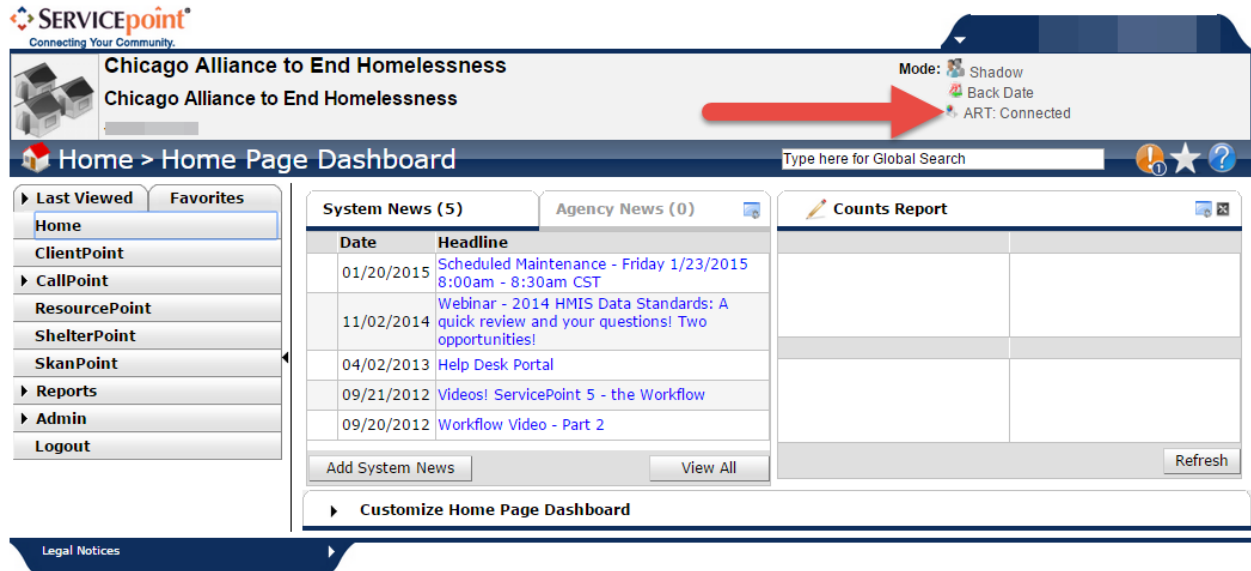


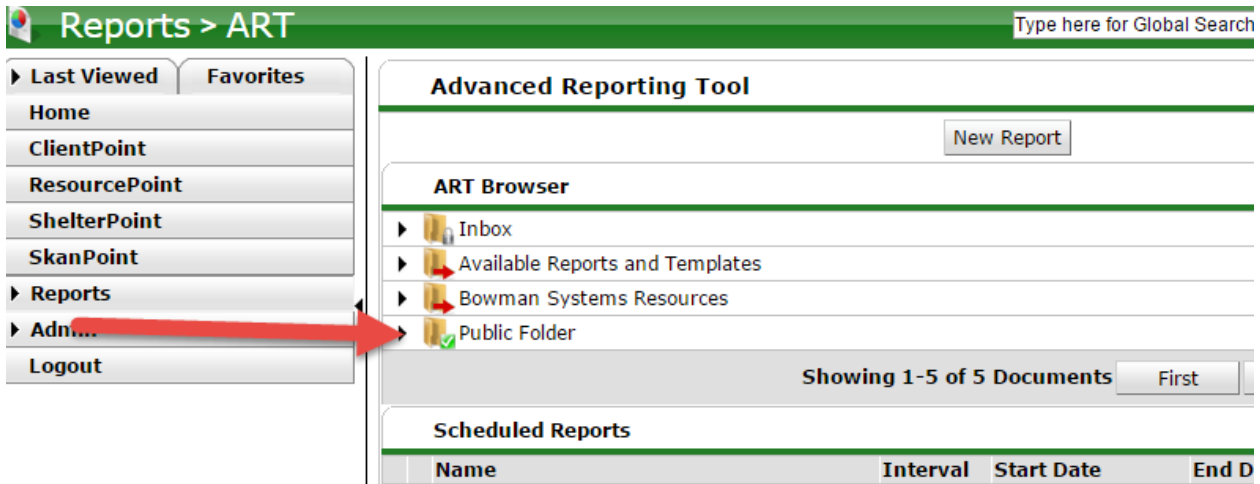
Generating the 0625 HUD CoC APR

First, log into ServicePoint to access the Home Page.

