

# How to Run & Read the CoC-APR in HMIS

Released January 2025



**NC COALITION** to  
**HOMELESSNESS** end

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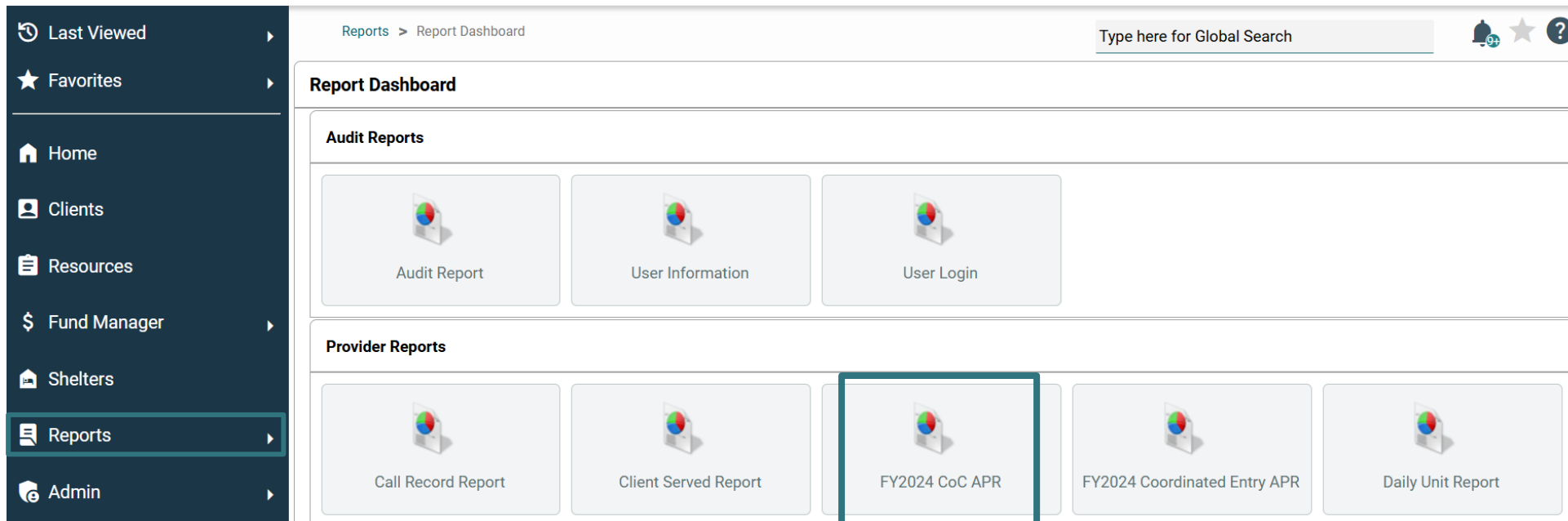
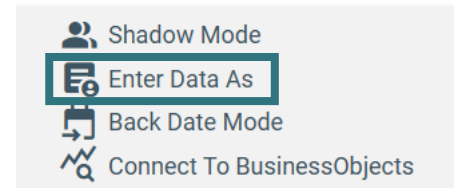
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# How to Run the CoC-APR

1. Login to CommunityServices ([wscs.wellsky.com/hmisncceh](https://wscs.wellsky.com/hmisncceh))
2. EDA as the project to run the report for
3. Click “Reports” on the left side of the Home Page Dashboard
4. On the Report Dashboard, click “CoC-APR”



# How to Run the CoC-APR

5. The Report Options section has the prompts to run the CoC-APR. Complete the prompts:

Prompt	Description	Required?
Name	Customize a name for this particular report	No
Description	Additional detail about this particular report	No
Provider Type	Select "Provider" <i>*Special Note: If you have consolidated grants that are separate projects in HMIS, contact us ASAP for a reporting group</i>	Yes
Provider	Automatically selected based on EDA mode. Select "This provider ONLY"	Yes
Program Date Range	For Sage submission, use the grant year. For DQ or outcome checks, use appropriate range.	Yes
Entry/Exit Types	Select "HUD" or appropriate funding <i>*Special Note: Never use Basic, Basic Center, Standard, or Transitional Living</i>	Yes

► Report Run History

Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
No matches.							

