

2024 CoC APR – Cheat Sheet

APR Section #	CoC Scorecard Category
<p>4A – Project Identifier Information – Review periodically to ensure project information is correct.</p> <p>5A – Report Validations Table – Count of Clients -Clients entered into project during reporting period.</p> <p>Counts of client for Data Quality – Usually will be the same count as the Client column, however, can be different in SO projects due to clients not having date of engagement.</p>	
<p>6A – Personal Identifiable Information DQ. Pulls from both PII Question and corresponding Data quality Question. (Name, SSN, and DOB)</p>	<p>HMIS Data Quality #17 - Personal Identifying Information Error Rate (All Projects)</p> <p>Purpose: To achieve accurate data collection and to satisfy HUD HMIS data requirements, projects must ensure that data entered into the local HMIS system is complete.</p>
<p>6B – Universal Data Elements</p> <ul style="list-style-type: none"> ○ <u>Veteran Status</u> – only pulls for clients 18 and older who have a veteran status ○ <u>Project Start Date</u> –Data issue occurs when a client has two entries for the same project for the same time frame. You would need to delete the duplicate project entry. ○ <u>Relationship to HOH</u> – Pulling from Relationship to HOH question from Project Entry. Usually Either Multiple Clients are listed as Head of Household, or No HH members are listed as HOH ○ <u>Enrollment CoC</u> – Looks at COC question on entry – Verify enrollment CoC is correct ○ <u>Disabling Condition</u> – Entry Assessment, make sure Yes/No Assessment question is answered and matches what is answered in HUD Verification section – Disabling sub-assessment question 	<p>HMIS Data Quality #18 <i>Universal Data Elements Error Rate (All Projects)</i></p> <p>Purpose: To achieve accurate data collection and to satisfy HUD HMIS data requirements, projects must ensure that data entered into the local HMIS system is complete.</p>

<p>6C – Income and Housing Data Quality</p> <p>Destination –Usually will see counts for Emergency Shelter/Street Outreach projects. Pulls from exit interview questions. Will show error when “No Exit Interview completed” was selected. Most Projects should not have a count</p> <p>Income - Income is pulled from three questions.</p> <ul style="list-style-type: none"> - Receiving Income Source: Yes/No - Income Sub-assessment - Total monthly income field. <p><i>Make sure the answers match</i></p>	<p>HMIS Data Quality #19 - Income and Housing Data Quality (All Projects)</p> <p>Purpose: To achieve accurate data collection and to satisfy HUD HMIS data requirements, projects must ensure that data entered in the local HMIS system is complete.</p>
<p>6D – Data Quality - Chronic Homelessness</p> <ul style="list-style-type: none"> ○ Separated out by project type ○ Information is pulled from Project Entry assessment questions ○ Will show count for any missing data. 	<p>Project Performance #12</p> <p><i>Percentage of chronically homeless households served (PSH & RRH projects)</i></p> <p>Purpose: Indicates project success in ending chronic homelessness by measuring the number of chronically homeless participants served in the project during the measured year.</p> <p>HMIS Data Quality #20</p> <p><i>Chronic Homelessness Data Elements (All Projects)</i></p> <p>Purpose: To achieve accurate data collection and to satisfy HUD HMIS data requirements, projects must ensure that data entered in the local HMIS system is complete.</p>
<p>6E – Timeliness</p> <ul style="list-style-type: none"> ○ Time between date data is collected and data is entered into system. ○ CoC Policy is 3 days Maximum ○ Can’t correct, but can implement procedures to improve data entry timeliness 	

