How to Read the Annual Performance Review (APR) Report in HMIS
Last Updated: September 2020

Reading the Data Quality Report

- When the report opens to page 1 check the date range for accuracy
- Go to page 2 of the report using the navigation arrows

Page 2 through 17 show summary tables of various data points

- Q7a: Number of persons served
- Q7b: PIT count of persons on last Wednesday
- Q8a: Households served
- Q8b: PIT count of households served
### Q7a Number of Persons Served

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Without Children</th>
<th>With Children And Adults</th>
<th>With Only Children</th>
<th>Unknown Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults</td>
<td>925</td>
<td>763</td>
<td>162</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children</td>
<td>229</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Client Doesn’t Know / Client Refused</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Not Collected</td>
<td>59</td>
<td>1</td>
<td></td>
<td></td>
<td>58</td>
</tr>
<tr>
<td>Total</td>
<td>1213</td>
<td>764</td>
<td>389</td>
<td>2</td>
<td>58</td>
</tr>
</tbody>
</table>

For PSH & RRH - the total persons served who moved into housing:

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Without Children</th>
<th>With Children And Adults</th>
<th>With Only Children</th>
<th>Unknown Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>1140</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Q7b: Point-in-Time Count of Persons on the Last Wednesday

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Without Children</th>
<th>With Children And Adults</th>
<th>With Only Children</th>
<th>Unknown Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>925</td>
<td>615</td>
<td>312</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>904</td>
<td>600</td>
<td>296</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>July</td>
<td>974</td>
<td>629</td>
<td>203</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>October</td>
<td>934</td>
<td>613</td>
<td>318</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Q8a: Households Served

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Without Children</th>
<th>With Children And Adults</th>
<th>With Only Children</th>
<th>Unknown Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Households</td>
<td>997</td>
<td>721</td>
<td>128</td>
<td></td>
<td>58</td>
</tr>
</tbody>
</table>

For PSH & RRH - the total households served who moved into housing:

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Without Children</th>
<th>With Children And Adults</th>
<th>With Only Children</th>
<th>Unknown Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>834</td>
<td>700</td>
<td>128</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Q8b: Point-in-Time Count of Households on the Last Wednesday

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Without Children</th>
<th>With Children And Adults</th>
<th>With Only Children</th>
<th>Unknown Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>685</td>
<td>578</td>
<td>105</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>April</td>
<td>676</td>
<td>572</td>
<td>101</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>July</td>
<td>750</td>
<td>597</td>
<td>100</td>
<td></td>
<td>53</td>
</tr>
<tr>
<td>October</td>
<td>676</td>
<td>574</td>
<td>105</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This table also shows the income entered for the last annual assessment.

### Q9a: Number of persons contacted
### Q9: Number of persons engaged
### Q10a: Gender of adults
### Q12a: Race
### Q12b: Ethnicity
### Q13a1: Physical and mental health conditions at start
### Q13b1: Physical and mental health conditions at exit
### Q13c1: Physical and mental health conditions for stayers
### Q13a2: Number of conditions at start
### Q13b2: Number of conditions at exit
### Q13c2: Number of conditions for stayers
### Q14a: Domestic violence history
### Q14b: Persons fleeing domestic violence
### Q15: Living situation at project start
### Q16: Cash income – Ranges
### Q17: Cash income – Sources
- Q18: Client cash income category – Earned/other income category by start and annual assessment/Exit status
- Q19a2: Client cash income change – income source by start and exit
- Q20a: Type of non-cash benefit sources
• Q20b: Number of non-cash benefit sources
  o All clients have non-cash sources
  o Review any that show ‘no sources of non-cash benefits’

• Q21: Health insurance
  o Review health insurance counts
- Q22a1: Length of participation
- Q22b: Average and median length of participation in days
- Q22c: Length of time between project start date and housing move-in date
- Q22e: Length of time prior to housing – based on 3.917 date homelessness started
- Q23c: Exit destination – all persons
  - Includes sub-table counts for each exit destination type
- Page 16 of the report provides hyperlinks to information for Veterans, chronically homeless, and youth

- Once the tables have been reviewed use the navigation arrows or just enter a 2 in the page window and hit enter to return to page 2 of the report
Page 2 will bring you to links for the Data Quality Report

- Hyperlink to Q5 and Q6 tables will bring you to the Data Quality Report
  - The Data Quality Report includes tables Q1 – Q7

- Q1 through Q7 tables of the Data Quality Report will display the report section and data elements for each section
- Review the Q1 Validation table for the date range and overall counts of the clients within your report parameters
  - Total persons served
    - Family program totals
• Each table covers different sections of the report
• Starting on the left you will see all the data elements for the table
  o The Q2 PII table holds Name, SSN, DOB, Race, Ethnicity, and Gender

• As you move to the right each field header will show the details of each Data Element that end users input
• This shows how many data errors the report has identified
  o There are no data errors for the Name field – zeros all the way across the row
  o There is 1 error for SSN under Client Doesn’t Know/Refused, 3 under Information Missing and 1 Data Issue

• The far-right columns provide a total all of the errors for the Data Element and the % of Error Rate based on the total number of clients within your report
  o You can track and lower error rates by correcting entries and re-training

![Table Example](image)

• The title of each table is a hyperlink to all of the clients who have errors for that section
  o You will only see those clients associated with the identified errors
• Click on the **Q2. Personally Identifiable Information (PII)** link to get to the client list

• The Client ID and Name are in the far-left columns (not visible in this document)
  o You can then go into the client record and correct any errors

• Here you can see the SSN errors
  o 1 Client Doesn’t Know/Refused, 3 Information Missing, and 1 Data Issue
• Sometimes the report will pick up an error, such as the Data Issues, that does not need to be corrected
  o If all you collect is the last 4 of the SSN (XXX-XX-2705) then there is no action to take
• Review each of the remaining tables to identify and correct errors
  o Q3 Universal Data Elements
  o Q4 Income and Housing Data Quality
  o Q5 Chronic Homelessness
  o Q6 Timeliness
  o Q7 Inactive Records: Street Outreach and Emergency Shelter

• Q4 Income and Housing Data Quality
  o An Income and Sources record must be created as part of an annual assessment for clients participating in a project one year or more
  o Link to HUD standards for collecting and entering income in a client record
Resources:

- **HUD 2020 Data Standards Interactive Tool**

- **HUD CoC Program Toolkit - CoC Responsibilities and Duties**

- **HUD standards for collecting and entering income in a client record**