follow the timeline provided to ensure that there is sufficient time to resolve PA HMIS issues.

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## Recommended Timeline for Data Review & Cleanup:

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In our experience, even agencies with significant data capacity and expertise may run into issues with their HMIS data and/or APR report. **We strongly suggest that agencies undertake steps #1, #2 & #3 right away so that data or APR issues can be addressed within the Data Review and Cleanup period (04/09/26-04/27/26).**

***Note to DV providers:** You will need to pull your program's APR using your DV comparable database. If you need guidance on how to pull your APR or how to review the data, or assistance with correcting any identified errors, please connect with your vendor. We request that DV providers follow the overall timeline below.*

### **Instructions/Timeline for Data Review and Cleanup:**

1. Run your APR for **01/01/2025-12/31/2025**. We suggest you **RUN YOUR APR REPORT NO LATER THAN 4/13**.
  - Agencies can use the [APR/CAPER Report View Tool](#) in HMIS to help with reviewing the data within your APR. You may also wish to pull and review data validation reports to identify client-level data issues. To assist with this process, **agency staff may wish to review the following PA HMIS ClientTrack APR training materials:**
    - i. [APR/CAPER Report View Tool Instructions](#)
    - ii. [Running the APR Step by Step Instructions](#)
    - iii. **You can also find training videos on running the APR within ClientTrack – go to Home Screen, Click PA HMIS Training, and PA HMIS Training Videos. See Screenshot below.**

clienttrack.eccovia.com/MainPage.aspx?inline=top

Home / PA HMIS Training Videos

PA HMIS Training Videos

Use the category dropdown menu to narrow your search or leave at select to view all options. Watch in Separate Window will open a new Video will play the video on this page with an option to use full screen.

Category: -- SELECT --

Category	Video Name	Description	Run Time	Release Date	Watch in Separate Window
All Users	HMIS SYSTEMS - Login	Instructions on login, forget password, change password.	2:47	02/26/2025	HMIS SYSTEMS - Login
All Users	RECORDS - Avoid Duplicating Clients	This PA DCED HMIS Training show why and how to avoid creating more than one record for a client. This training falls under the Category: (creating a) RECORD.PA DCED HMIS platform is Eccovia ClientTrack.	3:01	09/03/2024	RECORDS - Avoid Duplicating Clients
All Users	REPORTS - APR or CAPER Viewer	How to run the APR/CAPER viewer to see your report not as csv. file but in tabular view. Goes over key elements in your report that HUD and local CoC use to gauge your outcomes and progress.	5:31	09/03/2024	REPORTS - APR or CAPER Viewer
All Users	REPORTS - Create an APR or CAPER	Instruction on how to create an APR or CAPER and upload to SAGE.Subject Category: Report.PADCED HMIS Platform: Eccovia ClientTrack	3:04	09/03/2024	REPORTS - Create an APR or CAPER
All Users	POLICY - 2024 HMIS Data Standards - Key Changes	This video explains key changes in the 2024 HUD Data Standards for HMIS data entry such as race, gender, language, destination, current living situation, etc. The HMIS platform is Eccovia ClientTrack	2:10	09/03/2024	POLICY - 2024 HMIS Data Standards - Key Changes

2. Review the Renewal Project Scoring Criteria, paying close attention to the “APPENDIX: Data Calculations Explanation for HMIS/APR Related Scoring Criteria” section. The Appendix provides details regarding the specific APR questions and data elements to be used for scoring APR-related criteria.

- [2026 Western PA CoC - CoC Renewal Scoring Criteria\\_FINAL](#)
- [2026 Western PA CoC - YHDP Renewal Scoring Criteria\\_FINAL](#)

3. Check your data, using the Renewal Project Scoring Criteria Appendix to focus on the APR questions and data elements that will be used for scoring. Leave time to work with staff, if necessary. Be aware of upcoming holidays and staff vacations. **HAVE YOUR DATA CHECK COMPLETED BY 4/16/26.** This is important because you may need assistance from the PA HMIS Team to resolve issues. Give yourself plenty of time for that process and to re-check your data.

