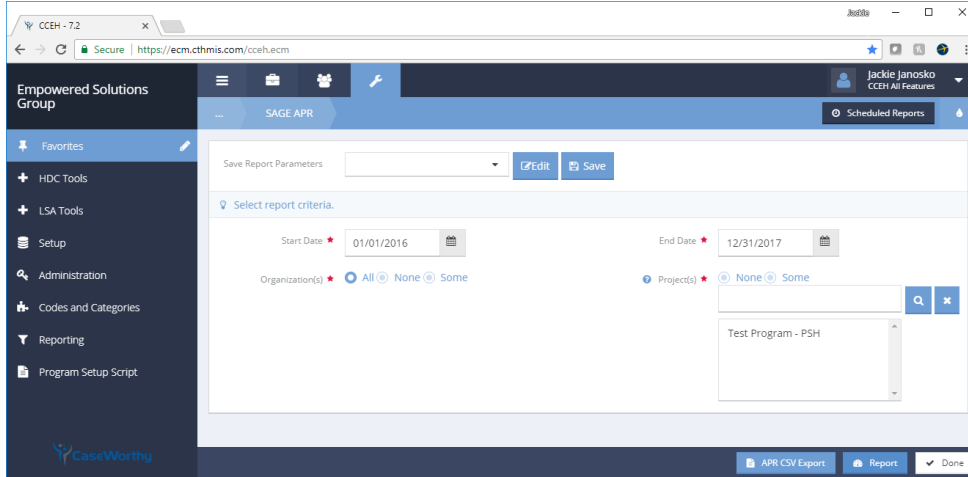# APR HMIS Cheat Sheet for the ODFC Project Monitoring Tool

Step 1: Run your APR for the required date range

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

Client Detail Sub Report

Hyperlink to Q5 and Q6 tables

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
Data Not Collected	0	0	0	0	0
Total	4	2	0	2	0

Q7b: Point-in-Time Count of Persons on the Last Wednesday

	Total	Without Children	With Children And Adults	With Only Children	Unknown Type
January	2	0	0	2	0
April	2	0	0	2	0
July	2	0	0	2	0
October	4	2	0	2	0

Q8a: Households Served

	Total	Without Children	With Children And Adults	With Only Children	Unknown Type
Total Households	3	2	0	1	0

Q8b: Point-in-Time Count of Households on the Last Wednesday

	Total	Without Children	With Children And Adults	With Only Children	Unknown Type
January	1	0	0	1	0
April	1	0	0	1	0
July	1	0	0	1	0
October	3	2	0	1	0

https://ecm.cthmis.com/CaseWorthy_7_2/ReportViewer.aspx?FormID=11697&URLID=56688

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.

Data Quality Report

Run By jjanosko3 - Empowered Solutions Group on 3/16/2018 2:55:37 PM

Report Period.............. 1/1/2016 - 12/31/2017
Program(s).................. Test Program - PSH
Organization(s)............ Select All

Q1. Report Validation Table

Total Number of Persons Served	4
Number of Adults (Age 18 or Over)	2
Number of Children (Under Age 18)	2
Number of Persons with Unknown Age	0
Number of Leavers	0
Number of Adult Leavers	0
Number of Adult and Head of Household Leavers	0
Number of Stayers	4
Number of Adult Stayers	2
Number of Veterans	1
Number of Chronically Homeless Persons	0
Number of Youth Under Age 25	0
Number of Parenting Youth Under Age 25 with Children	0
Number of Adult Heads of Household	2
Number of Child and Unknown-Age Heads of Household	1
Heads of Households and Adult Stayers in the Project More than 365 Days	0

Q2. Personally Identifiable Information (PII)

Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	% of Error Rate
Name	0	0	0	0.00%
Social Security Number	0	0	3	75.00%
Date of Birth	0	0	0	0.00%
Race	0	0		0.00%
Ethnicity	0	0		0.00%
Gender	0	0		0.00%

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

Data Quality Report

Run By jjanosko3 - Empowered Solutions Group on 3/16/2018 2:55:37 PM

Report Period.............. 1/1/2016 - 12/31/2017
Program(s).................. Test Program - PSH

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	# Households
Total Households - Total	
8b. Point-in-Time Count of Households on the Last Wednesday	**# Households**
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

<mark>Submitting hyperlinked APR Tables:</mark>

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. <mark>Submission of <u>ALL</u> APR tables is a requirement for the April 26, 2018 quarterly monitoring submission.</mark>

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: