



HPRP QPR Report

AWARDS INSTRUCTION SHEET

The AWARDS HPRP QPR report feature, located in the Fiscal/Program module, enables HPRP programs to generate reports for the Homeless Prevention and Rapid Re-Housing Program (HPRP) of the American Recovery and Reinvestment Act of 2009. The results of the report can be used to satisfy HPRP Reporting from the HMIS.

Permissions required to access and use the HPRP QPR report are:

- **CHART ACCESS** – You must have chart access for the program(s) the HPRP QPR report is to be viewed for.
- **DATA ENTRY / ACCESS** – Unless you are a member of the “Fiscal Staff” or “Executive Officer” user groups, you must have the “Display Executive Administration Buttons” and “Display Fiscal Buttons” permissions in order to access the Fiscal/Program module in which the HPRP QPR report resides.

If you will be setting up an HPRP QPR program, additional permissions are required. Please see “Setting Up an HPRP QPR Program” on page 1 for details.

ABOUT THIS DOCUMENT

This document is intended to guide you through the process of using the HPRP functionality in AWARDS to generate reports and understand their content. Specific topics covered are:

- **Setting Up an HPRP Program** – Learn how to set up an HPRP program in AWARDS. Page **1**
- **Viewing the HPRP QPR Report** – Learn to view the read-only HPRP QPR report in the Fiscal module. Page **2**
- **Understanding HPRP QPR Data** – Learn how the HPRP QPR Report is populated. Page **3**

SETTING UP AN HPRP PROGRAM

In order for a program to have the HPRP QPR report available for it, that program must have been set up as an HPRP program under System Setup.

Permissions required to set up and maintain program information are as follows:

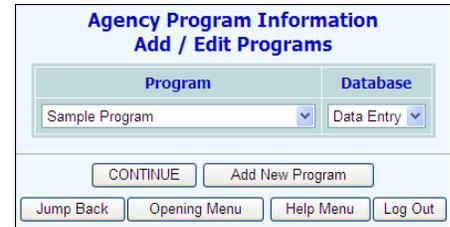
- **DATA ENTRY / ACCESS** – You must have the “Display Executive Administration Buttons” permission.
- **EXCEPTION OVERRIDES** – You must have the “Agency Program Information” permission.

In addition, you must either a) be a member of the “Human Resources” or “Executive Officer” user group, or b) have the “Permissions Data Entry” permission.

To set up a new HPRP program, or to update the information for an existing program to designate it as HPRP, complete the following steps:

1. From the AWARDS *Opening Menu* page, click **System Setup**. The *System Setup Menu* page is displayed.
2. Click **Agency Program Information**. The *Agency Programs Update Menu* page is displayed.

- Click **Add/Edit Entire Program**. The *Add/Edit Programs* page is displayed. 
- If setting up a new HPRP program, click **Add New Program**. The *Agency Program Information* page is displayed. By default, the first of the program information tabs, "General Settings," is open on this page. Skip ahead to step 7.



If designating an existing program as an HPRP program, click the **Program** drop-down arrow and select the program in question.

- Confirm that the **Database** option is set to its default value – "Data Entry."
- Click **CONTINUE**. The *Agency Program Information* page is displayed. By default, the first of the program information tabs, "General Settings," is open on this page.
- Configure the fields and options on each of the program information tabs as necessary, being sure to set the following HPRP-relevant options:
 - **General Settings Tab, Program Group Option** – In order for the HPRP QPR report to be available for a program, that program must have "HPRP Program" selected as its program group. If you are working with an existing program and need to change the program group selection, please contact the Help Desk.
 - **Optional Settings Tab, Submits HUD APR Option** – Click this check box. This option must be checked off for HPRP programs.
 - **HMIS Settings Tab, HPRP Grantee ID Field** – In this field, type the program's HPRP grantee ID.

For information on all other program setup fields and options, please see AWARDS Online Help or the "Program Setup" instruction sheet.

- Click **CONTINUE**. A confirmation dialog box is displayed.
- Click **CONTINUE** to confirm that the changes made should be saved. A read-only report version of all agency program information is displayed.

The process of setting up an HPRP program is now complete.