Refresh

Report Options

Name

Description

Provider Type  Provider  Reporting Group

Provider \*

This provider AND its subordinates  This provider ONLY

Program Date Range \*  /  /  to  /  /

Entry/Exit Types \*  Basic  Basic Center Program  HUD  PATH  Quick  RHY  Standard  Transitional Living  Program Entry/Exit  VA  HPRP (Retired)

Build Report Download Clear



# How to Run the CoC-APR

6. Click the “Build Report” button

*Ways to save the results:*

*Here is an example of how the prompts look completed:*

➤ Click the “Download” button to get the CSV files. CoC grantees will upload this CSV file to Sage.

➤ Use **CTRL + P** to Save the report as a PDF.

Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
No matches.							

Report Options

Name:

Description:

Provider Type:  Provider  Reporting Group

Provider\*:


This provider AND its subordinates  This provider ONLY



Program Date Range\*: 01 / 01 / 2024 to 12 / 31 / 2024

Entry/Exit Types\*:  Basic  Basic Center Program  HUD  PATH  Call  RHY  Standard  Transitional Living Program Entry/Exit  VA  HPRP (Retired)

Build Report Download Clear

# How to Read the CoC-APR – use report history

1. Once you run the report, you can view it by clicking the magnifying glass icon  for the report.
2. To hide the history sections, click the **black** arrow.

▼ Report Run History								
Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status	
 252605	01/01/2025 11:03:15 PM (0.02 mins)	COCAPR		Helen Housing Test	Heading Home - Rowan County - Rapid Re-Housing - ESG	Helen Housing Test	Running	
 252604	01/01/2025 11:01:31 PM (0.08 mins)	COCAPR		Helen Housing Test	Heading Home - Rowan County - Rapid Re-Housing - ESG	Helen Housing Test	Completed	

Refresh Showing 1-2 of 2

Report Options	
Name	<input type="text"/>
Description	<input type="text"/>

*Name allows you to mark different reports and keep track of all the versions*

# How to Read the CoC-APR – for data quality

Agencies must review the report for data quality, and update HMIS with accurate information. Corrected data will be reflected immediately.

1. Select the **blue** numbers in the Don't Know/Refused and Data Not Collected columns or rows to view a list of clients who are missing HMIS data.
2. Scroll down to check all report tables

6a - Data Quality: Personally Identifiable Information					
Data Element	Client Doesn't Know/Refuses to Answer	Information Missing	Data Issues	Total	% of Issue Rate
Name (3.01)	0	0	0	0	0%
Social Security Number (3.02)	58	61	2	70	14%
Date of Birth (3.03)	2	0	0	2	0%
Race and Ethnicity (3.04)	3	0		3	1%
Gender (3.06)	0	0		0	0%
<b>Overall Score</b>				<b>73</b>	<b>15%</b>

21 - Health Insurance			
	At Start	At Annual Assessment for Stayers	At Exit for Leavers
MEDICAID	270	26	159
MEDICARE	62	4	37
No Health Insurance	168	8	108
Client Doesn't Know/Client Prefers Not to Answer	4	0	4
Data Not Collected	15	13	10
Number of stayers not yet required to have an annual assessment		151	
1 Source of Health Insurance	262	22	154
More than 1 Source of Health Insurance	61	4	36

# How to Read the CoC-APR – for data quality

3. Once the **blue** number is selected, a list of the client IDs and full names will appear. Review this list to identify which clients are included in that row
4. Download the to export the list for this item

**Clients in answer cell** ×

6b - Data Quality: Universal Data Elements  
Relationship to Head of Household (3.15)

ID	Client
44	Fish, Dory
1	Under Bridge, Red Hat
37	Water, Nemo

Showing 1-3 of 3

[Download Results](#) [Exit](#)



Protect client data.

