For PSH/RRH programs, you will need to evaluate your program data using the APR Client Detail Export. From the Detail Export you can filter for HoH only and then review those missing Move In Dates.
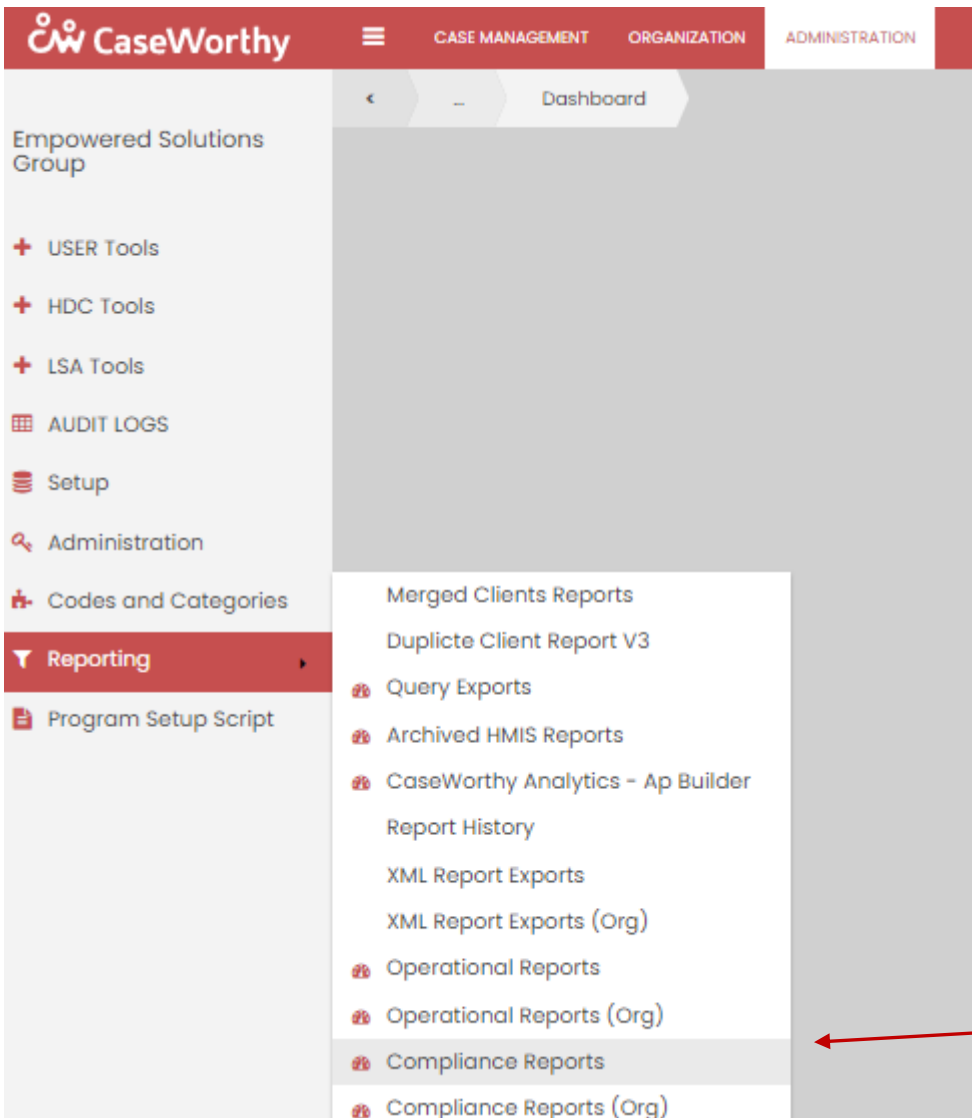
If you are not comfortable working with Excel, please email CCEH for assistance at – data@cceh.org

To Run your APR:

1. Click on Administration at the top of the screen.
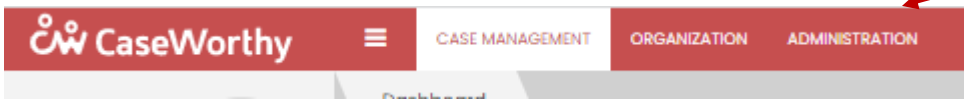
2. Click reporting in the left menu then click Compliance Reports.

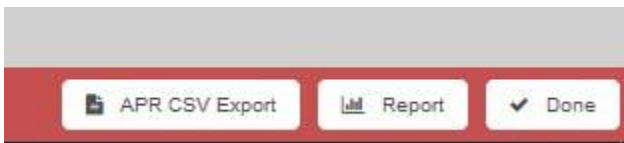3. Click on the **2022 APR v1** icon when the compliance reports page opens.