VIEWING THE HPRP QPR REPORT

To generate an HPRP QPR report, complete the following steps:

- From the *AWARDS Opening Menu* page, click **Fiscal/Program**. The *Fiscal/Program Reports Menu* page is displayed.
- Click **HPRP QPR**. The *HPRP QPR Settings Page* is displayed. 
- The HPRP QPR report is intended to be run quarterly. If necessary, make changes to the default date range in the **Start Date** and **End Date** fields to reflect your current reporting quarter.



The default date range is October 1st of the current year, through September 30th of the upcoming year.

4. Use the **Funding Source** selection list to filter report contents by funder. To select more than one funder, press **<Ctrl>** and click each individual funder.
5. Configure the **Selection Criteria** options as follows to further filter the report contents:
 - **Program / HPRP Grantee ID** – From the first selection criteria drop-down list, choose “Program” or “HPRP Grantee ID” to indicate which of those filters should be applied. When a selection is made, the page automatically refreshes to update the second drop-down selection list based on your choice.
 - **Program / ID Selection List** – From the second selection criteria drop-down list, choose the program or grantee ID(s) for which the report is to be generated.

When filtering by program a single selection must be made here; however, “all” groupings are available. Keep in mind that in order for a program to be included in the selection list, it must be in the “HPRP Program” program group, and the user must have chart access to it.

*When filtering by grantee ID, one or more selections can be made. To select more than one ID, press **<Ctrl>** and click on each individual ID.*

6. Click **CONTINUE**. The report is generated and displayed on the *HPRP QPR Report* page.

The contents of this report are broken into four sections:

- **1. Total Persons and Households Served**
- **2a. Total Persons and Households Served by Service Provided**
- **2b. Homeless Assistance – Housing Outcomes of Persons Served (All Leavers Only)**
- **2b. Homelessness Prevention – Housing Outcomes of Persons Served (All Leavers Only)**

For more information on each of these sections and the contents of the report in general, see “Understanding HPRP QPR Data” on page 3.

The process of viewing the HPRP QPR report is complete.

UNDERSTANDING HPRP QPR DATA

The sections below detail the contents of the HPRP QPR report, and defines the various terms, abbreviations, and classifications found there.

BASIC REPORT TERMINOLOGY

The following terms, abbreviations, and classification categories are used throughout the report's various sections:

- **GTD (Grant to Date)** - Shows calculations from the program start date through the report's end date.

In this context the program start date is the first date for which program data was entered in AWARDS.

- **Homeless Assistance and Homelessness Prevention** – The “Housing Status” option available at intake in HMIS databases is used to categorize services provided as either Prevention or Re-Housing Services.

| HOUSING STATUS | CLASSIFICATION FOR THE HPRP QPR REPORT |
|---|--|
| 1 (Literally homeless) | Homeless Assistance |
| 2 (Housed and at imminent risk of losing housing) | Homelessness Prevention |
| 3 (Housed and at-risk of losing housing) | Homelessness Prevention |
| 4 (Stably Housed) | Homelessness Prevention |
| Don't Know | n/a – excluded from the report* |
| Refused | n/a – excluded from the report* |

**Anyone admitted to an HPRP program where no services have been provided is also excluded from the report.*

In the event that a person has multiple program enrollments, that person may have different homeless statuses for each of those enrollments. As a result, he/she may be counted in more than one column of sections 1 and 2a. However, the persons/households are only counted once within the Total columns of those sections, even if they have multiple distinct statuses.

- **Households / Persons** – Each household is made up of at least one person. The number of persons in a household is derived from the Intake > Individual Type field. If this is set to anything other than any of the individual options the report looks at the head of household's (HOH) household information records and uses the count of all persons living in the household be included in the person counts. For example, Client X is one person and one household. Client X, spouse, and child is three persons and one household.
- **Q (Quarterly)** – Shows calculations from the report start date through the report end date.
- **Total** - Reflects the total number of unique persons and households with the homelessness prevention and homeless assistance classifications. It will not necessarily add up to the direct sum across each cell in the homelessness prevention and homeless assistance columns.
- **Unique Persons** - Computed based on the unduplication logic used throughout AWARDS where the name, DOB, and SSN play a role in the determination.

SECTION 1. TOTAL PERSONS AND HOUSEHOLDS SERVED

Section 1 of the report relates to total persons and households served for both the homeless assistance and homelessness prevention categories, as well as in total.

- **Total Served** - Reflects only unique persons and households. The totals in this row may not necessarily equal the direct sum of the preceding rows.