Remove client identifying information from your computer when done



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*Don't forget to review these highlights!*

- Be sure to check the Validation table for data quality issues that are not obviously listed as in an error rate.

5a - Report Validations Table		
Report Validations Table	Count of Clients for DQ	Count of Clients
1. Total Number of Persons Served	34	38
2. Number of Adults (age 18 or over)	23	25
3. Number of Children (under age 18)	10	11
4. Number of Persons with Unknown Age	1	2
5. Number of Leavers	20	20
6. Number of Adult Leavers	15	15
7. Number of Adult and Head of Household Leavers	15	15
8. Number of Stayers	18	18
9. Number of Adult Stayers	8	10
10. Number of Veterans	11	11
11. Number of Chronically Homeless Persons	0	0
12. Number of Youth Under Age 25	0	0
13. Number of Parenting Youth Under Age 25 with Children	0	0
14. Number of Adult Heads of Household	13	14
15. Number of Child and Unknown-Age Heads of Household	1	1
16. Heads of Households and Adult Stayers in the Project 365 Days or More	6	6

- Annual Assessments are required for clients enrolled in your project for more than 365 days. The CoC-APR identifies errors with Annual Assessments in two questions: 6c & 21

6c - Data Quality: Income and Housing Data Quality					
Data Element	Client Doesn't Know/Prefer Not to Answer	Information Missing	Data Issues	Total	% of Issue Rate
Destination (3.12)	0	0		0	0%
Income and Sources (4.2) at Start	0	4	1	5	21%
Income and Sources (4.2) at Annual Assessment	0	6	0	6	100%
Income and Sources (4.2) at Exit	0	1	2	3	20%

21 - Health Insurance			
	At Start	At Annual Assessment for Stayers	At Exit for Leavers
MEDICAID	270	26	159
MEDICARE	62	4	37
No Health Insurance	168	8	108
Client Doesn't Know/Client Prefers Not to Answer	4	0	4
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Number of stayers not yet required to have an annual assessment		151	
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- Living Situation reviews the type of housing a client slept in the night before intake
- This *can* indicate eligibility.
  - Should all your clients come from Homeless Situations?
  - Do the exceptions have proper enrollment docs?

*\*Special Note:* Balance of State, Durham, and Orange CoCs have no HUD Safe Havens.

23c - Exit Destination - All persons					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
<b>Homeless Situations</b>					
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	1	0	1	0	0
Safe Haven	0	0	0	0	0
<b>Subtotal</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Institutional Situations</b>					
Foster care home or foster care group home	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Temporary Situations</b>					
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	1	1	0	0	0
Host Home (non-crisis)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment, or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room, apartment, or house)	0	0	0	0	0
<b>Subtotal</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Permanent Situations</b>					
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Rental by client, no ongoing housing subsidy	12	0	12	0	0

# How to Read the CoC-APR – for data quality

5. Use Client IDs to find client records with issue and correct them
6. Then re-run the CoC-APR report to confirm if the corrections were successful. The CoC-APR report will respond immediately to changes made in HMIS – no need to wait overnight!
7. Repeat this process as needed.

# How to Read the CoC-APR – for outcomes

Agencies can also use the CoC APR report to review and monitor project outcomes. Below are a few examples of outcomes to look for:

➤ Length of Stay can be tracked by Stayers (with open enrollments) or Leavers (exited) during the report date range. Use Question 22a1 review the length of stay in your project.

22a1 - Length of Participation - CoC Projects			
	Total	Leavers	Stayers
30 days or less	20	15	5
31 to 60 days	0	0	0
61 to 90 days	0	0	0
91 to 180 days	3	0	3
181 to 365 days	0	0	0
366 to 730 Days (1-2 Yrs)	15	5	10
731 to 1,095 Days (2-3 Yrs)	0	0	0
1,096 to 1,460 Days (3-4 Yrs)	0	0	0
1,461 to 1,825 Days (4-5 Yrs)	0	0	0
More than 1,825 Days (>5 Yrs)	0	0	0
<b>Total</b>	<b>38</b>	<b>20</b>	<b>18</b>

➤ Question 22b tracks aggregated Average and Median Length of Stay in your project by Leavers and Stayers.

