



NC Balance of State Continuum of Care

BoS APR Training Webinar

June 28, 2017

10:00 – 11:30

Welcome

- Reminders
 - *6 to mute/unmute line
 - Please do not put us on hold
- Roll call



Today's agenda

- What's new in the world of APRs
- How to complete the APR
- BoS review process
- How to use the APR for grant evaluation



New APR Site & Report

Sage has replaced esnaps for APR submissions.

- Change went into effect April 1, 2017
- Sage website: www.sagehmis.info
- Sage is faster and more organized than esnaps
 - HMIS report gets uploaded – no more manual data entry!
 - Auto-fills some data (grant dates, project number & type, proposed bed/unit inventory)
 - Loads more quickly
 - Automatically lists all APRs as they come due
 - Lists status: not started, in progress, submitted



The APR in Sage has some new questions.

- All new questions are based on HMIS data
 - Validations and data quality
 - Series of questions about Veterans, chronically homeless people, and youth households (under 25)
- HUD resources about Sage (all on www.hudexchange.info)
 - New [HUD APR Guidebook](#)
 - Video: [Using Sage to Complete Your APR](#)
 - Video: [How to Set Up a Sage Account](#)



There is a new HMIS APR report to match Sage.

- Includes the new questions in the Sage APR
- The new report is quicker to run
 - Fewer prompts, all on one screen
 - Report loads instantly (no scheduling)
 - Can be read in ServicePoint & can click on numbers to see client ID/name



Completing the APR

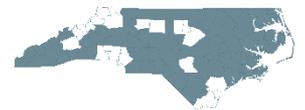
There are 3 main steps to complete the APR in Sage.

1. Run the HMIS APR report in ServicePoint
2. Upload the report into Sage
3. Complete the non-HMIS questions in Sage



1. Run the HMIS APR report

- NCCEH Data Center guide to running the APR:
www.ncceh.org/files/8292/
 - Gives step-by-step instructions with screen shots
- Download the report



2. Upload the HMIS APR report into Sage.

- Log into Sage and click on your APR

RECIPIENT	PROJECT NAME	GRANT NUMBER
NC-503: Cardinal Innovations Healthcare	Kerr -Tar PH 4 Renewal 2014	NC0259L4F031403
NC-503: Cardinal Innovations Healthcare	NC-503 - REN - 2012-2013 Shelter Plus Care Renewal NC0031C4F031104	NC0031L4F031205
NC-503: Cardinal Innovations Healthcare	NC-503 - REN - Kerr- Tar PH 4	NC0259L4F031201

- Upload the report under “CSV APR”

SUBMISSION STEPS	DATE LAST INFORMATION RECORDED	STATUS
Grant Information		❗ Missing
Bed and Unit Inventory and Utilization		❗ Missing
Contact Information		❗ Missing
Financial Information		❗ Missing
Performance Accomplishments		❗ Missing
Additional Comments		Optional
CSV APR Upload		❗ Missing
Sign and Submit	9/28/2016	🔴 Not Started



3. Complete the non-HMIS questions in Sage.

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3. Complete the non-HMIS questions in Sage.

- These questions are very similar to the old APR
 - Financial Information: must match eLOCCS
 - Performance Accomplishments: chance to tell HUD what your program has achieved
 - Additional Comments: explain any discrepancies (common: ineligible entries, underspending)



BoS APR Review

BoS staff have a review process in place to work with grantees on APRs.

- Data Center staff used to review HMIS portion
- Last year, BoS staff started reviewing entire APR
- Review process helps ensure better quality of submissions
 - On time
 - Submitted at all
 - Info reported to HUD is accurate



BoS staff are here to help you!

- Goals: improve quality and assist grantees with finding & fixing issues.

14 days after grant ends	BoS emails grantee: <ul style="list-style-type: none">• APR due date• Initial HMIS review date: in 14 days• Full APR review date: 30 days before APR due
28 days after grant ends	BoS does initial HMIS review in Sage Emails feedback to grantee (issues to fix)
30 days before APR due	Grantee completes full APR draft in Sage
14 days before APR due	BoS completes full APR review Emails feedback to grantee (issues to fix) OR confirmation to submit

Data Center staff can assist with changes in HMIS.

- Most common APR issue that BoS staff find is incorrect/missing HMIS data
- NCCEH Data Center staff can help if needed
 - hmis@ncceh.org
 - 919-410-6997



BoS staff see common issues on APRs.

- Lateness
 - Can lead to being locked out of eLOCCS
 - Lateness triggers monitoring by HUD
 - Lose points on CoC scorecard for lateness or lose all performance points for no APR
 - CoC has to report # of late APRs to HUD in CoC application
- Inaccurate financial information
 - Must reflect actual eLOCCS draws to date
 - Do not use budget, estimates, projections
 - Match \neq services funds



BoS staff see common issues on APRs.

- Missing HMIS data
 - Income
 - Annual assessments
 - Type of disability (condition unknown)
 - Exit destination
- Exits to “other” destination
 - Exit destination guide: www.ncceh.org/files/8369/
- Eligibility issues
 - All entries from eligible location
 - PSH programs: 1 disability per household



Grantees can take steps to improve HMIS data prior to the APR.

- Work on overall data quality
 - Timeliness
 - Completeness
- Run APR report quarterly to catch & fix issues
- Run APR report again at grant end, well ahead of APR deadline



Evaluating Your Grant

Your APR is a useful tool to evaluate the effectiveness of your program

- The APR is more than just a requirement! It tells us about:
 - Compliance issues
 - Targeting
 - Who the program serves
 - Flow through the program
 - Participant income changes
 - Grant spending



Grantees should pull an APR quarterly to evaluate progress

- CoC written standards require grantees to pull their APRs quarterly
- Grantees should pay special attention to:
 - Q2 and Q7: Bed and Unit Utilization: Do the current numbers equal or exceed the numbers in your application?
 - Q7B/Q8B: Is your program keeping units/beds filled throughout the year?



Grantees should pull an APR quarterly to evaluate progress

- Q13A1/2: Physical and Mental Health Conditions at Entry: Does each individual or head of household have a disability?
- Q15: Living Situation: Did each individual or head of household come from an eligible living situation prior to entry into the program?
- Q16: Cash Income: How has cash income changed for households in the program?



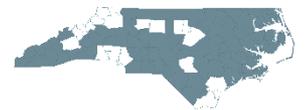
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- Q19A2/3: Client Cash Income Change (Leavers/Total): Does the program meet the BoS CoC's earned income threshold?
- Q22A1: Length of Participation: How long are leavers and stayers staying in the program?
- Q23A/B: Exit Destination: Did households exit to an positive destination?



Grantees should pull an APR quarterly to evaluate progress

- Q26A: Number of chronically homeless households: Is the program enrolling chronically homelessness individuals and families?
- Q28: Financial information: Is the agency on target to spend at least 90% of its grant funds in the operating year?
- Data quality evaluation!



Get started!

- Start pulling your APRs
 - Identify who in your agency will pull these reports quarterly
 - Set a date each quarter where your team looks at the data and asks questions
 - Initiate new strategies and look at the data over time to see how they affect performance
- You can do this! Make it part of your regular routine.