SECTION 2A. TOTAL PERSONS AND HOUSEHOLDS SERVED BY SERVICE PROVIDED

Section 2a of the report relates to total persons and households provided with financial assistance and housing relocation & stabilization services.

- **GTD** – Includes persons/households with a documented HPRP service between the program start date and the report end date, whose housing status at intake is something other than “Don't Know” or “Refused.”

In this context the program start date is the first date for which program data was entered in AWARDS.

- **Q** – Includes persons/households with a documented HPRP service between the report start and end dates, whose housing status at intake is something other than “Don’t Know” or “Refused.”
- **Totals** - In this section the total financial assistance and the total housing relocation & stabilization services count unique persons and households in the preceding rows. The totals in these totals rows will not necessarily equal the direct sum of the preceding rows.

In the event that a person/household has received multiple services of the same type during the report date range, regardless of readmissions, that person/household is only counted once for that service. For example, if a client received three distinct hotel vouchers in the report date range, all as part of the same or different program enrollments, they are counted only once under Motel & Hotel Vouchers. The (distinct) total will count the total number of persons and households receiving homeless assistance and homelessness prevention.

SECTION 2B. HOMELESS ASSISTANCE – AND 2B. HOMELESSNESS PREVENTION – HOUSING OUTCOMES OF PERSONS SERVED (ALL LEAVERS ONLY)

Sections 2b of the report (both that for Homeless Assistance – Housing Outcomes of Persons Served, and for Homelessness Prevention – Housing Outcomes of Persons Served) relate to *discharged* persons served with homeless assistance and homelessness prevention.

- **%** - Automatically calculates and shows the percentages of persons with the specific exit destination out of the total of persons in the overall group (permanent, temporary, institutional, or other). For example, if in one quarter ten people exited to “Rental by client, no housing subsidy” and 100 people exited to one of the eight different permanent destinations in the same quarter, the % box would show 10% for the quarter. These % columns relate specifically to the destination category totals – institutional, temporary, or permanent.
- **% of Total** - Automatically calculates using the total number of people exited to all destinations in the quarter or grant-to-date periods as of their last program enrollment, as appropriate. Since this question only looks at each person’s LAST relevant discharge, the total rows (Total Persons Leaving for Permanent Destinations, Total Persons Leaving for Temporary Destinations, and Total Persons Who Left the Program) are automatically calculated based on the sum of the relevant cells above. For example:

| |
|--|
| [Permanent supportive housing for formerly homeless persons] |
| + [Rental by client, no subsidy] |
| + [Rental by client, VASH housing subsidy] |
| + [Rental by client, other (non-VASH) housing subsidy] |
| + [Owned by client, no housing subsidy] |
| + [Owned by client, with housing subsidy] |
| + [Staying or living with family, permanent tenure] |
| + [Staying or living with friend, permanent tenure] |
| <hr/> |
| = [Total leaving for permanent destinations] |

- **Destination Categories** – For each of the destinations listed the persons/households counts display per destination criteria based on the new residence settings as entered under discharge.

In the event that a person/household has been discharged multiple times per discharge housing status classification (homelessness prevention or homeless assistance – both can apply), the report uses the latest value entered under Discharge > New Residence Setting per classification, per relevant discharge record included in the report date range.

- **GTD** – Reflects persons/households whose admission and discharge dates are both prior to or the same as the report end date. This data does not restrict discharges by the report start date.

- **N** – Lists the number of individuals with this particular discharge destination.
- **Q** – Reflects the persons/households with an admission date prior to or on the report end date, and a discharge date between the report start and end dates, or the same as one of those dates. If no discharge date exists, the person/household is not counted.

TOTAL DOLLARS SPENT BY HPRP SERVICE

The final section of the report details financial information reflecting the cost of services provided as entered using the Supportive Services Checklist found in the Services module Contacts Log feature. If there is no cost entered for a service in the Supportive Services Checklist, the report looks at the associated cost for that service as entered in the Fiscal/Program module's Cost of Services feature.

- **GTD** – Includes persons/households with a documented HPRP service between the program start date and the report end date, whose housing status at intake is something other than "Don't Know" or "Refused."

In this context the program start date is the first date for which program data was entered in AWARDS.

- **Q** – Includes persons/households with a documented HPRP service between the report start and end dates, whose housing status at intake is something other than "Don't Know" or "Refused."
- **Totals** – Reflects the total cost of services, regardless of whether a particular service was provided more than once per person.