



# CoC Annual Performance Report

## AWARDS INFORMATION SHEET

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This document will help you to understand the Continuum of Care Annual Performance Report (CoC APR). In July 2011, HUD replaced the old HUD 40118 Annual Progress Report with a new report called the HUD Annual **Performance** Report. Despite having the same acronym the two reports are very different. The new APR must be completed annually by HUD "Continuum Programs," which include programs that receive Supportive Housing Program (SHP) funding, Shelter Plus Care (SPC) funding, or Section 8 Moderate Rehabilitation Single Room Occupancy (SRO) funding.

Grants ending on or after July 1<sup>st</sup>, 2011 will use this new CoC APR and submit data into HUD's e-snaps database (<http://esnaps.hudhre.info/>).

Detailed information on how the CoC APR works and how information is entered into e-snaps can be found in HUD's CoC APR Guidebook at <http://hudhre.info/apr/>

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### WHICH PROGRAMS CAN RUN THE COC APR?

To be able to run the CoC APR for a program, it must be designated as a HUD program under Agency Program Information in AWARDS. To confirm that this is the case, navigate to System Setup > Agency Program Information > Add/Edit Entire Program. There, select your program and click Continue. Click the "Optional Settings" tab, and confirm that the "Submits HUD APR" check box is checked.

Please keep in mind that while you can run the CoC APR for any program that is set to "Submits HUD APR," the CoC APR was designed to work for the following HUD program types:

- Transitional Housing
- Permanent Supportive Housing
- Safe Haven
- Permanent Housing (e.g., Mod Rehab SRO)
- Homeless Outreach
- Services Only Programs

Programs should specify their "HUD Program Type" on the "HMIS Settings" tab under Agency Program Information. Note that the CoC APR requires different information for some program types such as Homeless Outreach programs, so the CoC APR may look different when run for different programs.

*The CoC APR in AWARDS was not designed to work for Homeless Prevention and Rapid Re-Housing Programs (HPRP). HPRP programs will need to use HUD's APR Aggregation Tool found at <http://hudhre.info/apr/index.cfm?do=viewHIMSVendorForAPR>*

The CoC APR can be run for any date range up to one year in length. We strongly recommend running the CoC APR on a regular basis to check on data quality, and to evaluate your program's performance over time.

*To view the step-by-step instructions on the process of running the CoC APR within AWARDS, please see the "[Viewing the Annual Performance Report](#)" procedure in Online Help.*

## WHAT DATA IS INCLUDED IN THE COC APR?

The CoC APR includes data on all persons served during the operating year. The CoC APR is an unduplicated report, meaning that each client is reported on only once. When clients have multiple program stays, the data from their most recent stay is used.

A full list of all clients included in the report can be seen by checking the "Show Individual Detail?" check box on the report settings page. The individual detail displays at the bottom of the CoC APR.

Throughout the CoC APR, clients are split up into several categories:

- "Leavers" are those persons who were discharged (or moved out of a household) during the reporting period.
- "Stayers" are those persons who did not leave during the reporting period.
- "Unaccompanied Youth" are heads of household under 18 who have no household members.
- "Households without Children" include single adults as well as adult couples without children.
- "Households with Children and Adults" include any family with at least one person age 18 or older, and at least one person under age 18.
- "Households with only Children" include unaccompanied youth and families with only persons under age 18.
- "Unknown Type" generally refers to a person (or people in families) whose "Birthdate Data Quality" is listed as "Don't Know" or "Refused," and thus has family members who cannot be identified as children or adults, and a family type that cannot be identified.

## UNDERSTANDING THE QUESTION ORDER

The CoC APR found inside of AWARDS only contains the questions that pertain to a program's data. This is why the report starts at question 7 and skips many questions. Questions that are not found in AWARDS will still need to be answered inside of e-snaps, but do not require data from the AWARDS system to be answered.

## UNDERSTANDING DATA QUALITY - QUESTION 7B

Question 7b evaluates the number of data elements that are missing or unknown for all clients. Clients who answered "Don't Know," "Unknown," or "Refused" are counted in the first column. Clients who skipped a question or left a question blank are counted in the second column of "Missing Data." A high percentage of missing or unknown data may signify that a program has a problem with collecting complete and accurate data.

