

---

# HMIS Support Manual - Running the APR Report in HMIS

---

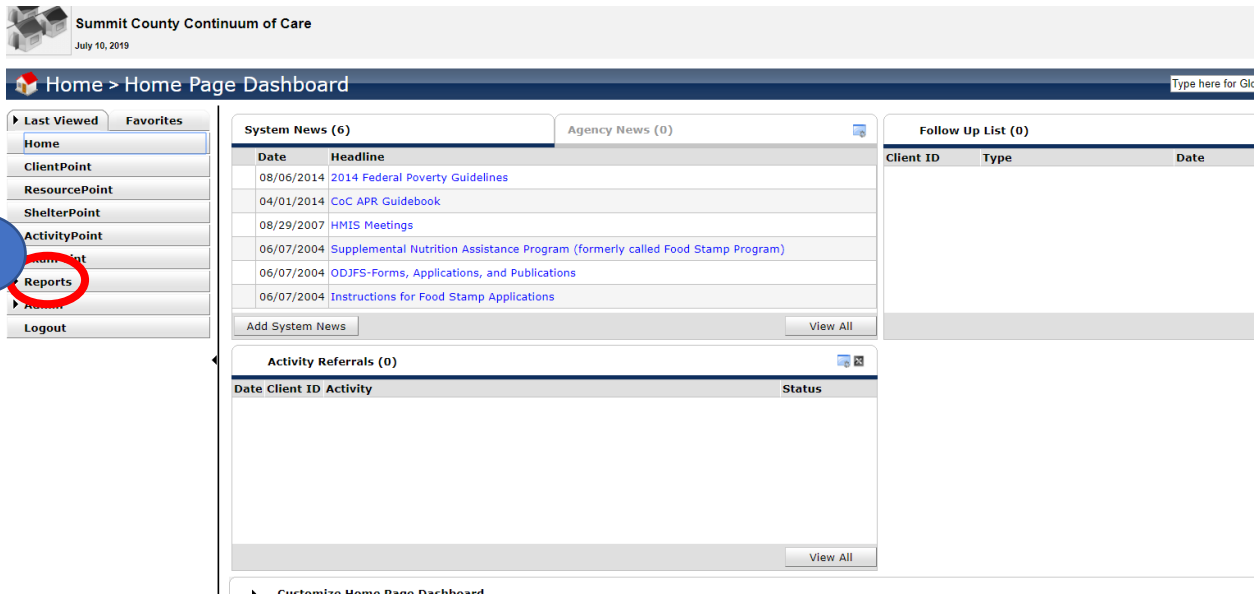


**Summit County, Ohio  
Homeless Management Information System**

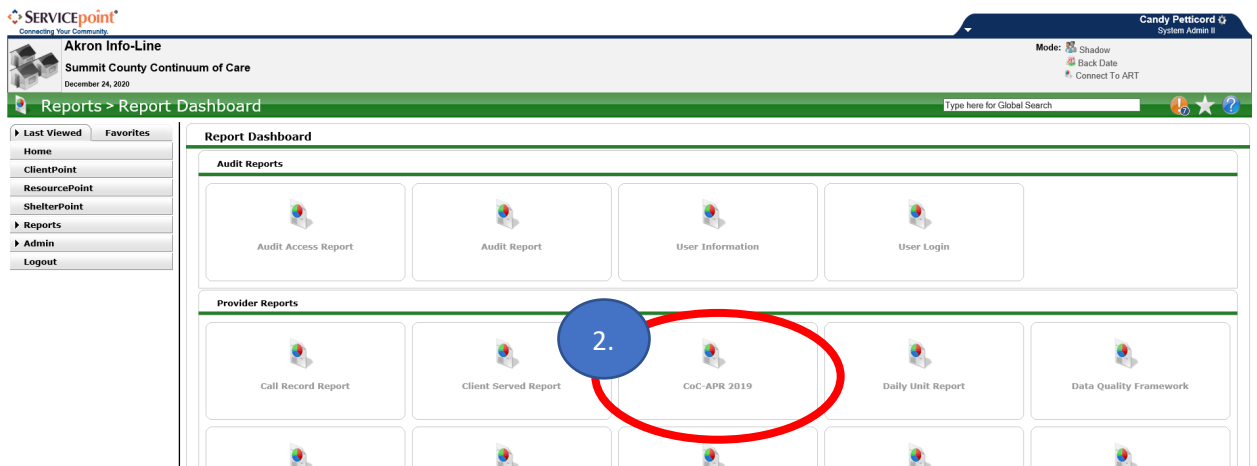


# HOW TO RUN APRs IN HMIS

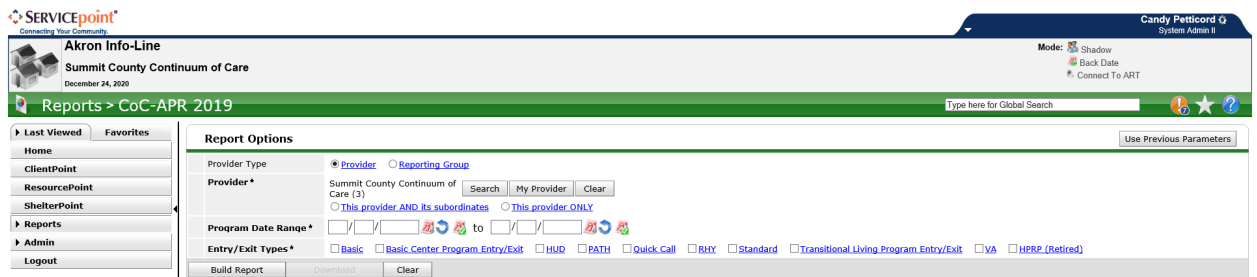
1. Open **ServicePoint** and click on the **Reports** tab on the left-hand side of the Home Page Dashboard:



2. Click on the **CoC-APR 20XX** icon – In this case, the icon is **CoC-APR 2019**:

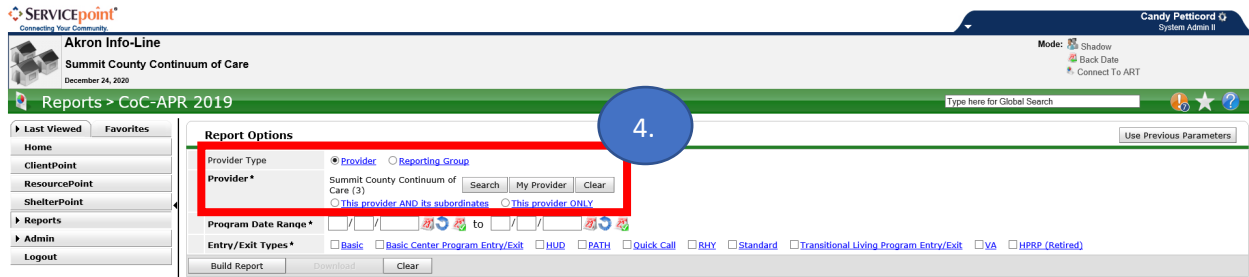


3. The **Report Options** page will open:

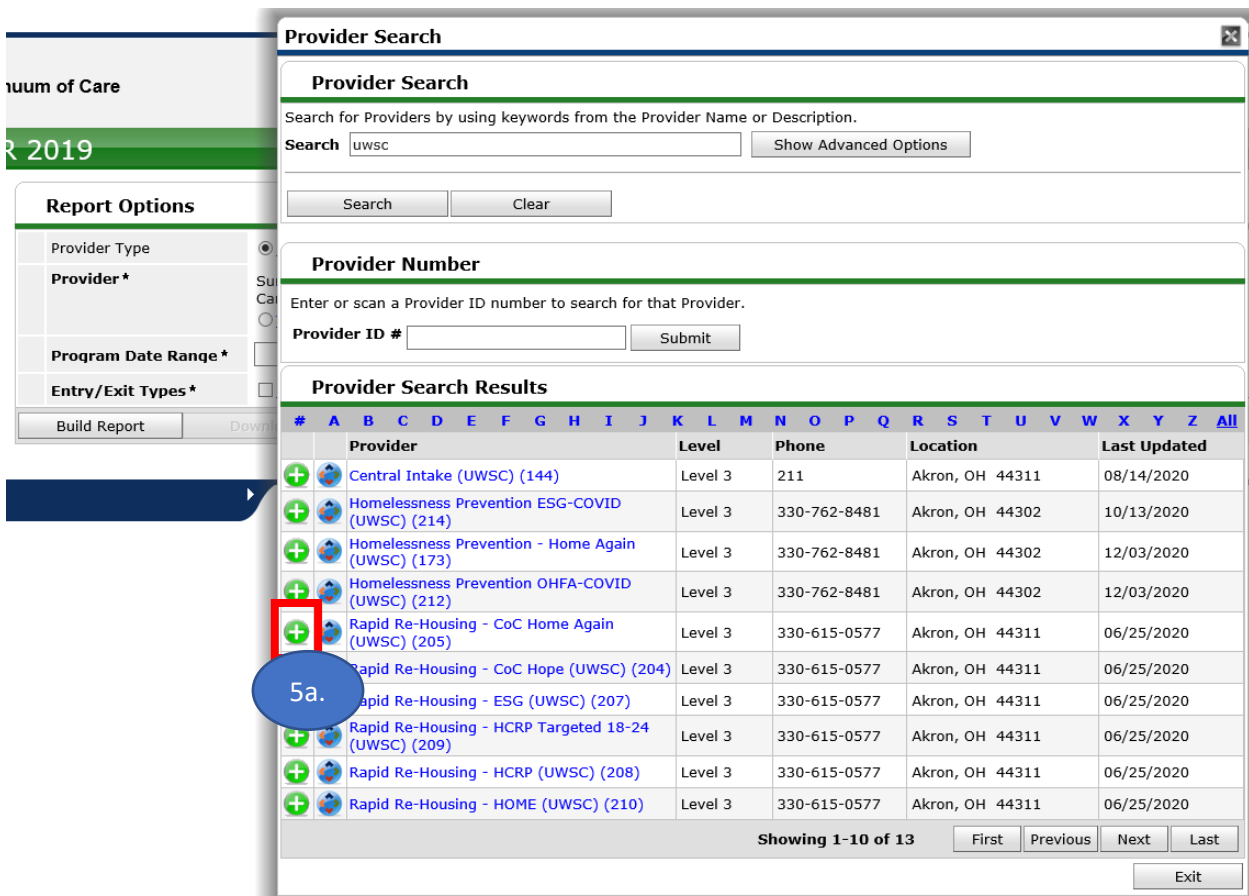


# HOW TO RUN APRs IN HMIS

- Choose a **Provider** by clicking the **[Search]** button
  - Note: The Provider selected should be the agency about whom data is being requested:



- After clicking **[Search]**, the following page will appear. Choose a provider by clicking the **green +** next to the desired agency's name
  - For this example, we searched for the Provider **"UWSC"** and from these results, we will select **Rapid Re-housing – CoC Home Again**:



# HOW TO RUN APRs IN HMIS

6. Once you have chosen the appropriate provider:

a. Enter the desired **Program Date Range** and the **Entry/Exit Types**:

**Report Options** Use Previous Parameters

Provider Type:  Provider  Reporting Group

Provider\*: Rapid Re-Housing - CoC Home Again (UWSC) (205)

This provider AND its subordinates  This provider ONLY

Program Date Range\*: 11/01/2020 to 11/30/2020

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

b. Click **[Build Report]** to generate the requested data:

**Report Options** Use Previous Parameters

Provider Type:  Provider  Reporting Group

Provider\*: Rapid Re-Housing - CoC Home Again (UWSC) (205)

This provider AND its subordinates  This provider ONLY

Program Date Range\*: 11/01/2020 to 11/30/2020

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

c. The report will generate and will now be available to be reviewed:

**CoC-APR Report Results**

**4a - Project Identifiers in HMIS**

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
Organization Name	Org. ID	Project Name	Project ID	HMIS Project Type	Method for Tracking ES	Affiliated with a residential project? (SSO)	Project IDs of Affiliation	CoC Codes	Geocodes	Victim Service Provider																	