*Reminder: missing data entries or data quality issues can be corrected based on client files and documentation, but client data records should never be falsified.*

4. If there is a data error that you need assistance from the PA HMIS Team to resolve, we suggest that you **SUBMIT YOUR TICKET IN PA HMIS NO LATER THAN 4/16/26** (but preferably before this date). Leave as much time for this process as possible because you will need to re-run your APR and check your data again.

- **If you are submitting a new Help Ticket in ClientTrack related to renewal scoring data issues:** Please include the words **\*FY26 CoC SCORING\*** in the summary section of the Help Ticket. This will ensure that the PA HMIS team can prioritize your ticket for attention during the renewal scoring data clean up period. Please also include a detailed description of your issue, as you would for any other Help Ticket.
- **If you have an existing Help Ticket in ClientTrack not yet addressed for an issue related to renewal scoring data issues:** The PA HMIS team asks that you resubmit a ticket with the words **\*FY26 CoC SCORING\* resubmission for ticket number 12345 (whatever ticket number it's replacing)** in the summary section. This way the

HMIS team can easily identify tickets related to renewal scoring and close out older tickets that are being resubmitted. If the older tickets have any notes the HMIS team will still be able to reference those. See screenshot below.

Report an Issue

Enter a summary of your issue\*

The summary helps to quickly identify your issue when you're referring back to it later.

\*CoC SCORING\* resubmission for ticket number #####

Please describe the issue

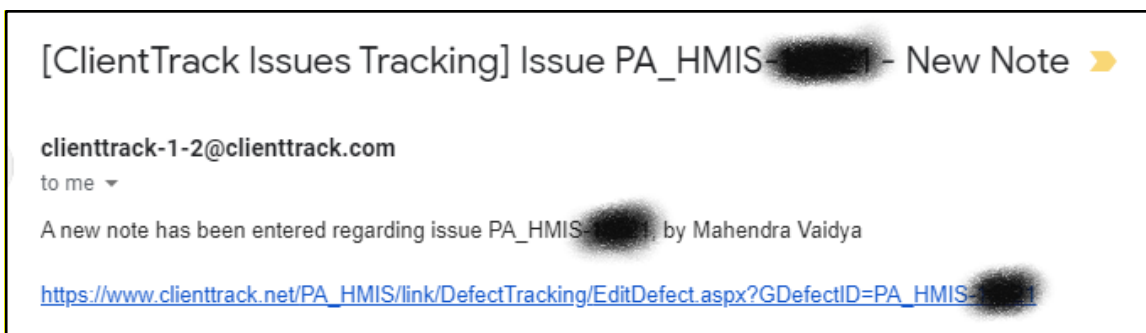
Please enter any details that might help describe the issue or might help in solving it.

Attach a file or screenshot

View Debug Information

How can we reach you?

5. If you submit a ticket in PA HMIS, please look out for automated emails indicating that notes have been added to your ticket, or your ticket has been resolved (see screenshot below). If you receive an automated email regarding your ticket, please log into PA HMIS and navigate to the Help Dashboard to review the note or status. Often the HMIS team may need additional information from you, and it is your responsibility to monitor the status of your ticket and provide additional information if requested.



6. Once you are notified that all tickets have been resolved, be sure to re-run your APR data and check to make sure it is accurate. If the data is not what you think it should be, review the data carefully and follow up with the PA HMIS Team, if necessary. Once your data check confirms that the data is accurate, your data review and cleanup work is done!
7. All data cleanup should be completed no later than **4/27/26**. **In the event that you still have an outstanding issue with your project(s) that was not able to be resolved during the data clean-up window, you must email the CoC at**

[westerncoc@pennsylvaniacoc.org](mailto:westerncoc@pennsylvaniacoc.org) to provide a description of any outstanding data issues by no later than 4/27/26. In the email, be sure to include the project's name and the ticket number for any related unresolved PA HMIS tickets. If we do not hear from you by 4/27/26, we will assume that your data is clean and accurate.