<p>6F – Only applies to Emergency Shelters that use Night by Night workflow. Also includes Street Outreach. Looks at the number of contacts that have been documented in system and number of clients that have been fully engaged in system .</p>	
<p>7A- 8B – Persons served and HH served Columns Split by Household Type</p> <p>7A – Shows data for Adults, Children, Client Doesn’t Know, and Data Not Collected. <u>Data Not Collected – Unknown Household Type refers to Relationship to HOH question on Entry</u></p> <p>7B – PIT for last Wednesday of each Quarter.</p> <p>8A – Shows Count of Households, split by HH Type For PSH and RRH – Gives you a count of HH’s served who moved into housing.</p> <p>8B – PIT for HHs last Wed. of each quarter</p>	
<p>9a & 9B – Street Outreach - If date of engagement is low, make sure there is a date of engagement on client records</p>	
<p>10a – Gender – <i>Updated w 2024 Data Standards</i> - Should be answered for all HH members. Pay attention to “Data Not Collected” line of bottom section. Tied to Entry Assessment Answers. <i>Sections 6A and 10A – Both pull the same error</i></p>	
<p>11 – Age</p> <ul style="list-style-type: none"> -DOB should be answered for all HH members, - Check if there are any counts for Data not collected. -Broken down by Household Type. 	
<p>12 – Race and Ethnicity – <i>Updated w 2024 Data Standards</i></p> <ul style="list-style-type: none"> - Multiple select option - Split out by HH Type 	

<p>13a2 – Number of conditions at Project Start –Review for Data not collected</p>	<p>Project Performance #14</p> <p><i>Percentage of clients with more than one physical / mental health conditions at entry (All Projects)</i></p> <p>Purpose: Indicates the level of clients served with high needs.</p>
<p>13a1 – Physical and Mental Health Conditions at Start 13b1 = Physical and Mental Health Conditions at Exit 13c1 - Physical and Mental Health Conditions still in project during reporting period</p>	
<p>13b2 – Number of conditions at Project Exit – Review Exit Assessment for Data not collected 13c2 - Number of conditions for Stayers (individuals still in project during reporting period) -Review Entry Assessment and Update/Annual Assessments for Data Not Collected</p>	
<p>14a – DV YES/No – Breaks down count from Entry Assessment Question . (Adults and HoH only)– Review Data Not Collected</p> <p>14b – If Yes is answered 14a, then follow up question must be answered. – Review Entry Assessment</p>	<p>Project Performance #15</p> <p><i>Percentage clients fleeing Domestic Violence (All Projects)</i></p> <p>Purpose: Indicates the level of clients served with high needs.</p>
<p>15 Living Situation – Split by Housing type. Review to make sure data makes sense (E.g. RRH should not have counts in Permanent Situations unless bridging from one project to another)</p> <p>Review to ensure that clients in project were entered accurately in Entry assessment</p>	<p>Project Performance #16</p> <p><i>Percentage of households entering from a place not meant for human habitation (All Projects)</i></p> <p>Purpose: Indicates the level of clients served with high needs.</p>
<p>16 - Cash Income – Ranges – Ranges Split by Entry, AA, and Exit. If Data not collected, check Income questions at Entry, AA, and Exit.</p> <p>Income at Latest Annual Assessment for Stayers - Clients who did not have an Annual Assessment completed within 60 day window. 30 days before or 30 days after Anniversary will show in Number of adult stayers without required AA</p>	

17 – Income Sources –Broken down by Income sources at Entry, AA, and Exit	
18 – Number of Adults by income category – Useful to see difference between Client’s Income at Start, and AA for stayers or Exit for leavers.	<p>Project Performance #18 <i>Percentage adults with no cash income at entry (All Projects)</i></p> <p>Purpose: Indicates the level of clients served with high needs.</p>
<p>19a1 - Client Cash Income Change – Income Source – By Start and Latest Status Changes of income by start and latest status</p> <p>Project Performance #4 - Percentage of adult stayers at annual assessment who gained or increased employment income (All Projects)</p> <p>Project Performance #6 - Percentage of adult stayers at annual assessment who gained or increased non-employment cash income</p>	<p>Project Performance #: 4</p> <p>Purpose: Indicates that the project is assisting households to increase self-sufficiency and stabilize housing by retaining or gaining employment income.</p> <p>Project Performance#6</p> <p>Purpose: Indicates that the project is assisting participants toward self-sufficiency through retaining or increasing income by utilizing all possible resources available to participants.</p>