You will find the ART icon in the Mode section of your screen. The location is detailed below. Click on the term "ART" and you will be able to access the reporting tool.



Upon entering ART, you will see a list of folders. Click on the arrow next to **Public Folder** (further emphasized with a green check mark in front of it) and you will expand the view to see additional folders.

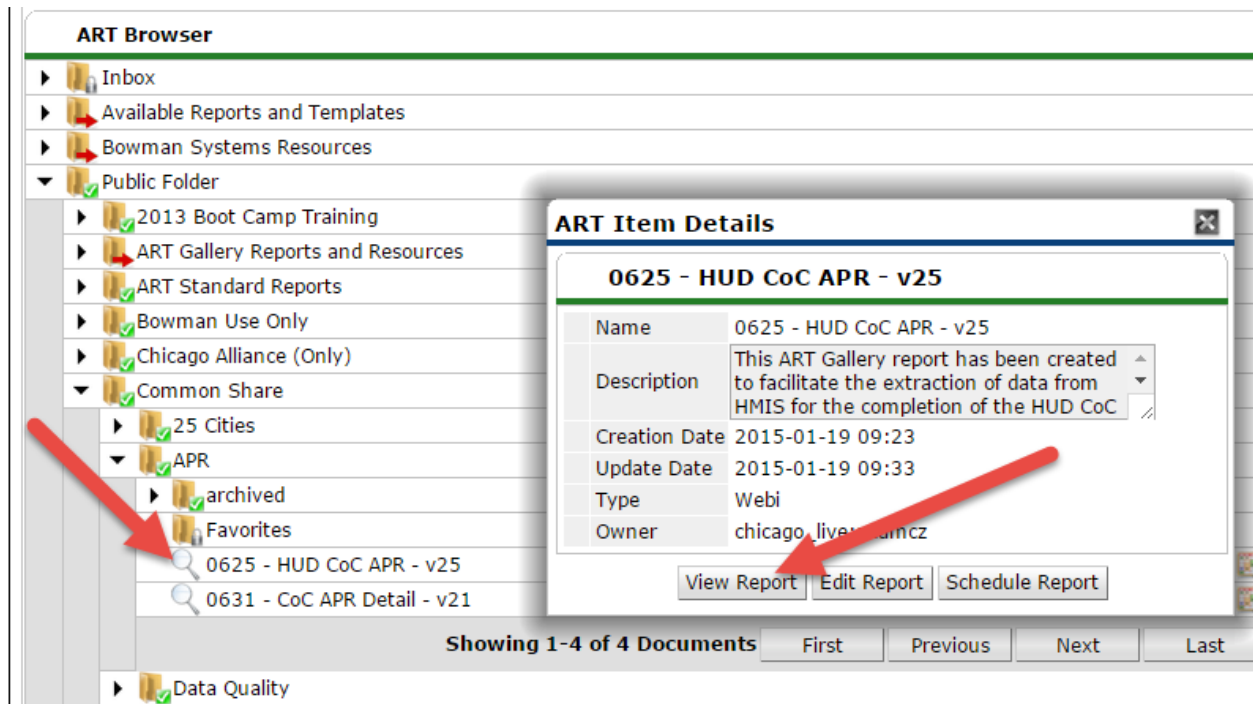


Once you have entered into the Public Folder, locate the folder entitled **Common Share**. After expanding this folder, you will find several folders inside. Click on the one entitled **APR**. The APR folder contains the report you can run to generate an Annual Progress Report – the **0625 - HUD CoC APR**.

The screenshot shows the 'Advanced Reporting Tool' interface. On the left is a navigation menu with options like 'Home', 'ClientPoint', 'ResourcePoint', 'ShelterPoint', 'SkanPoint', 'Reports', 'Admin', and 'Logout'. The main area is titled 'Advanced Reporting Tool' and contains an 'ART Browser' section. The browser shows a tree view of folders: 'Inbox', 'Available Reports and Templates', 'Bowman Systems Resources', 'Public Folder', '2013 Boot Camp Training', 'ART Gallery Reports and Resources', 'ART Standard Reports', 'Bowman Use Only', 'Chicago Alliance (Only)', 'Common Share', '25 Cities', and 'APR'. Two red arrows point to the 'Common Share' and 'APR' folders. The 'APR' folder is expanded to show two reports: '0625 - HUD CoC APR - v25' and '0631 - CoC APR Detail - v21'. At the bottom, it says 'Showing 1-4 of 4 Documents' with 'First' and 'Previous' buttons.