Rapid Re-Housing - CoC Home Again (UWSC)	205	Rapid Re-Housing - CoC Home Again (UWSC)	205	PH - Rapid Re-Housing (HUD)				OH-506	399153	False																	
Showing 1-1 of 1																											

**5a - Report Validations Table**

**Report Validations Table**

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

# HOW TO RUN APRs IN HMIS

- d. Please note that the **blue result numbers** are actually hyperlinks which can be clicked to reveal the Client ID #s involved in that particular category - in the image below, we clicked the “4” on the left and the results are shown in the box on the right:

The image shows two screenshots from the HMIS software. On the left is a 'Report Validations Table' with three rows. The first row, '1. Total Number of Persons Served', has a blue number '4' in the right column. A blue circle labeled '6d.' is positioned above this '4', and a blue arrow points from it to the right-hand screenshot. The right-hand screenshot is a window titled 'Clients in answer cell' showing a table with two columns: 'ID' and 'Client'. The 'ID' column lists 178757, 178322, 178321, and 179840. The 'Client' column contains the letters 'C', 'H', 'H', and 'P' respectively. A large black redaction box covers the names of the clients. Below the table, it says 'Showing 1-4 of 4' and has buttons for 'Download Results' and 'Exit'.

ID	Client
178757	C
178322	H
178321	H
179840	P

- These hyperlink results can be particularly helpful and time-saving when correcting errors.
7. To save a copy of the APR Report, simply **right-click on the report** > Select **Print...** > Choose to **print to a PDF** option available on your computer.

I hope you found this manual helpful. ☺ Please feel free to reach out to me with any questions:

**Candy Petticord**,  
*Support Specialist, Homeless Management Information System (HMIS)*  
[cpetticord@uwsummit.org](mailto:cpetticord@uwsummit.org)