APR Boot Camp

Wednesday, October 14, 2020
House Keeping

- Because this is a webinar, attendees are muted
- Please type any questions you have into the Questions Box
- We are recording this webinar and will send out the link to everyone who registered at a later date.
Rose Kelly
Data Analyst
CT Coalition to End Homelessness
Annual Performance Review (APR) Report and Data Quality Analysis

- Accessing the Report
- Entering Parameters
- Saving Parameters
- Running the Report
- Data Quality Tables
- Link to Client Detail
- Correct Data Issues
Accessing the Report
Accessing the Report

1. Wrench Icon
2. Reporting
3. Compliance Reports
Selecting the Report

Reports Dashboard – HUD CoC Apr - 2020

Processing Bar indicates the screen is loading
Entering Parameters

- Start Date
- End Date
- Organizations set to All
- Enter Projects individually
- Search for Project names using a wildcard symbol %
Entering Parameters

Search for Projects

Enter Check Marks

Use scroll bar to see full name

Click anywhere on the name

Check mark is added
Entering Parameters

Add Selected

Search for more projects and add selected

Scroll to Review the Project List

Click on the name to remove a project
Save Report Parameters and Run Report

Click on Save
Name the Report
Save
You will see a prompt that the report has been saved

Click the report icon in lower right to run the report

Locate saved reports with drop down arrow
Parameters can be changed for any report run
• Edit the date range
Original saved parameters will be retained when you exit
Reading the Report

• Check parameter dates

• Use the report navigation tools
  • Arrow to page forward/back
  • Circle with arrow to return to main report

• Go to page 2

• Client Detail Sub Report links to all clients in the report

• Hyperlink to Q5 and Q6 tables open the Data Quality tables
Data Quality Tables

- Q1. Report Validation
  - Total clients in report

- Q2. Personally Identifiable Information (PII)
  - Data Quality issues identified
  - Link to client detail

Q1. Report Validation Table

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Total</th>
<th>Number of Adults (Age 18 or Over)</th>
<th>Number of Children (Under Age 18)</th>
<th>Number of Persons with Unknown Age</th>
<th>Number of Leavers</th>
<th>Number of Adult Leavers</th>
<th>Number of Adult and Head of Household Leavers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Persons Served</td>
<td>438</td>
<td>392</td>
<td>46</td>
<td>0</td>
<td>78</td>
<td>49</td>
<td>49</td>
</tr>
</tbody>
</table>

Q2. Personally Identifiable Information (PII)

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Client Doesn’t Know/Refused</th>
<th>Information Missing</th>
<th>Data Issues</th>
<th>Total</th>
<th>% of Error Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>0.86%</td>
</tr>
<tr>
<td>Social Security Number</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>7</td>
<td>0.76%</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>0.22%</td>
</tr>
<tr>
<td>Race</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0.11%</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>
Data Quality Tables

• Links on each table open to detailed report just for clients associated with the data issues

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Project</th>
<th>SSN</th>
<th>Name Issues</th>
<th>SSN Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>Test</td>
<td>Test</td>
<td>Project Name</td>
<td></td>
<td></td>
<td>Information Missing</td>
</tr>
<tr>
<td>12345</td>
<td>Test</td>
<td>Test</td>
<td>Project Name</td>
<td>111-11-57</td>
<td></td>
<td>Data Issues</td>
</tr>
<tr>
<td>12345</td>
<td>Test</td>
<td>Test</td>
<td>Project Name</td>
<td>xxx-xx-3273</td>
<td></td>
<td>Data Issues</td>
</tr>
<tr>
<td>12345</td>
<td>Br7an</td>
<td>xxx</td>
<td>Project Name</td>
<td></td>
<td></td>
<td>Information Missing</td>
</tr>
<tr>
<td>12345</td>
<td>Test</td>
<td>Test</td>
<td>Project Name</td>
<td>xxx-xx-7028</td>
<td></td>
<td>Client Doesn’t Know / Refused</td>
</tr>
</tbody>
</table>
Export Reports

- Any section of the report can be exported
- Use the disk icon and select export format
All Data Quality Tables

• Q1. Report Validation
• Q2. Personally Identifiable Information (PII)
• Q3. Universal Data Elements
• Q4. Income and Housing
• Q5. Chronic Homelessness
• Q6. Timeliness of Data Entry
• Q7. Inactive Records
Resources

- Video guidance for 2020 APR
- How to Run an APR Report
- How to Read an APR Report
  - https://cceh.org/data-quality/

- Introduction to the HUD APR and CAPER
  - https://www.youtube.com/watch?v=Gym1sdOf29A

- Strategies for Improving Data Quality of Your APR & CAPER
Questions?

For any questions please email Rose Kelly at rkelly@cceh.org

For any additional questions email training@cceh.org