

**County of Riverside Continuum of Care
2018 HUD CoC Program Competition
Independent Review Panel Meeting**
Wednesday, March 7, 2018 – 1:00 p.m.
DPSS Staff Development, Moreno Valley, CA

AGENDA

1. Welcome and Introductions
2. Review IRP Meeting Summary from Feb. 7, 2018
3. 2018 HUD CoC Program NOFA
 - HUD Timeline
 - Update on CES Evaluation tool
 - CES Annual Performance Report (APR)
 - Review HUD Project Rating and Ranking Tool for Renewal Projects
 - Summary of projects
 - Review additional local criteria documents:
 - 2017 scorecard
 - HMIS report cards
 - APRs (one-page)
 - Review 2017 HUD CoC Project Review and Ranking Process
 - Discuss 2018 Threshold Requirement
 - Appeal narrative
4. Other Matters
 - **Proposed meeting schedule:** Wednesdays, 1-3 p.m.
 - April 4
 - May 2
 - May 9
 - Board of Governance meeting: May 17
 - June 6
 - June 13
 - Board of Governance meeting: June 27
 - July 11
 - Board of Governance meeting July 12 (should be July 19)
 - Aug. 1
 - Aug. 8
 - Board of Governance meeting August 16

**County of Riverside Continuum of Care
2018 Continuum of Care Application
U.S. Department of Housing and Urban Development
Independent Review Panel Meeting
Wednesday, February 7, 2018
DPSS Staff Development Office, Moreno Valley, CA**

Attendees:

Angelina Coe, Shelter From the Storm
Frankie Riddle, City of Palm Desert
Monica Sapien, Social Worker Action Group (SWAG)
David Leahy, ABC Recovery Center
Robin Gilliland, City of Temecula

DPSS staff:

Jill Kowalski, Admin Services Manager II
Rowena Concepcion, Admin Services Officer
Connie Hill, Admin Services Supervisor
Elizabeth Hernandez, Program Specialist II
Amie St. Croix, Secretary II

Welcome and Introduction

1. Election of Chair and Vice Chair
 - A. Motion was made by Frankie Riddle to nominate Robin Gilliland as the Chair and Angelina Coe as Vice Chair for review panel. **Ayes: *Unanimous.***

2017 HUD CoC Program Award debrief

DPSS staff reviewed the 2017 HUD CoC Program award recipients and provided the panel two handouts: 1) An overview of the projects that were funded with amounts; and 2) How some other CoCs in the nation fared in relation to Tier 2 funding. Although we did not receive the PSH bonus grant (ranked at the bottom of Tier 2), we did receive an additional \$66,863 in increases in Fair Market Rents (FMRs) and operations.

2018 HUD CoC Program NOFA

2018 Review and Evaluation Process: DPSS staff updated the IRP on the review process that is currently in place and some enhancement made to ensure transparency and that all projects are aware of their performance. These include:

- Current monitoring schedule of CoC Projects has been shared with the CoC and is posted on the website.
- HMIS report card: Each project regularly receives a report card on their data quality.
- HMIS Technical Assistance: HMIS staff conduct monthly training and technical assistance.
- Technical Assistance: provided as requested and/or at the 6-month annual monitoring visit with DPSS program staff. DPSS fiscal staff sends out a monthly expenditure report and is available by phone or in person for TA.
- The CoC and HMIS Council review each project Annual Performance Reports (APRs) about 3-4 months before the grant year ends (HMIS Council) and after the APR is completed (CoC) to

review whether there are unspent funds, data quality, bed utilization and/or other performance/compliance issues.

The IRP discussed this process and whether any concerns about performance should be brought to the Board of Governance at the time rather than waiting until the review process.

To prepare for the 2018 HUD NOFA review and evaluation process, DPSS staff will send the 2017 written review and evaluation process to the IRP to review and discuss at the next meeting. This document will also be shared with the CoC membership for their review and comment.

Coordination Entry System (CES) review and evaluation: there was discussion about how the IRP should review and evaluate the CES lead agency, since you cannot evaluate the project the same as housing projects. DPSS staff will consult with HUD TDA consultant Margaret McFaddin about how other CoCs are evaluating CES projects. The CES project has not been evaluated in the two years it has been in operation and there needs to be an evaluation conducted in 2018.

Recommendation: *The IRP recommends that the Board of Governance receive regular Annual Performance Reports (APRs) and monitoring status reports of CoC Program funded projects on a consent calendar on the agenda of regular BoG meetings.* Motion by Frankie Riddle; seconded by Angelina Coe; ***Ayes: Unanimous.***

Presentation of HUD Project Rating and Ranking Tool: DPSS staff presented the HUD project rating and ranking tool to the IRP. The tool was created by HUD and released around the time the 2017 NOFA was released. While HUD does not mandate using this tool, it is comprised of all elements that are scored on the annual HUD application.

An overview of the HUD tool has been presented to the CoC membership. An overview of the tool was provided in a power point presentation (attached). The tool uses data from existing HUD reports (such as APRs) and HMIS data. The scoring criteria is based on what is (baseline) mandated by HUD; however, each CoC may change the criteria (to increase performance).

Recommendation: The Independent Review Panel recommended that the Board of Governance adopt the HUD CoC Project Rating and Ranking Tool to evaluate the 2018 CoC renewal and new projects. Motion by Robin Gilliland; seconded by David Leahy; ***Ayes: Unanimous.***

Meeting Schedule

The IRP will hold its second meeting on Wednesday, March 7, 1 p.m. to 3 p.m. A meeting schedule for the 2018 review process will be presented and approved at this meeting.

Next meeting: March 7

1. Next Steps
 - A. Send 2017 HUD CoC Program Review and Evaluation written process to IRP to review for March 7 meeting.
 - B. Send HMIS report cards for each to IRP for review.
 - C. Send Fiscal expenditure report to IRP for review.
 - D. CES lead agency evaluation: consult with Margaret McFaddin and CES Oversight Committee.