HMIS / HUD Compliance Reports

2022 APR v. 1

4. Enter the date range of the report.
5. Click 'some' on the program side.
6. Then click the magnifying glass.
7. Search for the program you need to review using the % wildcard function
   - %Chrys – will bring up programs that begin with Chrys
   - Click on the program name to add a check mark
   - Click on Add Selected to add the checked program to your report
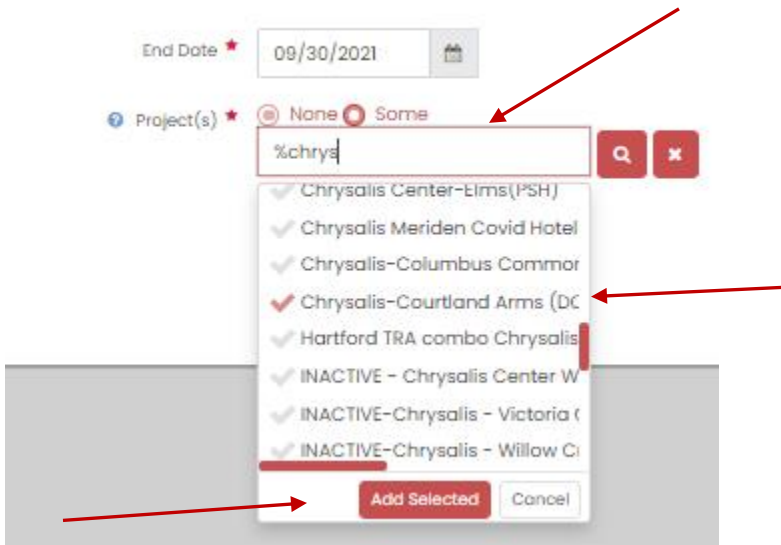
8. When all the programs are entered, click Report at the bottom of the screen.

9. Once the report opens, click the page arrow to move to the primary report on page 2.

10. Click on the hyperlink to the Client Detail Sub Report.

Client Detail Sub Report

Hyperlink to Q5 and Q6 tables

Q7a Number of Persons Served

	Total	Without Children	With Children And Adults	With Only Children	Unknown Type

11. You will want to export this report to excel using the drop-down arrow next to the disk icon and selecting Excel.

12. This will generate an excel spreadsheet.

To Evaluate Housing Move In Date:

13. Make sure you filter for the Head of Household identified as 'Self' on the sheet.

Client Detail Sub Report

HUD APR Drilldown : Multiple Questions

Date Range: **7/1/2020** to **11/30/2020**

Organization(s)   Pacific House

Program(s)   #VALUE!

Client ID	Last Name	First Name	Family ID	Relation To HoH	Family Size	Family Type	DOB
59352			35384	Self	1	Without Children	

14. Once you have isolated those identified as 'Self', scroll to the right of the sheet until you get to the column labeled 'Move In Date.' This will show all records with/without a move in date. If the record is missing the move in date, then you should take note of the client ID and review that client record for accuracy.


	Exit Destination (HUD Program - Latest)	Date Started On Streets	Move in Date (HUD Program - Latest)	Length to Move In (BeginDate - Move in Date)
	N/A	2/20/2010	2/20/2015	0

To Update Housing Move In Date:

15. Once you have identified the client ID's that are missing the move in date you can look them up in HMIS.

16. Click Find client, enter the client ID number and click search.

17. Once the system finds the client, click on Case Management from the left side menu.

18. Then select program enrollment.

4
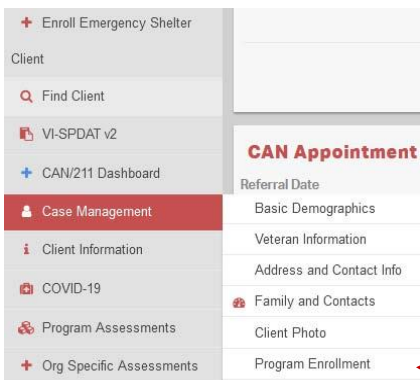
19. From the program enrollment table, you can see the client's enrollment history

20. Look for your program name and take note of the One Time Field.

21. For PSH and RRH programs, once a client moves into the unit you should click the One Time Field button and enter the date the client moved into the unit.

22. It is allowable for the move in date to be equal to the program enrollment start date, however, the move in date <u>cannot be before the program enrollment start date</u>.

23. By entering the Housing Move In Date you have now stopped the clock on the count of this client/family's number of days homeless.