## APR HMIS Cheat Sheet for the ODFC Project Monitoring Tool

Step 1: Run your APR for the required date range

| ₩ CCEH - 7.2 ×       |                         |                     |               |                |                    | Jedžla —                  |                 | ×   |
|----------------------|-------------------------|---------------------|---------------|----------------|--------------------|---------------------------|-----------------|-----|
| ← → C                | imis.com/cceh.ecm       |                     |               |                |                    | * 🛛                       | 8               | - 1 |
| Empowered Solutions  | ≡ ≇ ¥                   | 1                   |               |                |                    | Jackie Jai<br>CCEH All Fi | 10Sko<br>atures | -   |
| Group                |                         |                     |               |                | •                  | Scheduled Rep             | orts            |     |
| 📮 Favorites 🕜        |                         |                     |               |                |                    |                           |                 |     |
| + HDC Tools          | Save Report Parameters  | •                   | 🕼 Edit 🖺 Save |                |                    |                           |                 |     |
| + LSA Tools          | Select report criteria. |                     |               |                |                    |                           |                 |     |
| 🥃 Setup              | Start Date ★            | 01/01/2016          |               | End Date ★     | 12/31/2017         |                           |                 |     |
| Administration       | Organization(s) ★       | 🔘 All 🖲 None 🖲 Some |               | 🛿 Project(s) 🖈 | None Some          |                           |                 |     |
| Codes and Categories |                         |                     |               |                |                    |                           | Q 3             |     |
| ▼ Reporting          |                         |                     |               |                | Test Program - PSH | <u>^</u>                  |                 |     |
| Program Setup Script |                         |                     |               |                |                    |                           |                 |     |
|                      |                         |                     |               |                |                    | Ψ.                        |                 |     |
| (s)                  |                         |                     |               |                |                    |                           |                 |     |
| CaseWorthy           |                         |                     |               |                | APR CSV Export     | Report                    | ✓ 0             | one |

Step 2: Go to page 2 of your APR and click "Hyperlink to Q5 and Q6 Tables"

| CaseWorthy Report Viewer - Google Chrome        |                   |                     |                          |                     | - 0          |
|---|-------------------|---------------------|--------------------------|---------------------|--------------|
| Secure   https://ecm.cthmis.com/CaseWort        | ny_7_2/ReportView | ver.aspx?FormID=116 | 97&URLID=56688           |                     |              |
|   | U ()              | -) 100% ▼           |                          |                     |              |
| Client Detail Sub Report                        |                   |                     |                          |                     |              |
| <u>lyperlink to Q5 and Q6 tables</u>            |                   |                     |                          |                     |              |
| Q7a Number of Persons Served                    |                   |                     |                          |                     |              |
|   | Total             | Without Children    | With Children And Adults | With Only Children  | Unknown Type |
| Adults  | 2                 | 2                   | 0                        | 0                   | 0            |
| Children  | 2                 | 0                   | 0                        | 2                   | 0            |
| Client Doesn't Know/ Client Refused             | 0                 | 0                   | 0                        | 0                   | 0            |
| Jata Not Collected                              | 0                 | 0                   | 0                        | 0                   | 0            |
| Total   | 4                 | 2                   | 0                        | 2                   | 0            |
| 27b: Point-in-Time Count of Persons on the Last | Wednesday         |                     |                          |                     |              |
|   | Total             | Without Children    | With Children And Adults | With Only Children  | Unknown Type |
| lanuary   | 2                 | 0                   | 0                        | 2                   | 0            |
| April   | 2                 | 0                   | 0                        | 2                   | 0            |
| uly   | 2                 | 0                   | 0                        | 2                   | 0            |
| October   | 4                 | 2                   | 0                        | 2                   | 0            |
| 28a: Households Served                          |                   |                     |                          |                     |              |
|   | Total             | Without Children    | With Children And Adults | With Only Children  | Unknown Type |
| Fotal Households                                | 3                 | 2                   | 0                        | 1                   | 0            |
|   | at Mada and an    |                     |                          |                     |              |
| 200: Point-in-Time Count of Households on the L | Total             | Without Childron    | With Children And Adults | With Only Children  | Unknown Type |
|   | 1                 |                     |                          | vviui Only Children | Onknown Type |
| anuary<br>Anril                                 | 1                 | 0                   | 0                        | 1                   | 0            |
| ulv   | 1                 | 0                   | 0                        | 1                   | 0            |
|   |                   | ~ ~ ~               | ·                        |                     |              |

Step 3: Use the page navigation buttons to find the data in tables labeled Q1, Q2, Q4 and Q6 to fill out the first four sections on the ODFC Project Monitoring Tool.