March 7 agenda:

- A. Review 2018 written review and evaluation process to recommend changes/updates to BoG.
 - Include process for agencies to appeal in writing if a project is reallocated or reduced.
- B. Review evaluation criteria for CES.
- C. Review Rating and Rating Tool: DPSS staff will complete for each project to present to the IRP.
- D. Approve IRP meeting schedule for 2018 HUD NOFA cycle.

**2017 HUD- CoC Program Competition SCORECARD
Renewal Permanent Housing Projects
Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH)**

PROJECT NAME: _____

PROJECT TYPE: PSH _____ RRH _____

Scoring Criteria	Description	Data Source	Possible Score	Project Score	Reviewer's Comments	Agency Comment/Explanation
Performance Measures (15)						
1. Housing Stability (Obtain and maintain permanent housing)	PSH - Measures the percentage of project participants who remain housed or move on to other permanent housing.	APR Q27-29	80% or above = 5 70% - 79% = 4 60% - 69% = 3 50% - 59% = 2 40% - 49% = 1 Below 40% = 0			
	RRH – Measures the number of clients that move into permanent housing.	HMIS Move-in Date	100% of clients moved to PH = 5 90% moved to PH = 4 80 % moved to PH =3 70 % moved to PH =2 60% moved to PH = 1 50% and below = 0			
2. Employment and Income Growth (20%)	Measures the percentage of adult participants who maintain or increase their income level through employment/earned income over the program year.	APR Q24b3	20% or higher = 5 15% - 19% = 4 10% - 14% = 3 5% - 9% = 2 1% - 4% = 1 No increase = 0			
3. Bed Utilization PH (80%)	Measures occupancy rates beds/units supported by the project.	APR Q8-11	80% or above = 5 70% - 79% = 4 60% - 69% = 3 50% - 59% = 2 40% - 49% = 1 Below 40% = 0			
Access to Mainstream Benefits and Supportive Services for Participants (5)						
4. Transportation Assistance	Measures whether the project provides regular or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, or jobs.	Monitoring Report	Project provides transportation assistance = 1 Project does not provide transportation assistance = 0			

Scoring Criteria	Description	Data Source	Possible Score	Project Score	Reviewer's Comments	Agency Comment/Explanation
5. Referrals to Mainstream Programs	Measures whether the project uses a single application form that allows program participants to sign up for four or more mainstream programs.	Monitoring Report	Project uses a single application form for mainstream benefits = 1 Projects do not use a single application for mainstream benefits = 0			
6. Conducts regular follow-up with participants	Measures whether the project regularly follows-up with program participants to ensure that they have applied for, are receiving their mainstream benefits, and renew benefits when required: <ul style="list-style-type: none"> • PSH – at least annually • RRH – at least monthly 	Monitoring Report	Project provides case management at least annually (PSH)/monthly (RRH) = 1 Does not provide case management at least annually/monthly = 0			
7. SSI/SSDI Technical Assistance	Measures whether program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the applicant, a sub-recipient, or a partner agency through a formal or informal relationship.	Monitoring Report Client Individual Service Plan HMIS annual assessment	Project provides program participants' access to SSI/SSDI technical assistance = 1 Project does not provide program participants' access to SSI/SSDI technical assistance = 0			
8. Staff SOAR Training last 24 months	Measures whether the project indicates that the applicant, sub-recipient or partner agency staff person who will be providing the SSI/SSDI technical assistance has completed SOAR training, online or in person, in the past 24 months.	SOAR Training attendance or sign-in sheet	Staff has attended a SOAR training in the last 24 months = 1 Staff has not attended a SOAR training in the last 24 months = 0			

Homeless Management Information System (HMIS) (10 points)

9. Data Quality	Measures the timeliness, accuracy and completeness of HUD-required universal data elements and program specific data elements:					
a. Timeliness	Client entry and exit must be recorded within 14 days.	HMIS Report Card	14 days = 4 More than 14 days = 0			
b. Accuracy	Information entered in HMIS must be valid and accurately represent client information	Monitoring Report	100% accurate = 3 Less than 100% = 0			
c. Completeness	Collect all required Universal Data Elements and Program Specific Data Elements	HMIS Missing Data Report	5% or less = 3 6% -10% = 1 More than 10% = 0			

Compliance with Program and Financial Management (30 points)

Program Compliance

Scoring Criteria	Description	Data Source	Possible Score	Project Score	Reviewer's Comments	Agency Comment/Explanation
10. Annual Performance Reports (APR)	Measures whether projects submit their APR for review to DPSS within 60 days after the project ends.	Monitoring Report	Project submitted APR for review to DPSS within 60 days after project ends = 5 Project submitted APR after 60 days the project ends = 0			
11. Monitoring Reports	Measures whether the project has had any findings during the 12-month period based on the most recent monitoring report by the Collaborative Applicant (DPSS).	Monitoring Report	No Finding = 5 With Finding/s = 0			
Fiscal Compliance						
12. Monthly Submission of Claims	Measures whether the project submits claims on a monthly basis as required. Evaluated during most recent 12-month grant period.	MRU Monitoring Report and Monthly Claims Report	No claims late = 5 1 claim late = 4 2 claims late = 3 3 claims late = 2 4 claims late = 1 5 or more claims late = 0			
13. Recaptured Funds (unspent funds)	Measures whether the project returned any funds in the last 3 years (completed). Based on percentage of total project budget. Note: Any unspent funds are subject to being reallocated regardless of amount or score.	HUD Closeouts Report	5% or less = 5 6%-10% = 4 11%-20% = 3 21% - 30% = 2 30% - 49% = 1 50% or more = 0			
14. Cost-effective Case management and other supportive services	Measures percentage of budget costs in case management and other supportive services. The CoC does not have written standards on this, so cost effectiveness will be based on an average of the total cost per bed for all projects in that component. The Review Panel and BOG will factor in projects that serve high barrier clients with increased cost for supportive services.	Fiscal Report	No more than 10% higher average cost (per bed) = 5 No more than 15% higher average cost (per bed) = 4 No more than 20% higher average cost (per bed) = 3 No more than 25% higher average cost (per bed) = 2 No more than 30% higher average cost (per bed) = 1 Higher than 30% of average cost (per bed) = 0		Note: HUD provides guidance and recommendations that supportive services/case management costs for PSH and RRH projects should not be higher than about 25% of the total project budget. Cost per bed \$19,938.72.	
15. Match Requirement	Measures the percentage of match requirement (25%) as part of the overall project budget and documentation.	Fiscal Report	Meets 25% match requirement = 5 Does not meet = 0			
HUD-CoC Priorities and Requirements (20 points)						
Housing First and Low Barrier Approach						