Also within the APR folder, you will have access to the 0631 – CoC APR Detail report. This report provides helpful details regarding which individual clients are missing data.

Click on the magnifying glass icon in front of the 0625 report to begin the generation process. You will see a pop up that will provide additional options. Click on the **View Report** option.



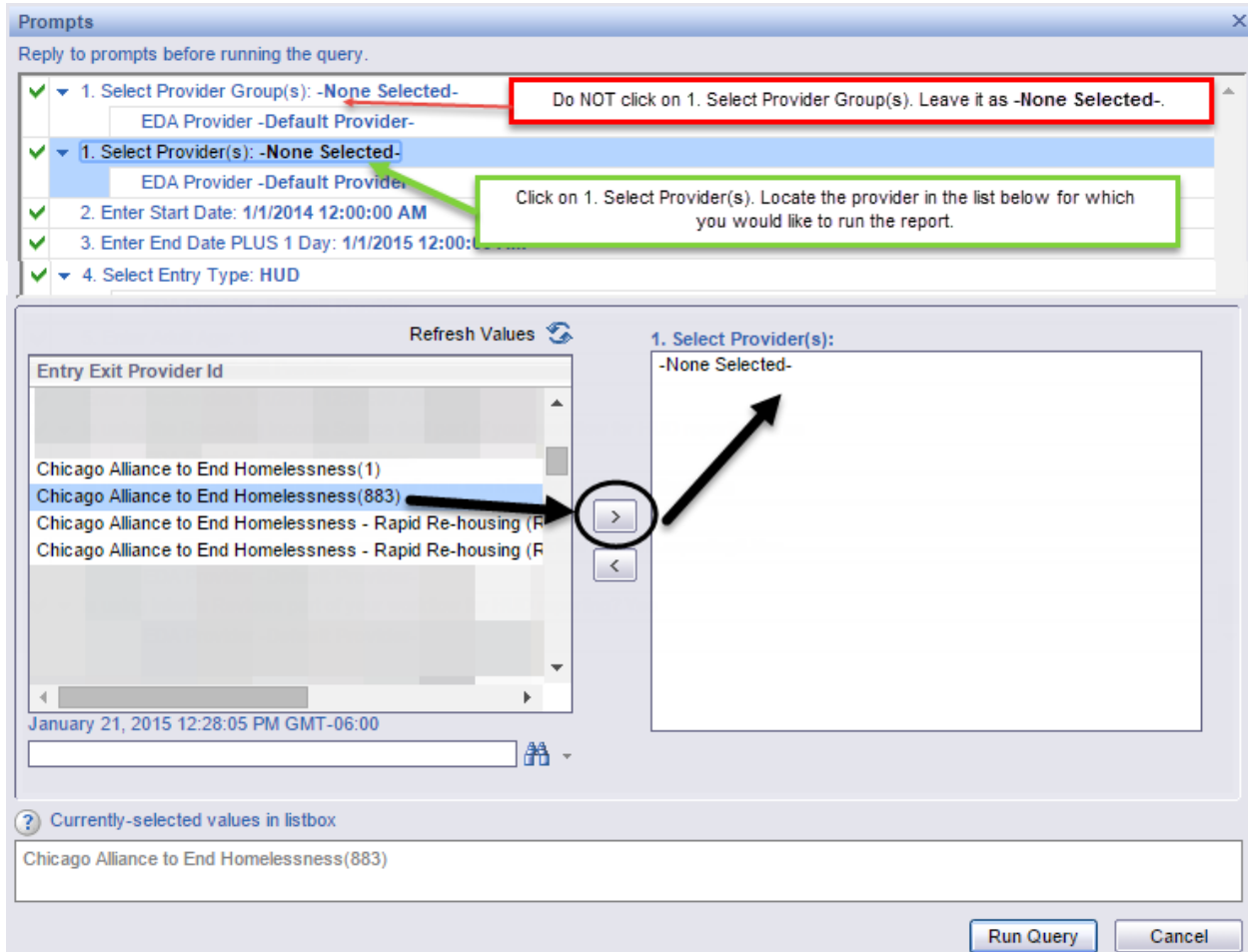
Clicking the View Report option will launch a new tab in your browser. It will be titled ART3 Report Viewer. The report will be created and viewed in this tab. ServicePoint will remain open and active in the original tab.