Some data elements are only collected and evaluated for adults and unaccompanied youth, while other data elements are collected and evaluated for all household members including children. The data elements that are only collected for adults and unaccompanied youth are: "Residence Prior to Program Entry," "Zip Code of Last Permanent Address," and "Veteran Status."

Use the Individual Detail to determine which clients are missing data. An "8" signifies "Don't Know" or "Unknown," while a "9" signifies "Refused." If a client initially refuses to answer a question or does not know the answer, HUD expects the staff of that program to work with the client over time to identify the answer and to update the intake information with the correct information.

*In addition to using the Individual Detail, you may also use the HMIS ReportBuilder to monitor data quality. We have saved a report formatted called "Foothold Technology – Data Quality Report" which examines the Universal Data Elements for all household members. You may modify this report to include the Programmatic Data Elements such as "Income" and "Special Needs."*

## UNDERSTANDING POINT-IN-TIME COUNTS

The CoC APR counts the number of clients who were active in the program during the last Wednesday in January, April, July, and October. Depending on the reporting period used to run the APR, these dates may fall in different years.

## UNDERSTANDING THE "LATEST STATUS" OF STAYERS

The March 2010 HMIS Data Standards required that all HUD programs begin collecting "Annual Updates" on all clients. This information is collected on the face sheet in the "HMIS Info" section for the head of household, and on the "Annual HMIS Updates" section of the Household and Child Info form for all other household members. This information needs to be updated at least once a year for all clients.

In the CoC APR, several questions (Q22b, Q24, Q25c, Q25d, Q26c, and Q26d) look at the most recent information available on clients. For "leavers" this information comes from their discharge information. For "stayers" this information comes from the Annual Updates section whenever possible. If no information has been entered into the Annual Update section, then the information is pulled from the client's intake sheet.

In Question 24, the income information collected at Intake is compared with the information collected in the Annual Update. The Annual Update information is recorded in the "Income at Follow-Up" columns.

## UNDERSTANDING THE INDIVIDUAL DETAIL

If you check the box to "Show Individual Detail?" before running the APR, a chart containing the individual answers for each client is shown at the bottom of the report. Each person is listed on a separate row. The numbers found in the individual detail can be confusing because they correspond with the values found in HUD's HMIS Data Standards document rather than with the numbers found in each question on the APR. A legend explaining each of the values has been provided below for your convenience.

In all categories the number "8" represents "Don't Know," and the number "9" represents "Refused." A blank cell signifies either missing data, or a question that did not apply to the client (such as exit information for current clients).

Person type is listed as "Child" for anyone that was under age 18, "Adult" for anyone 18 and older, and "Unknown" for anyone whose birth date data quality is "Don't Know" or "Refused." The client's age is calculated based on the client's most recent entry date, or the start date of the CoC APR, whichever is latest.

For the Point-in-Time questions, a "1" signifies that the person was in the program during that Point in Time, while a blank square signifies that the person was not in the program during that Point in Time.

### Social Security Data Quality and Birth Date Data Quality:

- 1 = Full Information Reported
- 2 = Partial Information Reported
- 8 = Don't Know
- 9 = Refused

### Race:

- 1 = American Indian or Alaska Native
- 2 = Asian
- 3 = Black or African American
- 4 = Native Hawaiian or Other Pacific Islander
- 5 = White
- 8 = Don't Know

9 = Refused

Ethnicity:

0 = Non-Hispanic/Non-Latino

1 = Hispanic/Latin

8 = Don't Know

9 = Refused

Gender:

0 = Female

1 = Male

2 = Transgendered Male to Female

3 = Transgendered Female to Male

4 = Other

8 = Don't Know

9 = Refused

Veteran Status and Disabling Condition:

0 = No

1 = Yes

8 = Don't Know

9 = Refused

Residence Prior to Program Entry (listed as "EntryResidence"):

1 = Emergency shelter, including hotel or motel paid for with emergency shelter voucher

2 = Transitional housing for homeless persons (including homeless youth)

3 = Permanent housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab)

4 = Psychiatric hospital or other psychiatric facility

5 = Substance abuse treatment facility or detox center

6 = Hospital (non-psychiatric)