22b - Average and Median Length of Participation in Days		
	Leavers	Stayers
Average Length	115	243
Median Length	30	397

## ➤ Exit Destination can help your project track permanent housing placements for clients.

Permanent Situations					
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Rental by client, no ongoing housing subsidy	12	0	12	0	0
Rental by client, with ongoing housing subsidy	6	0	6	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
<b>Subtotal</b>	<b>18</b>	<b>0</b>	<b>18</b>	<b>0</b>	<b>0</b>
Other Situations					
No Exit Interview completed	0	0	0	0	0

↓ Scroll for % positive ↓

<b>Total</b>	<b>20</b>	<b>1</b>	<b>19</b>	<b>0</b>	<b>0</b>
Total persons exiting to positive housing destinations	19	1	18	0	0
Total persons exiting to destinations that excluded them from the calculation	0	0	0	0	0
Percentage of persons exiting to positive housing destinations	95%	100%	95%	0%	0%

*\*Special Note:* Clients who exit to medical care or pass away in the project are considered neutral and removed from positive destination %



- Check Question 19 for information about income. Question 19a2 specifically identifies who increased income of leavers during this report period.

19a2 - Client Cash Income Change - Income Source - by Start and Exit									
Income Change by Income Category (Universe: Adult Leavers with Income Information at Start and Exit)	Had Income Category at Start and Did Not Have It at Exit	Retained Income Category But Had Less \$ at Exit Than at Start	Retained Income Category and Same \$ at Exit as at Start	Retained Income Category and Increased \$ at Exit	Did Not Have the Income Category at Start and Gained the Income Category at Exit	Did Not Have the Income Category at Start or at Exit	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Exit, Average Gain	Performance measure: Percent of Persons who Accomplished this Measure
Number of Adults with Earned Income (i.e., Employment Income)	1	0	0	0	5	7	14	5	36%
Average Change in Earned Income	-100				1910			1910	
Number of Adults with Other Income	0	0	0	0	3	10	14	3	21%
Average Change in Other Income					691			691	
Number of Adults with Any Income (i.e., Total Income)	0	0	0	1	5	6	14	6	43%
Average Change in Overall Income				500	2205		1001	1920	

Divided by Jobs (earned income) and all other sources of income



*\*Special Note:* If a client hasn't exited, they won't be listed here! (19a1 includes only clients with Annual Assessments)



- Permanent Housing projects can view how long it takes to move clients into housing units with Question 22c. This measures the time between Project Start and the Housing Move-In date.

22c - Length of Time between Project Start Date and Housing Move-in Date					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	12	6	6	0	0
8 to 14 days	0	0	0	0	0
15 to 21 days	0	0	0	0	0
22 to 30 days	2	2	0	0	0
31 to 60 days	7	2	5	0	0
61 to 90 days	0	0	0	0	0
91 to 180 days	1	1	0	0	0
181 to 365 days	6	4	2	0	0
366 to 730 Days (1-2 Yrs)	3	3	0	0	0
<b>Total (persons moved into housing)</b>	<b>31</b>	<b>18</b>	<b>13</b>	<b>0</b>	<b>0</b>
<b>Average length of time to housing</b>	<b>110.84</b>	<b>145.22</b>	<b>63.23</b>	<b>0.00</b>	<b>0.00</b>
<b>Persons who were exited without move-in</b>	<b>15</b>	<b>8</b>	<b>6</b>	<b>0</b>	<b>1</b>
<b>Total</b>	<b>46</b>	<b>26</b>	<b>19</b>	<b>0</b>	<b>1</b>

*\*Special Note:* The Average length of time to housing is only for clients with Housing Move-In dates within the report dates.



## Contact NCCEH

hello@ncceh.org

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NCEndHomelessness 

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## Contact NCCEH Data Center Help Desk

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NCCEH