| CaseWorthy Report Viewer - 0                   | boogle Chrome   | Viewer2E                  |             |                 |   |
|--|---|---------------------------|-------------|-----------------|---|
| Secure   https://ecm.ctor                      | nis.com/CaseWorthy_7_2/Report                             | Viewer.aspx?FormID=116978 | URLID=56688 |                 |   |
|  | 3 > ⊳∣ ⊘  | € 100% ▼                  |             | Find   Next     |   |
| Data Quality R                                 | eport   |                           |             |                 |   |
| Run By jjanosko3 - Empowered So                | olutions Group on 3/16/2018 2:55:37 PM                    |                           |             |                 |   |
| Report Period<br>Program(s)<br>Organization(s) | 1/1/2016 - 12/31/2017<br>Test Program - PSH<br>Select All |                           | Ir Ca       | seworth         | y |
|  |   |                           |             |                 |   |
| <u>1. Feport Validation Ta</u>                 | <u>able</u>   |                           |             |                 |   |
| Number of Persons Serve                        | 9d  |                           |             |                 | 4 |
| umber of Adults (Age 18 or C                   | over)   |                           |             |                 | 2 |
| umber of Children (Under Ag                    | e 10)   |                           |             |                 | 2 |
| umber of Leavers                               | JWII Age  |                           |             |                 | 0 |
| lumber of Adult Leavers                        |   |                           |             |                 | 0 |
| lumber of Adult and Head of                    | Household Leavers   |                           |             |                 | 0 |
| lumber of Stavers                              | Household Leavers   |                           |             |                 | 4 |
| Jumber of Adult Stavers                        |   |                           |             |                 | 2 |
| Jumber of Veterans                             |   |                           |             |                 | 1 |
| Jumber of Chronically Homel                    | ass Dersons   |                           |             |                 | 0 |
| Number of Youth Under Age 2                    | 5   |                           |             |                 | 0 |
| Number of Parenting Youth Ur                   | der Age 25 with Children                                  |                           |             |                 | 0 |
| Number of Adult Heads of Hou                   | isehold   |                           |             |                 | 2 |
| Jumber of Child and Unknown                    | -Age Heads of Household                                   |                           |             |                 | 1 |
| leads of Households and Adul                   | t Stavers in the Project More than                        | n 365 Davs                |             |                 | 0 |
|  | la Information (DII)                                      |                           |             |                 |   |
| 22. Personally Identifian                      | Die Information (PII)                                     | Information Mission       | Data Jawas  | V of Emer Dob   |   |
| Data Element                                   | Ctient Doesn't Know/Refused                               | information Missing       | Data issues | % OF EFFOR RALE | 2 |
| iocial Security Number                         | 0   | 0                         | 2           | 75.00%          |   |
| ate of Birth                                   | 0   | 0                         | 0           | 0.00%           |   |
| lace   | 0   | 0                         |             | 0.00%           |   |
| thnicity                                       | 0   | 0                         |             | 0.00%           |   |
| ,  | Ť   |                           |             |                 |   |

## Step 4: Return to the Main APR Window by clicking the Back Arrow next to the zoom box

| ۶ | CaseWo             | rthy Re        | port View          | er - Goog         | jle Chror        | ne                      |                |           |           |         |           |      |             | _   |   | × |
|---|--------------------|----------------|--------------------|-------------------|------------------|-------------------------|----------------|-----------|-----------|---------|-----------|------|-------------|-----|---|---|
|   | Secure             | http           | os://ecm.          | cthmis.o          | com/Ca           | seWorthy                | _7_2/Re        | positions | aspx?Form | ID=1169 | 7&URLID=5 | 5688 |             |     |   |   |
|   | ⊲                  | <              | 1                  | of 3              | >                | Þ١                      | Č              | e         | 00%       | T       |           | ₽    | Find   Next |     |   | ^ |
|   | Data<br>Run By jja | QU<br>Inosko3  | ality<br>- Empower | Rep<br>ed Solutio | Ort<br>Ins Group | on 3/16/201             | 8 2:55:37      | РМ        |           |         |           |      |             |     |   |   |
|   | Report<br>Program  | Period<br>n(s) | l                  |                   | 1/1/2<br>Test    | 2016 - 12/<br>Program - | 31/2017<br>PSH | 7         |           |         |           |      | CaseWo      | rth | y |   |

Step 5: Complete the remainder of the ODFC Project Monitoring tool by entering the information that corresponds to the question number on the APR.

| Q8a. Number of Households Served                            | # Househo | olds |
|---|-----------|------|
| Total Households - Total                                    |           |      |
|   |           |      |
| 8b. Point-in-Time Count of Households on the Last Wednesday | # Househo | olds |
| January - Total   |           |      |
| April - Total   |           |      |
| July - Total  |           |      |
| October - Total   |           |      |
|   | •         |      |

| Q8a: Households Served                                       |       |  |  |  |  |  |
|--|-------|--|--|--|--|--|
|  | Total |  |  |  |  |  |
| Total Households   | 3     |  |  |  |  |  |
|  |       |  |  |  |  |  |
| Q8b: Point-in-Time Count of Households on the Last Wednesday |       |  |  |  |  |  |
|  | Total |  |  |  |  |  |
| January  | 1     |  |  |  |  |  |
| April  | 1     |  |  |  |  |  |
| July   | 1     |  |  |  |  |  |
| October  | 3     |  |  |  |  |  |
|  |       |  |  |  |  |  |

## Submitting hyperlinked APR Tables:

Please note that whenever you need to submit APRs for review, you must include the tables hyperlinked at both the beginning and end of the report. Many grantees did not submit the APR tables that are accessed through the hyperlinks for the January 26, 2018 quarterly monitoring submission. Submission of <u>ALL</u> APR tables is a requirement for the April 26, 2018 quarterly monitoring submission.

This may mean that you submit up to three APR files – these can be numbered 1, 2 and 3. You will open the hyperlinked tables and for each table (Q1-Q7, Q9a-b and Q 23a-b) save copies of the tables by converting them into PDFs. Attach the PDF's to your submission of the monitoring tool and the APR for each project.

The tables at the end of the report appear as links and must be clicked and exported as PDFs as well:

## Hyperlink to Part 2

Hyperlink to Veteran Questions

Hyperlink to Chronically Homeless and Youth