Scoring Criteria	Description	Data Source	Possible Score	Project Score	Reviewer's Comments	Agency Comment/Explanation
16. Quickly move participants into permanent housing	Measures whether project will move program participants into permanent housing within 30 days of first assessment.	Letter of Intent CoC application Agency Policies and Procedures	Project moves participants into permanent housing within 30 days = 5 Project does not move participants into permanent housing within 30 days= 0			
17. Housing First: rapid placement and no preconditions for service	Measures the project's entry process that prioritizes rapid placement and stabilization in permanent housing that <u>does not</u> have service participation requirements or preconditions (such income, sobriety, criminal history). Projects should remove the following reasons for termination: failure to participate in supportive services; failure to make progress on a service plan; loss of income; or failure to improve income.	Letter of Intent CoC Application Agency Policies and Procedures	Project is doing Housing First based on HUD requirements and submitted supporting documentation = 5 Project is doing Housing First based on HUD requirements but did not submit supporting documentation = 3 Project is not doing Housing First = 0			
18. Participation in Coordinated Entry System (CES)	Measures whether the project serves households referred by the Coordinated Entry System (CES).	Letter of Intent	90% and above = 5 70% and above = 4 50% and above = 3 30% and above = 2 20% and above = 1 Below 20% = 0			
19. Outreach from Eligible Locations	Measures whether the project provides outreach to participants from eligible locations, such as persons coming from the streets or emergency shelters, to provide PSH for chronically homeless.	Monitoring Report HMIS client intake	All Clients = 5 1 client not from eligible location = 4 2 Clients = 3 3 Clients = 2 4 Clients = 1 5 Clients = 0			
HEARTH Act Compliance (20 points)						
20. Participation of homeless in decision-making	Measures whether the agency provides for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or sub-recipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, etc.	Letter of Intent	Yes = 1 No = 0			

Scoring Criteria	Description	Data Source	Possible Score	Project Score	Reviewer's Comments	Agency Comment/Explanation
21. Participation of homeless through employment or volunteerism	Measures whether the agency, to the maximum extent practicable, involves homeless individuals and families through employment; volunteer services; or otherwise in constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project.	Letter of Intent	Yes = 1 No = 0			
22. Engagement in religious activities	Measures whether the agency uses direct program funds to support or engage in any explicitly religious activities , including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law.	Letter of Intent	Agency does not use CoC program funds for religious activities = 1 Agency uses CoC program funds for religious activities = 0			
23. Involuntary family separation	Measures whether the project accepts all families with children under age 18 without regard to the age of any child.	Letter of Intent	Project does not separate families = 1 Project does separate families = 0			
24. Discrimination Policy	Measures whether the project does not discriminate for project entry.	Letter of Intent	Project does not discriminate against age, color, disability etc. = 1 Project does discriminate against age, color, disability etc. = 0			
25. CoC Participation	Measures whether the agency participates as a CoC member in good standing. As required in the Board of Governance Charter for the Continuum of Care, each agency must have a designated representative who is required to attend fifty percent plus one (50% + 1) CoC meetings per year.	CoC attendance records	Agency/Project has a designated representative attend at least 50% + 1 meeting per year = 5 points Agency/Project does not have a designated representative attend at least 50% + 1 meetings per year = 0 points			
Housing Quality Standards (HQS)						
26. HQS Compliance	Measures whether the project meets applicable housing standards.	Monitoring Report Copy of HQS	Project meets HQS standards = 5 Project does not meet HQS standards = 0			
27. HQS Corrective Action Plan	Measures whether project received a corrective action plan in the last two years.	Monitoring Report	No corrective action plan = 5 Received corrective action plan = 0			

Total Possible Score: 100

Total Project Score: _____

Report Criteria

Organizations: Housing Authority
 Programs: Housing Authority Street to Home Chronic Homeless
 Program Types: PH - Permanent Supportive Housing (disability required for entry)

Q1. Report Validation Table

Total Number of Persons Served	10
Number of Adults (age 18 or over)	10
Number of Children (under age 18)	0
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
Total Number of Stayers	10
Number of Adult Stayers	10
Number of Veterans	3
Number of Chronically Homeless Persons	9
Number of youth under age 25	0
Number of parenting youth under age 25 with children	0
Number of Adult Heads of Household	10
Number of child and unknown-age heads of household	0
Heads of households and adult stayers in the project 365 days or more	9

Q2. Personally Identifiable Information (PII)

Data Element	Client Doesn't Know / Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	0	0.00%
Social Security Number (3.2)	0	0	0	0.00%
Date of Birth (3.3)	0	0	0	0.00%
Race (3.4)	0	0		0.00%
Ethnicity (3.5)	0	0		0.00%
Gender (3.6)	0	0		0.00%
Overall Score				0.00%

Q3. Universal Data Elements

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	0	0.00%
Project Entry Date (3.10)	0	0.00%
Relationship to Head of Household (3.15)	0	0.00%
Client Location (3.16)	0	0.00%
Disabling Condition (3.8)	0	0.00%

Q4. Income and Housing Data Quality

Data Element	Error Count	% of Error Rate
Destination (3.12)	0	0.00%
Income and Sources (4.2) at Start	0	0.00%
Income and Sources (4.2) at Annual Assessment	5	55.56%
Income and Sources (4.2) at Exit	0	0.00%

Q5. Chronic Homelessness

Entering into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.917.3) DK/R/missing	Number of times (3.917.4) DK/R/missing	Number of months (3.917.5) DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach	0			0	0	0	0.00%
TH	0	0	0	0	0	0	0.00%
PH (all)	2	0	0	0	0	0	0.00%
Total	2						0.00%

Q6. Timeliness

Time for Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	0	0
1-3 Days	0	0
4-6 days	0	0
7-10 days	1	0
11+ days	9	0

Q7. Inactive Records: Street Outreach & Emergency Shelter

HUD Data Quality Report

10/1/2017 to 1/31/2018



Data Element	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	0	0	0.00%
Bed Night (All clients in ES - NBN)	0	0	0.00%

Report Criteria

Organizations: Jewish Family Services

Programs: Desert Horizon PSH

Program Types: PH - Permanent Supportive Housing (disability required for entry)

Q1. Report Validation Table

Total Number of Persons Served	18
Number of Adults (age 18 or over)	18
Number of Children (under age 18)	0
Number of Persons with Unknown Age	0
Number of leavers	1
Number of adult leavers	1
Number of adult and head of household leavers	1
Total Number of Stayers	17
Number of Adult Stayers	17
Number of Veterans	1
Number of Chronically Homeless Persons	18
Number of youth under age 25	1
Number of parenting youth under age 25 with children	0
Number of Adult Heads of Household	18
Number of child and unknown-age heads of household	0
Heads of households and adult stayers in the project 365 days or more	12

Q2. Personally Identifiable Information (PII)

Data Element	Client Doesn't Know / Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	0	0.00%
Social Security Number (3.2)	0	0	0	0.00%
Date of Birth (3.3)	0	0	0	0.00%
Race (3.4)	0	0		0.00%
Ethnicity (3.5)	0	0		0.00%
Gender (3.6)	0	0		0.00%
Overall Score				0.00%

Q3. Universal Data Elements

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	0	0.00%
Project Entry Date (3.10)	0	0.00%
Relationship to Head of Household (3.15)	0	0.00%
Client Location (3.16)	0	0.00%
Disabling Condition (3.8)	0	0.00%

Q4. Income and Housing Data Quality

Data Element	Error Count	% of Error Rate
Destination (3.12)	0	0.00%
Income and Sources (4.2) at Start	0	0.00%
Income and Sources (4.2) at Annual Assessment	3	25.00%
Income and Sources (4.2) at Exit	0	0.00%

Q5. Chronic Homelessness

Entering into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.917.3) DK/R/missing	Number of times (3.917.4) DK/R/missing	Number of months (3.917.5) DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach	0			0	0	0	0.00%
TH	0	0	0	0	0	0	0.00%
PH (all)	6	0	0	0	0	0	0.00%
Total	6						0.00%

Q6. Timeliness

Time for Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	6	1
1-3 Days	8	0
4-6 days	1	0
7-10 days	3	0
11+ days	0	0

Q7. Inactive Records: Street Outreach & Emergency Shelter

HUD Data Quality Report

10/1/2017 to 1/31/2018



Data Element	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	0	0	0.00%
Bed Night (All clients in ES - NBN)	0	0	0.00%

APR Information								
Organization		Project		Grant Number	Operating Start Date	Operating End Date	Years Funded	
ABC Recovery Centers		ABC Recovery Transitional Housing		CA0682L9D081508	12/1/2016	11/30/2017 (project ended)	15-16 years	
Financial Information				PIT Actual Bed Utilization on the Last Wednesday of the Month				
Total Awarded	Total Amount Paid	Balance Available	% Expended	Unit	January	April	July	October
\$42,996.00	\$42,996.00	\$0.00	100.00%		9	9	9	9
Proposed Bed and Unit Inventory				Bed	90.00%	90.00%	90.00%	90.00%
Total Units	Total Beds	Total Dedicated CH Beds	Total Non-Dedicated CH Beds		33	36	35	35
10	40	0	40	82.50%	90.00%	87.50%	87.50%	
Persons Served				Length of Participation				
Total Number of Persons Served		116			Total	Leavers	Stayers	
Number of Adults (Age 18 or Over)		116	30 Days or Less		22	14	8	
Number of Children (Under Age 18)		0	31 to 60 Days		16	10	6	
Number of Persons with Unknown Age		0	61 to 90 Days		16	9	7	
Number of Leavers		80	91 to 180 Days		25	18	7	
Number of Adult Leavers		80	181 to 365 Days		28	20	8	
Number of Adult and Head of Household Leavers		80	366 to 730 Days (1-2 yrs)		9	9	0	
Number of Stayers		36	731 to 1,095 Days (2-3 yrs)		0	0	0	
Number of Adult Stayers		36	1096 to 1,460 Days (3-4 yrs)		0	0	0	
Number of Veterans		3	1461 to 1,825 Days (4-5 yrs)		0	0	0	
Number of Chronically Homeless Persons		4	More than 1,825 Days (>5 yrs)		0	0	0	
Number of Youth Under Age 25		12	Data Not Collected		0	0	0	
Number of Parenting Youth Under Age 25 with Children		0	Total		116	80	36	
Number of Adult Heads of Household		116						
Number of Child and Unknown-Age Heads of Household		0	a. Average length in days		--	168	114	
Heads of Households and Adult Stayers in the Project 365 Days+		0	b. Median length in days		--	114	67	
Performance Measure: Adults Who Gained or Increased Income								
Income Change by Income Category		Adult Stayers 365+ Days	% Accomplished	Adult Leavers	% Accomplished	Combined	% Accomplished	
Number of Adults with Earned Income (i.e., Employment Income)		0	0.00%	22	28.00%	22	28.00%	
Average Change in Earned Income		\$0.00	0.00%	\$1,052.41	0.00%	\$1,052.41	0.00%	
Number of Adults with Other Income		0	0.00%	0	0.00%	0	0.00%	
Average Change in Other Income		\$0.00	0.00%	--	0.00%	--	0.00%	
Number of Adults with Any Income (i.e., Total Income)		0	0.00%	21	27.00%	21	27.00%	
Average Change in Overall Income		\$0.00	0.00%	\$1,079.19	0.00%	\$1,079.19	0.00%	

Residence Prior to Program Entry		Exit Destination	
Homeless Situations	13	Permanent Destinations	47
Emergency Shelter	7	Temporary Destinations	16
Transitional Housing for Homeless Persons	1	Institutional Settings	13
Place Not Meant for Human Habitation	0	Other Destinations	4
Safe Haven	5	Total	80
Interim Housing	0		
Institutional Settings	103	Total Persons Exiting to Positive Housing Destinations	47
Other Locations	0	Total Persons Whose Destinations Excluded Them from the Calculation	0
Total	116	Percentage	58.75%

Data Quality		Timeliness		
Categories	% of Error Rate	Time for Record Entry	# of Project Entry Records	# of Project Exit Records
Personally Identifying Information (PII)	0.00 %	0 days	35	33
Universal Data Elements	0.00%	1-3 Days	56	28
Income and Housing Data Quality	0.00%	4-6 Days	16	7
Chronic Homelessness	0.00%	7-10 Days	4	0
		11+ Days	5	12

Glossary

APR Information - Project Identifiers in HMIS contain the elements that are set up in the HMIS to identify the recipient's project.

Financial Information - CoC recipients report funds expended during the operating year by budget line item from the Line of Credit Control System (LOCCS).

PIT Actual Bed Utilizations on the Last Wednesday of the Month - PIT Bed and Unit Utilizations submitted in Sage.

Proposed Bed and Unit Inventory - Notice of Funding Availability (NOFA) Bed and Unit application inventory submitted in E-Snaps.

Persons Served - A summary of the persons served in the recipient's project and reported on in the APR. It is the reference table for all validations in the APR.

Length of Participation - Recipients report on the length of participation of persons served in the project in two tables—length of participation in the project for leavers and stayers and the average and median length of participation for leavers and stayers. This question identifies the length of participation of persons served in the project based on their last episode of service/housing in the project. Participation accounts for all the days a person was in the project—even if some of those days occurred prior to the reporting period. The leavers' column reports on the days from intake to the date of exit while the stayers' column reports the days from intake until the last day of the reporting period.

Performance Measure: Adults Who Gained or Increased Income - Number of Adults with Earned Income (row 2) counts adult stayers with earned income at program start, annual assessment, or both, as appropriate to the column. Average Change in Earned Income (row 3) is calculated by dividing the sum of all changes in Earned income for adult stayers in that column by the total number of adult stayers with earned income who are reported in that column. Number of Adults with Other Income (row 4) counts adult stayers according to other income recorded at program start, annual assessment, or both, as appropriate to the column. Average Change in Other Income (row 5) is calculated by dividing the sum of all changes in other income for adult stayers in that column by the total number of adult stayers with other income who are reported in that column. Number of Adults with Any Income (row 6) counts adult stayers according to total monthly income recorded at program start, annual assessment, or both, as appropriate to the column. Performance Measures: project leavers missing an exit assessment are not reported in this question. 'Combined' is a combination of 'Adult Stayers 365+ Days' and 'Adult Leavers'.

Residence Prior to Program Entry - The Residence Prior to Program Entry reports on the living situation of adults and heads of households immediately prior to entering the project. The response options correspond to the response options in data element 3.917 Living Situation in the HMIS Data Standards. The table is broken into three categories: homeless situation, institutional settings, and other locations.

Exit Destination - Housing outcomes in the APR are consistent with the CoC's System Performance Measures. HUD carefully considered each destination type to determine how to characterize them for the purpose of measuring outcomes. HUD's intent is to count permanent housing outcomes, so the measure only includes destination types that are considered permanent housing destinations.

Data Quality - All CoC projects are encouraged to run the Data Quality Report monthly and correct errors. Data quality is correctable if caught in a timely fashion, when the recipient may still have access to the client. The data quality section in the APR corresponds to the HMIS Data Quality report programmed into the HMIS.

Timeliness - Timeliness reports on the amount of time it took to enter entry and exit records into the database.

APR Information								
Organization		Project		Grant Number	Operating Start Date	Operating End Date	Years Funded	
Martha's Village & Kitchen		Martha's Village and Kitchen Transitional Housing		CA0674L9D081508	12/1/2016	10/30/2017 (project ended)	8	
Financial Information				PIT Actual Bed Utilization on the Last Wednesday of the Month				
Total Awarded	Total Amount Paid	Balance Available	% Expended	Unit	January	April	July	October
\$535,000.00	\$535,000.00	\$0.00	100.00%		1	1	1	1
Proposed Bed and Unit Inventory					100.00%	100.00%	100.00%	100.00%
Total Units	Total Beds	Total Dedicated CH Beds	Total Non-Dedicated CH Beds	Bed	103	104	97	74
1	120	0	120		85.83%	86.67%	80.83%	61.67%
Persons Served				Length of Participation				
Total Number of Persons Served		482			Total	Leavers	Stayers	
Number of Adults (Age 18 or Over)		229	30 Days or Less		167	145	22	
Number of Children (Under Age 18)		253	31 to 60 Days		93	76	17	
Number of Persons with Unknown Age		0	61 to 90 Days		51	38	13	
Number of Leavers		404	91 to 180 Days		90	75	15	
Number of Adult Leavers		195	181 to 365 Days		80	70	10	
Number of Adult and Head of Household Leavers		195	366 to 730 Days (1-2 yrs)		1	0	1	
Number of Stayers		78	731 to 1,095 Days (2-3 yrs)		0	0	0	
Number of Adult Stayers		34	1096 to 1,460 Days (3-4 yrs)		0	0	0	
Number of Veterans		4	1461 to 1,825 Days (4-5 yrs)		0	0	0	
Number of Chronically Homeless Persons		20	More than 1,825 Days (>5 yrs)		0	0	0	
Number of Youth Under Age 25		22	Data Not Collected		0	0	0	
Number of Parenting Youth Under Age 25 with Children		18	Total		482	404	78	
Number of Adult Heads of Household		191						
Number of Child and Unknown-Age Heads of Household		0	a. Average length in days		--	85	84	
Heads of Households and Adult Stayers in the Project 365 Days+		1	b. Median length in days		--	50	58	
Performance Measure: Adults Who Gained or Increased Income								
Income Change by Income Category		Adult Stayers 365+ Days	% Accomplished	Adult Leavers	% Accomplished	Combined	% Accomplished	
Number of Adults with Earned Income (i.e., Employment Income)		0	0.00%	26	13.00%	26	13.00%	
Average Change in Earned Income		--	0.00%	\$866.56	0.00%	\$866.56	0.00%	
Number of Adults with Other Income		0	0.00%	31	16.00%	31	16.00%	
Average Change in Other Income		--	0.00%	\$2,310.45	0.00%	\$2,310.45	0.00%	
Number of Adults with Any Income (i.e., Total Income)		0	0.00%	50	26.00%	50	26.00%	
Average Change in Overall Income		--	0.00%	\$1,816.56	0.00%	\$1,816.56	0.00%	

Residence Prior to Program Entry		Exit Destination	
Homeless Situations	229	Permanent Destinations	351
Emergency Shelter	119	Temporary Destinations	47
Transitional Housing for Homeless Persons	0	Institutional Settings	6
Place Not Meant for Human Habitation	108	Other Destinations	0
Safe Haven	2	Total	404
Interim Housing	0		
Institutional Settings	0	Total Persons Exiting to Positive Housing Destinations	351
Other Locations	0	Total Persons Whose Destinations Excluded Them from the Calculation	1
Total	229	Percentage	87.10%

Data Quality		Timeliness		
Categories	% of Error Rate	Time for Record Entry	# of Project Entry Records	# of Project Exit Records
Personally Identifying Information (PII)	3.73 %	0 days	247	206
Universal Data Elements	0.00%	1-3 Days	186	169
Income and Housing Data Quality	0.00%	4-6 Days	32	22
Chronic Homelessness	0.00%	7-10 Days	7	1
		11+ Days	10	6

Glossary

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Residence Prior to Program Entry - The Residence Prior to Program Entry reports on the living situation of adults and heads of households immediately prior to entering the project. The response options correspond to the response options in data element 3.917 Living Situation in the HMIS Data Standards. The table is broken into three categories: homeless situation, institutional settings, and other locations.

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Timeliness - Timeliness reports on the amount of time it took to enter entry and exit records into the database.

APR Information								
Organization		Project		Grant Number	Operating Start Date	Operating End Date	Years Funded	
Jewish Family Services		Desert Horizon PSH		CA1244L9D081502	1/1/2017	12/31/2017	2	
Financial Information				PIT Actual Bed Utilization on the Last Wednesday of the Month				
Total Awarded	Total Amount Paid	Balance Available	% Expended	Unit	January	April	July	October
\$431,577.00	\$431,577.00	\$0.00	100.00%		10	10	10	10
Proposed Bed and Unit Inventory					100.00%	100.00%	100.00%	100.00%
Total Units	Total Beds	Total Dedicated CH Beds	Total Non-Dedicated CH Beds	Bed	18	18	17	15
10	18	18	0		100.00%	100.00%	94.44%	83.33%
Persons Served				Length of Participation				
Total Number of Persons Served		23			Total	Leavers	Stayers	
Number of Adults (Age 18 or Over)		23	30 Days or Less		2	1	1	
Number of Children (Under Age 18)		0	31 to 60 Days		1	1	0	
Number of Persons with Unknown Age		0	61 to 90 Days		0	0	0	
Number of Leavers		7	91 to 180 Days		1	0	1	
Number of Adult Leavers		7	181 to 365 Days		3	0	3	
Number of Adult and Head of Household Leavers		7	366 to 730 Days (1-2 yrs)		5	3	2	
Number of Stayers		16	731 to 1,095 Days (2-3 yrs)		11	2	9	
Number of Adult Stayers		16	1096 to 1,460 Days (3-4 yrs)		0	0	0	
Number of Veterans		1	1461 to 1,825 Days (4-5 yrs)		0	0	0	
Number of Chronically Homeless Persons		23	More than 1,825 Days (>5 yrs)		0	0	0	
Number of Youth Under Age 25		1	Data Not Collected		0	0	0	
Number of Parenting Youth Under Age 25 with Children		0	Total		23	7	16	
Number of Adult Heads of Household		23						
Number of Child and Unknown-Age Heads of Household		0	a. Average length in days		--	508	656	
Heads of Households and Adult Stayers in the Project 365 Days+		11	b. Median length in days		--	573	786	
Performance Measure: Adults Who Gained or Increased Income								
Income Change by Income Category		Adult Stayers 365+ Days	% Accomplished	Adult Leavers	% Accomplished	Combined	% Accomplished	
Number of Adults with Earned Income (i.e., Employment Income)		2	18.00%	1	14.00%	3	17.00%	
Average Change in Earned Income		\$1,347.00	0.00%	\$880.39	0.00%	\$1,191.46	0.00%	
Number of Adults with Other Income		2	18.00%	0	0.00%	2	11.00%	
Average Change in Other Income		\$53.46	0.00%	--	0.00%	\$53.46	0.00%	
Number of Adults with Any Income (i.e., Total Income)		4	36.00%	1	14.00%	5	28.00%	
Average Change in Overall Income		\$700.23	0.00%	\$880.39	0.00%	\$736.26	0.00%	

Residence Prior to Program Entry		Exit Destination	
Homeless Situations	23	Permanent Destinations	3
Emergency Shelter	10	Temporary Destinations	1
Transitional Housing for Homeless Persons	0	Institutional Settings	2
Place Not Meant for Human Habitation	13	Other Destinations	1
Safe Haven	0	Total	7
Interim Housing	0		
Institutional Settings	0	Total Persons Exiting to Positive Housing Destinations	3
Other Locations	0	Total Persons Whose Destinations Excluded Them from the Calculation	2
Total	23	Percentage	60.00%

Data Quality		Timeliness		
Categories	% of Error Rate	Time for Record Entry	# of Project Entry Records	# of Project Exit Records
Personally Identifying Information (PII)	0.00 %	0 days	8	4
Universal Data Elements	0.00%	1-3 Days	8	3
Income and Housing Data Quality	0.00%	4-6 Days	3	0
Chronic Homelessness	0.00%	7-10 Days	3	0
		11+ Days	1	0

Glossary

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Performance Measure: Adults Who Gained or Increased Income - Number of Adults with Earned Income (row 2) counts adult stayers with earned income at program start, annual assessment, or both, as appropriate to the column. Average Change in Earned Income (row 3) is calculated by dividing the sum of all changes in Earned income for adult stayers in that column by the total number of adult stayers with earned income who are reported in that column. Number of Adults with Other Income (row 4) counts adult stayers according to other income recorded at program start, annual assessment, or both, as appropriate to the column. Average Change in Other Income (row 5) is calculated by dividing the sum of all changes in other income for adult stayers in that column by the total number of adult stayers with other income who are reported in that column. Number of Adults with Any Income (row 6) counts adult stayers according to total monthly income recorded at program start, annual assessment, or both, as appropriate to the column. Performance Measures: project leavers missing an exit assessment are not reported in this question. 'Combined' is a combination of 'Adult Stayers 365+ Days' and 'Adult Leavers'.

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APR Information								
Organization		Project		Grant Number	Operating Start Date	Operating End Date	Years Funded	
RUHS-BH		RCDMH Women's Permanent Housing		CA0684L9D081508	12/1/2016	11/30/2017	8	
Financial Information				PIT Actual Bed Utilization on the Last Wednesday of the Month				
Total Awarded	Total Amount Paid	Balance Available	% Expended	Unit	January	April	July	October
\$113,887.00	\$113,887.00	\$0.00	100.00%		15	15	14	14
Proposed Bed and Unit Inventory				Bed	125.00%	125.00%	116.67%	116.67%
Total Units	Total Beds	Total Dedicated CH Beds	Total Non-Dedicated CH Beds		19	19	18	17
12	17	17	0	111.76%	111.76%	105.88%	100.00%	
Persons Served				Length of Participation				
Total Number of Persons Served		19			Total	Leavers	Stayers	
Number of Adults (Age 18 or Over)		17	30 Days or Less		0	0	0	
Number of Children (Under Age 18)		2	31 to 60 Days		0	0	0	
Number of Persons with Unknown Age		0	61 to 90 Days		0	0	0	
Number of Leavers		3	91 to 180 Days		0	0	0	
Number of Adult Leavers		3	181 to 365 Days		0	0	0	
Number of Adult and Head of Household Leavers		3	366 to 730 Days (1-2 yrs)		1	1	0	
Number of Stayers		16	731 to 1,095 Days (2-3 yrs)		4	0	4	
Number of Adult Stayers		14	1096 to 1,460 Days (3-4 yrs)		4	1	3	
Number of Veterans		0	1461 to 1,825 Days (4-5 yrs)		3	1	2	
Number of Chronically Homeless Persons		15	More than 1,825 Days (>5 yrs)		7	0	7	
Number of Youth Under Age 25		0	Data Not Collected		0	0	0	
Number of Parenting Youth Under Age 25 with Children		0	Total		19	3	16	
Number of Adult Heads of Household		15						
Number of Child and Unknown-Age Heads of Household		0	a. Average length in days		--	1142	1939	
Heads of Households and Adult Stayers in the Project 365 Days+		14	b. Median length in days		--	1188	1662	
Performance Measure: Adults Who Gained or Increased Income								
Income Change by Income Category		Adult Stayers 365+ Days	% Accomplished	Adult Leavers	% Accomplished	Combined	% Accomplished	
Number of Adults with Earned Income (i.e., Employment Income)		0	0.00%	0	0.00%	0	0.00%	
Average Change in Earned Income		--	0.00%	--	0.00%	--	0.00%	
Number of Adults with Other Income		6	43.00%	1	33.00%	7	41.00%	
Average Change in Other Income		\$650.58	0.00%	\$889.40	0.00%	\$684.70	0.00%	
Number of Adults with Any Income (i.e., Total Income)		6	43.00%	1	33.00%	7	41.00%	
Average Change in Overall Income		\$650.58	0.00%	\$889.40	0.00%	\$684.70	0.00%	

Residence Prior to Program Entry		Exit Destination	
Homeless Situations	16	Permanent Destinations	2
Emergency Shelter	4	Temporary Destinations	0
Transitional Housing for Homeless Persons	0	Institutional Settings	0
Place Not Meant for Human Habitation	12	Other Destinations	1
Safe Haven	0	Total	3
Interim Housing	0		
Institutional Settings	0	Total Persons Exiting to Positive Housing Destinations	2
Other Locations	1	Total Persons Whose Destinations Excluded Them from the Calculation	0
Total	17	Percentage	66.67%

Data Quality		Timeliness		
Categories	% of Error Rate	Time for Record Entry	# of Project Entry Records	# of Project Exit Records
Personally Identifying Information (PII)	0.00 %	0 days	0	1
Universal Data Elements	0.00%	1-3 Days	1	1
Income and Housing Data Quality	0.00%	4-6 Days	1	0
Chronic Homelessness	0.00%	7-10 Days	1	0
		11+ Days	16	1

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APR Information								
Organization		Project		Grant Number	Operating Start Date	Operating End Date	Years Funded	
City of Riverside		City of Riverside PSH Chronically Homeless		CA1055L9D081505	1/1/2017	12/31/2017	5	
Financial Information				PIT Actual Bed Utilization on the Last Wednesday of the Month				
Total Awarded	Total Amount Paid	Balance Available	% Expended	Unit	January	April	July	October
\$125,598.00	\$121,484.43	\$4,113.57	96.72%		8	8	8	8
Proposed Bed and Unit Inventory				Bed	100.00%	100.00%	100.00%	100.00%
Total Units	Total Beds	Total Dedicated CH Beds	Total Non-Dedicated CH Beds		8	8	8	8
8	8	8	0	100.00%	100.00%	100.00%	100.00%	
Persons Served			Length of Participation					
Total Number of Persons Served			8	Total	Leavers	Stayers		
Number of Adults (Age 18 or Over)			8	30 Days or Less	0	0	0	
Number of Children (Under Age 18)			0	31 to 60 Days	0	0	0	
Number of Persons with Unknown Age			0	61 to 90 Days	0	0	0	
Number of Leavers			0	91 to 180 Days	0	0	0	
Number of Adult Leavers			0	181 to 365 Days	0	0	0	
Number of Adult and Head of Household Leavers			0	366 to 730 Days (1-2 yrs)	0	0	0	
Number of Stayers			8	731 to 1,095 Days (2-3 yrs)	2	0	2	
Number of Adult Stayers			8	1096 to 1,460 Days (3-4 yrs)	2	0	2	
Number of Veterans			1	1461 to 1,825 Days (4-5 yrs)	0	0	0	
Number of Chronically Homeless Persons			8	More than 1,825 Days (>5 yrs)	4	0	4	
Number of Youth Under Age 25			0	Data Not Collected	0	0	0	
Number of Parenting Youth Under Age 25 with Children			0	Total	8	0	8	
Number of Adult Heads of Household			8					
Number of Child and Unknown-Age Heads of Household			0	a. Average length in days	--	0	1574	
Heads of Households and Adult Stayers in the Project 365 Days+			8	b. Median length in days	--	0	1653	
Performance Measure: Adults Who Gained or Increased Income								
Income Change by Income Category	Adult Stayers 365+ Days	% Accomplished	Adult Leavers	% Accomplished	Combined	% Accomplished		
Number of Adults with Earned Income (i.e., Employment Income)	0	0.00%	0	0.00%	0	0.00%		
Average Change in Earned Income	--	0.00%	--	0.00%	--	0.00%		
Number of Adults with Other Income	5	63.00%	0	0.00%	5	63.00%		
Average Change in Other Income	\$424.64	0.00%	--	0.00%	\$424.64	0.00%		
Number of Adults with Any Income (i.e., Total Income)	5	63.00%	0	0.00%	5	63.00%		
Average Change in Overall Income	\$424.64	0.00%	--	0.00%	\$424.64	0.00%		

Residence Prior to Program Entry		Exit Destination	
Homeless Situations	8	Permanent Destinations	0
Emergency Shelter	5	Temporary Destinations	0
Transitional Housing for Homeless Persons	0	Institutional Settings	0
Place Not Meant for Human Habitation	3	Other Destinations	0
Safe Haven	0	Total	0
Interim Housing	0		
Institutional Settings	0	Total Persons Exiting to Positive Housing Destinations	0
Other Locations	0	Total Persons Whose Destinations Excluded Them from the Calculation	0
Total	8	Percentage	0.00 %

Data Quality		Timeliness		
Categories	% of Error Rate	Time for Record Entry	# of Project Entry Records	# of Project Exit Records
Personally Identifying Information (PII)	0.00 %	0 days	0	0
Universal Data Elements	0.00%	1-3 Days	0	0
Income and Housing Data Quality	0.00%	4-6 Days	1	0
Chronic Homelessness	-	7-10 Days	1	0
		11+ Days	6	0

Glossary

APR Information - Project Identifiers in HMIS contain the elements that are set up in the HMIS to identify the recipient's project.

Financial Information - CoC recipients report funds expended during the operating year by budget line item from the Line of Credit Control System (LOCCS).

PIT Actual Bed Utilizations on the Last Wednesday of the Month - PIT Bed and Unit Utilizations submitted in Sage.

Proposed Bed and Unit Inventory - Notice of Funding Availability (NOFA) Bed and Unit application inventory submitted in E-Snaps.

Persons Served - A summary of the persons served in the recipient's project and reported on in the APR. It is the reference table for all validations in the APR.

Length of Participation - Recipients report on the length of participation of persons served in the project in two tables—length of participation in the project for leavers and stayers and the average and median length of participation for leavers and stayers. This question identifies the length of participation of persons served in the project based on their last episode of service/housing in the project. Participation accounts for all the days a person was in the project—even if some of those days occurred prior to the reporting period. The leavers' column reports on the days from intake to the date of exit while the stayers' column reports the days from intake until the last day of the reporting period.

Performance Measure: Adults Who Gained or Increased Income - Number of Adults with Earned Income (row 2) counts adult stayers with earned income at program start, annual assessment, or both, as appropriate to the column. Average Change in Earned Income (row 3) is calculated by dividing the sum of all changes in Earned income for adult stayers in that column by the total number of adult stayers with earned income who are reported in that column. Number of Adults with Other Income (row 4) counts adult stayers according to other income recorded at program start, annual assessment, or both, as appropriate to the column. Average Change in Other Income (row 5) is calculated by dividing the sum of all changes in other income for adult stayers in that column by the total number of adult stayers with other income who are reported in that column. Number of Adults with Any Income (row 6) counts adult stayers according to total monthly income recorded at program start, annual assessment, or both, as appropriate to the column. Performance Measures: project leavers missing an exit assessment are not reported in this question. 'Combined' is a combination of 'Adult Stayers 365+ Days' and 'Adult Leavers'.

Residence Prior to Program Entry - The Residence Prior to Program Entry reports on the living situation of adults and heads of households immediately prior to entering the project. The response options correspond to the response options in data element 3.917 Living Situation in the HMIS Data Standards. The table is broken into three categories: homeless situation, institutional settings, and other locations.

Exit Destination - Housing outcomes in the APR are consistent with the CoC's System Performance Measures. HUD carefully considered each destination type to determine how to characterize them for the purpose of measuring outcomes. HUD's intent is to count permanent housing outcomes, so the measure only includes destination types that are considered permanent housing destinations.

Data Quality - All CoC projects are encouraged to run the Data Quality Report monthly and correct errors. Data quality is correctable if caught in a timely fashion, when the recipient may still have access to the client. The data quality section in the APR corresponds to the HMIS Data Quality report programmed into the HMIS.

Timeliness - Timeliness reports on the amount of time it took to enter entry and exit records into the database.