Because of the complexity of the report, it may take a full minute for the report to open up. Once it is loaded, you will see a prompt box asking for particular values needed to run the report. You will need to address the following prompts:

- A. Select Provider(s)
- B. Enter Start Date
- C. Enter End Date PLUS 1 Day
- D. Select Entry Type
- E. Enter Effective Date

Select Provider: Click on 1. Select Provider(s). You will see a list of available programs in the larger box on the bottom left. Locate the appropriate provider name, click on it, and click on the arrow pointing to the right to move the provider to the right box.



Start and End Dates: You will now enter the time range for the report. When you click on the **2. Enter Start Date** or **3. Enter End Date PLUS 1 Day**, you will see the date in the grey box below. You can type in a date or use the calendar to locate your selected date. Use the arrows on the left to move through months while those on the right will allow you to navigate through the years.

2. Enter Start Date: 1/1/2014 12:00:00 AM

3. Enter End Date PLUS 1 Day: 1/1/2015 12:00:00 AM

3. Enter End Date PLUS 1 Day:

1/1/2015 12:00:00 AM

January 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Today

Currently-selected values in listbox

Run Query Cancel

Please note that the end date for the report should include another day (PLUS 1 Day). If you wanted to include data through 12/31/2014, your End Date PLUS 1 Day would be 1/1/2015. This will allow all data through 12/31/2014 to be pulled into the report.

Entry Type: Click on the Select **Entry Type** option. You will see a list of options populate in the bottom of the screen. Locate the term HUD and ensure that it is moved from the left to the right side of the box.

Effective Date: The final option to address is **Enter Effective Date**. Once you click on this option, a calendar will be visible. It is recommended the effective date of the report is **today**. This will ensure all current and corrected data will be pulled into the report. You can click on the term Today in the bar on the calendar to quickly enter the current date.

Enter effective date

1/26/2015 12:00:00 AM

January 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Today

Run Query Cancel

Other Prompts: All EDA Provider prompts should be marked as *-Default Provider-*.

1. Select Provider Group(s) should be left as *-None Selected-*.

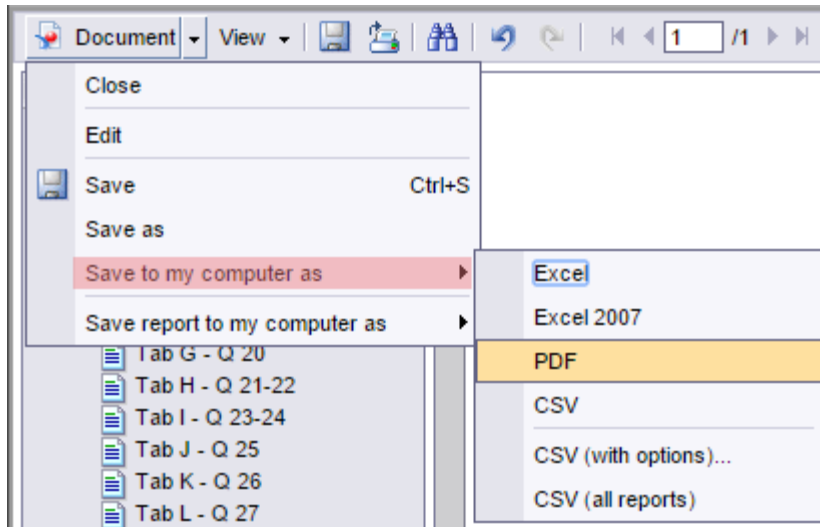
5. Enter Adult Age should be 18.

All questions asking “Is using ____ part of your workflow for HUD reporting?” should be answered *Yes*.

Once all the correct prompts have been selected, click on **Run Query** at the bottom of the prompts window to generate the report.

Run Query

After the report finishes running, you will be able to view the results in ART. You can **also download it to your computer as an Excel or PDF document**. Click on **Document** in the upper-left corner of the screen. Next, click on **Save to my computer as**, and then select the format option specified to the right.