<p>19a2 – Performance Measure – All Projects</p> <p>Percentage of adult leavers at exit who gained or increased employment income.</p> <p>Percentage of adult leavers at exit who gained or increased non-employment cash income</p>	<p><u>Project Performance #5</u></p> <p><i>Percentage of adult leavers at exit who gained or increased employment income.</i></p> <p>Purpose: Indicates that the project is assisting households to increase self-sufficiency and stabilize housing by retaining or gaining employment income.</p> <p><u>Project Performance #6</u></p> <p><i>Percentage of adult leavers at exit who gained or increased non-employment cash income</i></p> <p>Purpose: Indicates that the project is assisting participants toward self-sufficiency through retaining or increasing income by utilizing all possible resources available to participants.</p>
<p>19b – NEW – helping CoC's or projects understand disparity data. Looking at Disabling Conditions for Adults at Exit.</p>	
<p>20a – Types of Non Cash Benefits, Start, AA, and exit (HoH and Adults only)</p> <p>20b – Looks at the # of Non-Cash Benefit sources. Split by Start, AA, and Exit. (Pay attention to Data Not Collected)</p>	<p><u>Project Performance #10</u> - <i>Percentage of adult stayers at annual assessment with at least one non-cash benefit</i></p> <p>Purpose: Indicates that the project is assisting participants toward self-sufficiency through retaining or obtaining non-cash benefits.</p> <p><u>Project Performance #11</u>- <i>Percentage of adult leavers at exit assessment with at least one non-cash benefit</i></p> <p>Purpose: Indicates that the project is assisting participants toward self-sufficiency through retaining or obtaining non-cash benefits.</p>

<p>21 – Health Insurance –</p> <p>If Data is not correct, then performance percentages won't be correct.</p> <p>Project Start, AA, Project Exit (All HH Members) - For Data Not Collected review health insurance questions in Entry, AA, or Exit.</p>	<p><u>Project Performance #8:</u> <i>Percentage of all stayers at annual assessment with at least one source of health insurance</i></p> <p>Purpose: Indicates that the project is assisting participants toward self-sufficiency through retaining or obtaining health insurance.</p> <p><u>Project Performance #9</u> <i>Percentage of all leavers at exit assessment with at least one source of health insurance</i></p> <p>Purpose: Indicates that the project is assisting participants toward self-sufficiency through retaining or obtaining health insurance.</p>
<p>22C – Average length of time to move in at entry (RRH and PSH Projects)</p> <ul style="list-style-type: none"> -Average located at bottom of section. -Length of time between project start date and housing move in date for RRH and PSH projects. -Based on Housing Move-In Date documented for HOH -Split out by Household Types. 	<p>Project Performance #3 RRH & PSH projects</p> <p>Purpose: Indicates the efficiency of the program in rapidly housing participants</p>
<p><u>22e – Length of time prior to Housing (RRH and PSH Projects)</u></p> <p>Goal is to reduce length of time between start date of individuals current episode of homelessness and when they became housed into Permanent Housing. Uses Approximate Date Homelessness began entry question and HMID entered on entry or update assessment.</p> <p>22f – Looking at Racial Disparities in Length of time to permanent housing.</p>	

<p>23C – Percentage of participants who remained in PSH or exited to Permanent Housing –</p> <p><u>For all HH members.</u></p> <p>There shouldn't be a count for Data Not collected. Street outreach and ES may have higher level of no exit interviews, but RRH and other PH projects shouldn't have a count. (Except for tone off situations)</p> <p>“Other” shouldn't be selected, due to the amount of exit destination options that are available.</p>	<p>Project Performance #2 – All Projects</p> <p>Purpose: Indicates project success in ending homelessness by measuring the number of participants with a permanent destination at project exit and those who remained in a permanent supportive housing project compared to the total number of participants active in the project during the measured year.</p>
<p>23d – NEW - Shows type of subsidy. (Ex. RRH subsidy or project that is paid for Section 8)</p>	