7 = Jail, prison or juvenile detention facility

12 = Staying or living in a family member's room, apartment or house

13 = Staying or living in a friend's room, apartment or house

14 = Hotel or motel paid for without emergency shelter voucher

15 = Foster care home or foster care group home

16 = Place not meant for habitation

17 = Other

18 = Safe Haven

19 = Rental by client, with VASH housing subsidy

20 = Rental by client, with other (non-VASH) ongoing housing subsidy

21 = Owned by client, with ongoing housing subsidy

22 = Rental by client, no ongoing housing subsidy

23 = Owned by client, no ongoing housing subsidy

8 = Don't Know

9 = Refused

Income Sources (listed as "EntrySourcesCash" for Income Sources at Entry and "LastSourcesCash" for Income Sources at Exit or at Annual Update):

1 = Earned Income (i.e., employment income)

2 = Unemployment Insurance

3 = Supplemental Security Income (SSI)

4 = Social Security Disability Income (SSDI)

5 = Veteran's disability payment

6 = Private disability insurance

7 = Worker's compensation

- 10 = Temporary Assistance for Needy Families (TANF)
- 11 = General Assistance (GA)
- 12 = Retirement income from Social Security
- 13 = Veteran's pension
- 14 = Pension from a former job
- 15 = Child support
- 16 = Alimony or other spousal support
- 17 = Other source
- 8 = Don't Know
- 9 = Refused

Non-Cash Benefits (listed as "EntrySourcesNonCash" for Non-Cash Benefits at Entry, and "LastSourcesNonCash" for Non-Cash Benefits at Exit or at Annual Update):

- 1 = Supplemental Nutrition Assistance Program (SNAP)
- 2 = MEDICAID health insurance program
- 3 = MEDICARE health insurance program
- 4 = State Children's Health Insurance Program
- 5 = Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
- 6 = Veteran's Administration (VA) Medical Services
- 7 = TANF Child Care services
- 10 = TANF transportation services
- 11 = Other TANF-funded services
- 12 = Section 8, public housing, or other ongoing rental assistance
- 13 = Other source
- 14 = Temporary rental assistance
- 8 = Don't Know
- 9 = Refused

Special Needs: Chronic Health Condition, Physical Disability, Developmental Disability, HIV/AIDS, Mental Health, and Domestic Violence:

- 0 = No
- 1 = Yes
- 8 = Don't Know
- 9 = Refused

Special Needs: Substance Abuse

- 0 = No
- 1 = Alcohol abuse
- 2 = Drug abuse
- 3 = Both alcohol and drug abuse
- 8 = Don't Know
- 9 = Refused

Destination:

- 1 = Emergency shelter, including hotel or motel paid for with emergency shelter voucher
- 2 = Transitional housing for homeless persons (including homeless youth)
- 3 = Permanent supportive housing for formerly homeless persons
- 4 = Psychiatric hospital or other psychiatric facility
- 5 = Substance abuse treatment facility or detox center
- 6 = Hospital (non-psychiatric)
- 7 = Jail, prison or juvenile detention facility
- 10 = Rental by client, no ongoing housing subsidy
- 11 = Owned by client, no ongoing housing subsidy
- 12 = Staying or living with family, temporary tenure (e.g., room, apartment or house)
- 13 = Staying or living with friends, temporary tenure (e.g., room, apartment or house)

14 = Hotel or motel paid for without emergency shelter voucher  
15 = Foster care home or foster care group home  
16 = Place not meant for habitation  
17 = Other  
18 = Safe Haven  
19 = Rental by client, VASH Subsidy  
20 = Rental by client, other (non-VASH) ongoing housing subsidy  
21 = Owned by client, with ongoing housing subsidy  
22 = Staying or living with family, permanent tenure  
23 = Staying or living with friends, permanent tenure  
24 = Deceased  
8 = Don't Know  
9 = Refused

Below the Individual Detail there is an **Excel** link which can be used to export the report into excel.

*Below the Excel link, another link to **Compressed Files** is displayed, which can be used to download the CSV files that are used to generate the report using HUD's APR Generation Tool. Most users should simply ignore this link.*