Selecting **Excel** will download the report as a .xls file.

Selecting **Excel 2007** will download the report as a .xlsx file.

Selecting **PDF** will download the report as a .pdf file.

Interpreting the Report

Tab A: This tab analyzes the data connected to clients who were selected based upon whether they were actively enrolled in a provider during the date range as determined by their program entries and exits. The first section includes the total number of clients pulled into the report and breaks them into groups as Adults Only, Unaccompanied Youth, and Leavers. The second section lists each required Universal Data Element and provides the numbers of clients for which Client Doesn't Know or Client Refused was entered as well as the number of clients for whom the field was left blank, which is considered Missing Data.

HUD CoC APR
Annual Performance Report
Question 7

7. HMIS or Comparable Database Data Quality

Total number of records for All Clients	15
Total number of records for Adults Only	3
Total number of records for Unaccompanied Youth	0
Total number of records for Leavers	2

Data Element	Don't Know or Refused	Missing Data
First Name	0	0
Last Name	0	0
SSN	0	4
Date of Birth	1	10
Race	1	10
Ethnicity	2	9
Gender	0	9
Veteran Status	0	0
Disabling Condition	0	0
Residence Prior to Entry	0	0
Zip of Last Permanent Address	0	0
Housing Status (at entry)	0	0
Income (at entry)	0	1
Income (at exit)	0	0
Non-Cash Benefits (at entry)	0	1
Non-Cash Benefits (at exit)	0	0
Physical Disability (at entry)	0	10
Developmental Disability (at entry)	0	10
Chronic Health Condition (at entry)	0	10
HIV / AIDS (at entry)	0	10
Mental Health (at entry)	0	10
Substance Abuse (at entry)	0	10
Domestic Violence (at entry)	0	1
Destination	0	1

The APR contains additional details regarding clients, data elements, households, and entries/exits. The areas can be easily viewed by clicking on the tabs on the left side of the report. Similar navigation is also available through clicking on the tabs across the bottom of the report.

Navigation Map	
0625 - HUD CoC APR - v25	
Tab A - Q 7	
Tab B - Q 8-9	
Tab C - Q 12	
Tab D - Q 15	
Tab E - Q 16-17	
Tab F - Q 18-19	
Tab G - Q 20	
Tab H - Q 21-22	
Tab I - Q 23-24	
Tab J - Q 25	
Tab K - Q 26	
Tab L - Q 27	
Tab M - Q 29	
Tab N - Q 36	
Tab O - Additional Information	

Destination	0						
<table border="1"> <tr> <td>Tab A - Q 7</td> <td>Tab B - Q 8-9</td> <td>Tab C - Q 12</td> <td>Tab D - Q 15</td> <td>Tab E - Q 16-17</td> <td>Tab F</td> </tr> </table>		Tab A - Q 7	Tab B - Q 8-9	Tab C - Q 12	Tab D - Q 15	Tab E - Q 16-17	Tab F
Tab A - Q 7	Tab B - Q 8-9	Tab C - Q 12	Tab D - Q 15	Tab E - Q 16-17	Tab F		

Tab O - Additional information

This tab is provided as a reference and lists the parameters specified in the user prompts as well as a complete list of the client counts by provider.

HUD CoC APR Annual Performance Report Additional Information

User Prompt Field	Value(s) Selected
1. Select Provider Group(s):	-None Selected-
1. Select Provider(s):	Chicago Alliance to End Homelessness(883)
2. Enter Start Date:	1/1/2014
3. Enter End Date PLUS 1 Day:	1/1/2015
4. Select Entry Type:	HUD
5. Enter Adult Age:	18
EDA Provider	-Default Provider-
Enter Effective Date	1/26/15 HUD says, 'In no case will data collected after the last day of the reporting period be included on the APR.'
Is using the Disability Determination field part of your workflow for HUD reporting?	Yes
Is using the Receiving Income Source field part of your workflow for HUD reporting?	Yes
Is using the Receiving Benefit field part of your workflow for HUD reporting?	Yes
Is using Interim Reviews part of your workflow for HUD reporting?	Yes

Provider Reporting Information	Client Count Based on Uid	Unduplicated Count
Chicago Alliance to End Homelessness(883)	15	15

