



Annual Performance Report Syllabus

2016 Syllabus

Part 1: Course Information

Instructor Information

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Course Description

Experience the process of running and analyzing the Annual Performance Report (APR) step-by-step using our local Homeless Management Information System (HMIS). The APR is used by HUD to track the progress and accomplishments of CoC funded projects. This course is vital in understanding how your project data populates this report, how to interpret the results, and correct any data quality issues that may be negatively impacting your final performance measures. This training is most appropriate for HMIS users that are working in a Continuum of Care (CoC) project.

Topics Include:

- Overview of APR components (Q7-Q36)
- Defining *Leavers & Stayers*
- Running the APR
- Analyzing the report for data quality purposes
- Cross reference between datasets
- Performance Measures Review

Course Materials

Required User License Agreement

- In order to access HMIS each user is required to complete a New User License Agreement. Each user will be assigned a training account and a standard user account prior to the course.

Recommended Texts & Other Readings (Not required)

- <https://www.hudexchange.info/e-snaps/guides/apr/>
- <https://www.hudexchange.info/resources/documents/e-snaps-CoC-APR-Guidebook-for-CoC-Grant-Funded-Programs.pdf>



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Part 2: Course Goal

The goal of this course is to receive an in-depth review of the APR and establish techniques to analyzing it for data quality and performance purposes. There are several learning objectives that you will meet by completing tasks through a combination of activities, exercises, and participation.

Objective 1: Ability to Generate an APR in HMIS

Task 1.1: Identify your COC project in HMIS

Task 1.2: Locate the APR in ClientTrack and complete report parameters

Task 1.3: Generate APR

Task 1.4: Export the APR into Excel

Objective 2: Understand the Components of the APR

Task 2.1: Review the sub-report feature

Task 2.1: Review, identify, and correct missing data with Q7

Task 2.2: Review of Q9-Q22 (Unknown Conditions, Leavers vs. Stayers)

Task 2.3: Review of Q23-Q26 (APR Financials)

Objective 3: Identify Data Quality Issues

Task 3.1: Identify ineligible clients (prior residence, disability, household type, etc.)

Task 3.2: Recognize irregularities with length of stay, income, unknown household types

Objective 4: Performance Measure: Q36

Task 4.1: Examine Housing Stability, Total Income, & Earned Income Measures

Task 4.2: Discuss where to find your target goals

Task 4.3: Discuss the difference in percentage changes for small vs. large projects

Objective 5: Cross Reference APR Data

Task 5.1: Run a client's in programs report using the same date range

Task 5.2: Cross reference total clients served

Task 5.3: Discuss techniques for problem solving discrepancies between data sets