APR Data to e-snaps Helper Guide

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This Helper Guide shows how to use the HUD Annual Performance Report (APR) data to complete e-snaps. The APR collects information about the people served during your operating year and the types of households those people were in when they were last served. CoC grantees with operating years ending on or after June 1, 2011 must complete a CoC APR in e-snaps. Grantees have 90 days from the end of their operating year to report their APR to HUD through e-snaps. This APR update allows grantees to accurately report to HUD if they serve chronically homeless families

The APR should be generated from the data collected about your program and clients in your HMIS. The information you report in your APR should match the data saved within your HMIS. HMIS System Administrators should be familiar with the reporting option(s) in order to produce the APR from the HMIS.

IMPORTANT: To help you more easily enter data into e-snaps, HMIS suggests that you <u>print out your current HUD APR 0625</u> to refer to rather than accessing the APR on your computer screen. After a period of time, the report will time out and you will then need to renter the parameters to generate another APR report!!

Project Questions 1-6

E-snaps questions 1-6 include questions about your project grant and program, site, bed/unit inventory and bed participation rate. This information is not shown in the APR, but can be found in the HMIS Provider Admin screen, see Figure 2: Admin Dashboard.

Question 3 asks for Project Information. HMIS has opened a Bowman case (#51514) requesting that Project Information be added to the CoC APR for easy access when filling out. In the mean time, this information can be found in your SuperNOFA or can be found in HMIS in ServicePoint.

Likewise, users are having difficulty finding information they need to answer Questions 4-6. See Appendix A: How to Obtain e-snaps Answers for Questions 4-6 for help in finding these answers in ServicePoint.

APR Program Output Questions 7-42

Prior to creating e-snaps, you should first run your APR. The APR Report 0625 is an ART report in ServicePoint. Many of the answers to questions in the e-snaps, use data produced in APR Report 0625. If you are unfamiliar with running the APR, see the *User Guide to Running APR in ART* on the www.nh-hmis.org website. Click on Training in the left navigation, under the title NH-HMIS Agency Administrator Training, click NH-HMIS APR in ART Report Training to see the link for the User Guide.

NH-HMIS Agency Administrator Training:

Agency Admin Training Agenda
Agency Admin video help guide for videos
Agency Admin Training SP5
AA Training Topics and Roles and responsibilities
AA Manage User accounts and passwords
AA Training News Admin
AA Training Provider Admin Resourcepoint related info
AA Training Provider Admin Shelterpoint related
AA Training Provider Admin Services and Quick Lists
AA Training Agency Admin Responsibilities Recap
NH-HMIS APR in ART Report Training
Bowman System's ART Viewer Training (SP5)

The layout of the 0625 APR report is patterned after the e-snaps data input screens to facilitate reporting. A companion ART Gallery Report titled *HUD Coc APR - 0625 User Manual* (also accessed through ART in ServicePoint) provides the related data detail and data quality information needed to ensure that the data to be reported is complete and accurate. The APR 0625 report starts with Question 7 – HMIS Database Data Quality. As shown in Figure 1: APR Question Tabs, each question in the APR is displayed on tabs at the bottom of the report screen. To reference the questions in this guide, click the appropriate tab to view the HMIS data that has been reported.

HUD CoC APR
Annual Performance Report
Question 7

7. HMIS or Comparable Database Data Quality

Total number of records for All Clients	0
Total number of records for Adults Only	0
Total number of records for Unaccompanied Youth	0
Total number of records for Leavers	0

Data Element	Don't Know or Refused	Missing Data
First Name	0	0
Last Name	0	0
SSN	0	0
Date of Birth	0	0
Race	0	0
Ethnicity	0	0
Gender	0	0
Veteran Status	0	0
Disabling Condition	0	0
Residence Prior to Entry	0	0
Zip of Last Permanent Address	0	0
Housing Status (at entry)	0	0
Income (at entry)	0	0
Income (at exit)	0	0
Non-Cash Benefits (at entry)	0	0
Non-Cash Benefits (at exit)	0	0
Physical Disability (at entry)	0	0
Developmental Disability (at entry)	0	0
Chronic Health Condition (at entry)	0	0
HIV / AIDS (at entry)	0	0
Mental Health (at entry)	0	0
Substance Abuse (at entry)	0	0
Domestic Violence (at entry)	0	0
Destination	0	0

Tab A - Q 7 | Tab B - Q 8-9 | Tab C - Q 12 | Tab D - Q 15 | Tab E - Q 16-17 | Tab F - Q 18-19 | Tab G - Q 20

Figure 1: APR Question Tabs

TIP: Print out the APR report for reference to help you fill out e-snaps.

HUD's *esnaps CoC APR Guidebook* provides details about the e-snaps application and each APR question. This guidebook can be found on the CPD website at https://www.onecpd.info/resource/1850/e-snaps-coc-apr-guidebook-for-coc-grant-funded-programs/ in the *esnaps CoC APR Guidebook for Grant-Funded Programs*. You may want to view this guidebook for descriptions of the data elements as you fill out the e-snaps data.

TIP: For some questions (for example questions 10 & 11) you will not be able to enter data as the data has already been calculated and populated by the system.

As you go through the e-snaps questions, if you enter data and do not see that data reflected in the report, click the Save button and the system will do the calculations for you. Please remember to save the report data often!

Viewing Questions on the APR that are Longer than One Page

Please note that when you are viewing the HUD APR 0625 report, some of the questions are longer than one page. You will need to go to the next page in order to see all of the data. For example, Questions 25, 26, 29, and 36 all have two pages. If there is more than one page, this is indicated at the top of the screen as follows:

- shows that there is only one page (arrow is grayed out)
- the blue arrows show that there are additional pages

Entering Data into e-snaps

This section of the guide describes the data that will be entered into e-snaps. When filling out e-snaps. It will be beneficial to have the HUD APR 0625 printed out to you can easily enter the data from that report right into e-snaps.

Please note that e-snaps Questions 1-6 are not on the APR and have no associated tabs. Staring at Question 7, most all of the other questions are shown on the APR. See Appendix B: Quick Reference Chart to view the questions associated with each tab.

Data entry into e-snaps needs to be exact. HUD's *esnaps CoC APR Guidebook* provides definitions and details about inputting information. This guidebook can be found on the CPD website at https://www.onecpd.info/resource/1850/e-snaps-coc-apr-guidebook-for-coc-grant-funded-programs/ in the *esnaps CoC APR Guidebook for Grant-Funded Programs*.

Project Information

Project information is required for all grant types. If you submitted the application for this grant in e-snaps, your project information will be brought forward from your most recently submitted project application. If you applied for your grant through e-snaps and this information is not pre-populated with at least the grant number, you did not set up your APR properly in e-snaps.

The project name, sponsor, grantee, and grant number must exactly match the grant information you submitted and received from HUD when your grant was awarded or was amended through HUD. Refer to the technical submission you provided to HUD for this grant for your submission information. The other information should be updated as needed to ensure that HUD can contact you if there are questions about this APR.

Q1 – Contact Information

Contact Information can be found in the ServicePoint Provider Admin. See Appendix A: How to Obtain e-snaps Answers for Questions 4-6 for details on how to access the Provider Admin screen.

Q 3 - Project Information

If you applied for your grant through e-snaps, the type of grant and component type will populate in this question.

TIP: Each time you enter data in a "Click save to update form" field you must click the Save button. Once you press Save, you may see additional questions to answer.

APR Questions about Your Program Type

Answers to Questions 4-6 need to be provided by your Administrator about your project. Some of this information is also shown on the Provider Admin screens in ServicePoint. See Appendix A: How to Obtain e-snaps Answers for Questions 4-6 for details on how to access the Provider Admin screens.

Q4 Site Information

The answers to this question were identified in your grant application. The site information address is the address of the principal program *service* site. If this is a program with multiple sites (e.g. mobile outreach program, scattered-site housing program, etc.) enter the program's administrative office address. VAWA providers are exempt from recording address information.

Q5 Bed and Unit Inventory

The Actual Bed and Unit Inventory is the number of beds/units reliably ready for occupancy starting on or before the last day of the project's operating year.

NOTE: If there is a difference between the beds/units you proposed and what you actually have operational, you must explain the difference.

Q6 HMIS Bed Participation Rate

The rate percentage should populate from the report. In Q5 you indicated how many beds you have operational in the program. The total number of year-round beds in HMIS should not be greater than the number of actual beds you reported in your inventory on Q5. This question is asking you how many of those beds are covered in your HMIS (i.e. Do you enter all required data on the persons in those beds into your HMIS?). A bed is considered covered in HMIS if: 1) the project is making all reasonable efforts to record all universal and applicable program-level data elements on all clients served in that bed, and 2) discloses these data elements through agreed upon means to the HMIS Lead Agency at least once annually.

Q 7Data Quality – Tab A

The APR report starts with this question, so you may want to print out your APR to access the data on that report in order to enter that data into e-snaps. The information for this section should be provided to you either as part of the APR generated from your HMIS, by your HMIS Administrator/Lead Agency, or by your HMIS Vendor via a special report. It is not a table which can be hand calculated.

Program Outputs

Q8 Persons Served – Tab B

Total = unduplicated # of persons served during the entire period. This is auto calculated.

The total number of persons in households should equal the total number of clients reported in Q7. *E-snaps* will prevent the submission of your APR if these numbers are not the same.

This question reports the total persons served over the program year by household type. All future questions in the APR should reflect the same universe of clients as are entered here on Q8. Error messages will be generated in subsequent questions if the totals in those questions are not consistent with the totals reported here. For example – if you said you had 15 adults served in this question – but later on Q15a1 – you only reported gender on 14 adults, then you will receive an error message. To reconcile an error message, you will need to update the totals in this question or in the question(s) that follow to ensure that the results are consistent.

NOTE: If you are completing an APR that was approved for a grant extension that covers a period greater than a full calendar year, report information for all persons with service dates that fall within both the initial and extended operating period.

Q9 Households Served – Tab B
Unlike all other APR questions that are looking at the household configuration based on the person's last stay during the operating year – this question is **counting the total number of households** not the number of persons – so the **method of counting is different**.

Q10 & Q11 Utilization Rates - no associated tab
The bed and unit utilization rate question is automatically calculated from the entries you made for bed and unit capacity in Q5 and the entries you made for the average and point-in-time counts of persons (Q8) and households in (Q9). This information is not in the APR, so there is no associated tab in that report.

If in review of this question you determine something is not correct go "**Back**" to Q5, Q8, and Q9 to make sure there is not an error in one of those tables. Updating and saving corrections in one of those questions will automatically recalculate the results in Q10 or Q11.

TIP: You will not be able to enter data into this question. If you do not see numbers, click Save and the system will calculate the rates for you from data already entered into other questions.

Q12 Outreach Contacts and Engagements – Tab C
The SHP Street Outreach programs were to begin collecting information in the HMIS about each client contact and engagement beginning June 1, 2010.

*TIP: The number of **total persons engaged** cannot be greater than the total number of persons contacted.*

Client Characteristics

Q15 Gender – Tab D
Q15 subtotals should each equal the totals reported in Q8. *E-snaps* will prevent submission of your APR if these numbers are not the same.

Q16 Age – Tab E
Q16 totals should each equal the totals reported in Q8. *E-snaps* will prevent the submission of your APR if these numbers are not the same.

Q17 Ethnicity and Race – Tab E

Both Q17 a and b totals should each equal the totals reported in Q8. *E-snaps* will prevent the submission of your APR if these numbers are not the same.

Q18 Physical and Mental Health Conditions – Tab F

Q18b totals should each equal the totals reported in Q8. *E-snaps* will prevent the submission of your APR if these numbers are not the same.

Q19 Domestic Violence Experience – Tab F

If you recorded persons in 19a in the "yes" row, the total persons entered in 19b must match the total number of persons reported in the "yes" row in 19a. *E-snaps* will prevent the submission of your APR if these numbers are not the same.

*TIP: If you report persons who answered "yes" on Q19a they were victims of domestic violence, then Q19b will appear when you click "**Save**."*

Q20 Prior Residence – Tab G

The total of Q20a1, 20a2 and 20a3 must match the total adults and unaccompanied children reported in Q8. *E-snaps* will prevent submission of your APR if these numbers are not the same.

Q21 Veteran Status – Tab H

Q21 totals must match the totals reported in Q8 for adults. *E-snaps* will prevent the submission of your APR if these numbers are not the same.

Q22 Physical and Mental Health Conditions at Exit – Tab H

The total rows in Q22a2 and Q22b2 are used to error check the total number of **leavers** and **stayers** in subsequent questions. *E-snaps* will prevent the submission of your APR if these numbers are not the same. All future questions about **leavers** will be required to balance back to numbers entered in the total row of Q22a2. All future questions about **stayers** will be required to balance back to the numbers entered in the total row of Q22b2.

Q23 Client Monthly Cash-Income Amount by Entry and Exit Status– Adult Leavers – Tab I

The total number of **leavers** with income at entry must equal the total number of adult leavers identified in Q22a2. *E-snaps* will prevent the submission of your APR if these numbers are not the same.

Q24 Client Monthly Cash-Income Amount by Entry and Latest Status– Adult Stayers – Tab I

The total number of **stayers** with income at entry must equal the total number of adult stayers identified in Q22b2. *E-snaps* will prevent the submission of your APR if these numbers are not the same.

Q25 Cash Income (Sources and Number of Sources) – Tab J

For Q25a2 - The total number of **leavers** with income at entry and exit must equal the total number of leavers identified in Q22a2. *E-snaps* will prevent the submission of your APR if these numbers are not the same. **For Q25b2** - The total number of **stayers** with income at entry and follow up must equal the total number of stayers identified in Q22b2. *E-snaps* will prevent the submission of your APR if these numbers are not the same.

Q26 Non-Cash Benefits – Tab K

For Q26a2 - The total number of **leavers** with non-cash benefits at entry and exit must equal the total number of leavers identified in Q22a2. *E-snaps* will prevent the submission of your APR if these numbers are not the same. **For Q26b2** - The total number of **stayers** with non-cash benefits at entry and follow up must equal the total

number of stayers identified in Q22b2. *E-snaps* will prevent the submission of your APR if these numbers are not the same.

Q27 Length of Participation – Tab L

The total number of **persons** must equal the total number of persons in Q8. *E-snaps* will prevent the submission of your APR if these numbers are not the same. The total number of **leavers** with must equal the total number of leavers identified in Q22a2. *E-snaps* will prevent the submission of your APR if these numbers are not the same. The total number of **stayers** must equal the total number of stayers identified in Q22b2. *E-snaps* will prevent the submission of your APR if these numbers are not the same.

Q29 Destination by Household – Tab M

The total must equal the total number of **leavers** identified in Q22a2. *E-snaps* will prevent the submission of your APR if these numbers are not the same.

Financial Information

Prior to entering financial information, see your Program Manager or Bureau of Homeless & Housing Services (BHHS). This information is not included in the APR.

Q30 SHP Expenditures

Q30 is for SHP grantees only to report on cash match and SHP expenses for the reporting period.

Q31 Shelter Plus Care Expenditures and Match

Indicate if the grant is completing its initial (first) grant term and **"Save"** the screen. (The first grant term for a S+C Grant is generally 5 years.) If "yes" is selected for the question "Is this grant completing its initial grant term?" then the "Total match for the grant" field will appear and be a required field.

Q33 SRO Value of Services Received

Every box on this form is a required field. If you do not have a line item in your grant, record a "0" in each box associated with that expense.

Q34 Percent HUD McKinney-Vento Funding

Report the percentage that HUD McKinney-Vento funding (SHP, S+C and/or SRO) represents relative to your total program's annual budget. Please note – this is not asking for a percentage of HUD funds to your total agency budget, but rather just the program budget that this grant is supporting.

Performance

Prior to entering performance information, see your Program Manager or Bureau of Homeless & Housing Services (BHHS).

Q36: Standard Performance Measures - Tab N

For this question, data is extracted from the SuperNOFA. Exhibit Target # and % will autofill from Exhibit 2.

Each performance question will consist of a performance measure table. For grantees reporting on grants that contained performance measures in their Exhibit 2 project application, the APR questions will be pre-populated with the "targets" submitted on that application. However, if you are reporting on a grant that was awarded prior to the 2010 competition, you are only required to complete the performance measure table with zeroes but you must still complete the narrative section at the bottom of the screen.

Depending on your program type, use the data from Q36 a, b, c, d, or e. Data is only populated for the program type that you ran the APR for – either (a)Permanent, (b)Transitional ,(c)Outreach, (d)Supportive, or (e)Safe Haven.

Q36a Performance Measures – Permanent Housing Programs

In the APR, report on the income measure selected at the time of application. Enter "0" in the row in **e-snaps** that you did NOT select to report on for Measure 2. If you are reporting on a grant applied for prior to 2010 enter "0" in both the "Target #" and "Target %" columns.

Q36b Performance Measures – Transitional Housing

The Housing Stability measure is based solely on persons who exit the program (i.e., leavers) to permanent housing. Persons who are in residence as "stayers" are not measured in the performance measure until the point that they exit.   Both income performance measures are based solely on persons increasing their income. Maintaining income is not counted in the performance measure for Transitional Housing.

Q36c Performance Measures – Supportive Services Only (Street Outreach)

Housing Stability measures the number of persons who obtained housing as a result of the street outreach program during the operating year. Report the number of persons served in the program through the end of the operating year and the number of persons who exited to Emergency Shelter, Transitional Housing, Permanent Housing, or a Safe Haven.

Q36d Performance Measures – Supportive Services Only (With Housing Outcomes)

Supportive Services Only programs which do not have street outreach or housing outcomesas part of their program will not report on Q36 and it will not be visible on the APR.

Q36e Performance Measures – Safe Haven

Housing Stability calculates the number persons who maintained housing within the Safe Haven or obtained permanent housing upon exit.

Q37 Additional Performance Measures – Tab O

SHP Services Only Programs that are neither a street outreach program nor a program with a housing-related goal were to select at least one performance measure appropriate to their project.

Q40 Significant Program Accomplishments

Describe in a brief narrative form (no more than 2,000 characters) any significant accomplishments achieved by your program during the reporting period.

Q42 Additional Comments

Describe in a brief narrative (no more than 2,000 characters) any additional comments that they would like to describe or explain to HUD. For example if a grantee had a difference in the number of persons projected to be served and the number of persons actually served, use this box to explain the difference.

Appendix A: How to Obtain e-Snaps Answers for Questions 4-6 from HMIS/ServicePoint

This appendix provides information about where to find answers to e-snaps questions 4-6. Some of this information about

- your program site configuration
- bed & unit inventory, and
- total number of beds

was input when your program was created in ServicePoint. The following screens show you where to find these answers from the Provider Admin screens in ServicePoint. To access the Provider Admin screens:

1. Log on to ServicePoint and click Admin in the left margin.
2. Click the Provider Admin icon from the Admin Dashboard.

Figure 2: Admin Dashboard

Use Provider **Search** or to locate the name of the Provider Profile. Type in the provider name in the search bar and click on the "Search" button

Advanced Options searches Provider records using specified criteria, including Location Information, Service Codes and Providers that Use *ServicePoint* only in order to refine search results.

Scroll down and click on the "Standards Information" tab

The **HUD Standards Information** is required and specifies the appropriate **Program Type Code** in order to ensure accurate reporting on HMIS Reports, including AHAR, Pulse and Point In Time. For more information, refer to the **HMIS Data Standards "Exhibit 1-1: Summary of Program Descriptor Data Elements"** (Appendix, Federal Register).

E-Snaps Q4 answer "Identify the program site configuration type"

To obtain e-snaps Q5 answer, the proposed bed and units should match the information you submitted in the grant application, to verify in HMIS, click on the Pencil next to the Bed & Unit Inventory, verify each list that does NOT have a "HMIS Participation End Date"

To obtain e-snaps Q5 answer, the Bed & Unit Inventory data, verify each list that does NOT have a "HMIS Participation End Date"
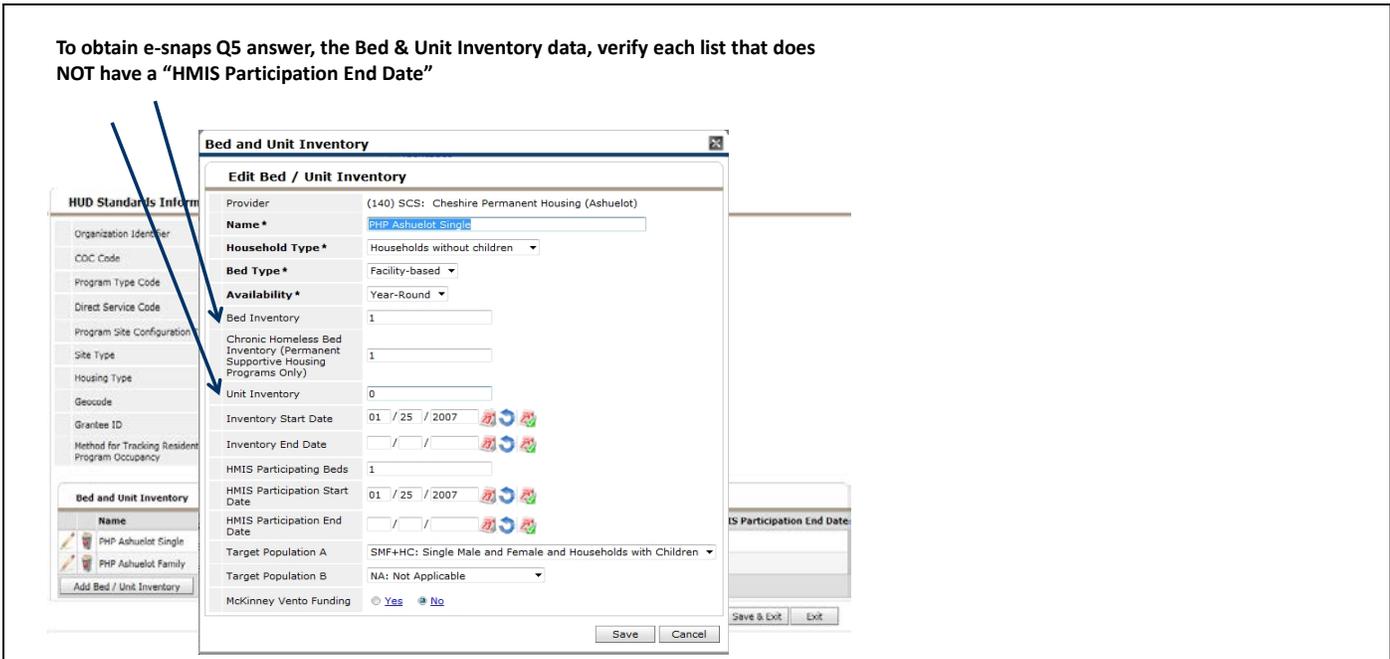
To obtain e-snaps Q6 answer, "Of the total beds reported in Q5, specify the number of beds reported in the HMIS (meaning the number of beds for which you report data on the persons served in these beds)."

The total number of year-round beds in HMIS should not be greater than the number of actual beds you reported in your inventory on Q5.

In Q5 you indicated how many beds you have operational in the program. This question (Q6) is asking you how many of those beds are covered in your HMIS (i.e. Do you enter all required data on the persons in those beds into your HMIS?). A bed is considered covered in HMIS if:
1) the project is making all reasonable efforts to record all universal and applicable program-level data elements on all clients served in that bed, and
2) discloses these data elements through agreed upon means to the HMIS Lead Agency at least once annually.

Appendix B: Quick Reference Chart

This chart shows the e-snaps questions and which tab in the APR that they correspond to. Some questions are not on the APR, so do not appear on a tab. It may be useful to know what questions are on which tabs; however, it is recommended that you do not refer to the APR data on your screen, but rather create a PDF file and print this out in order to enter the data into e-snaps.

e-snaps Question	Corresponding APR Tab
Q1 Contact Information	n/a
Q3 Project Information	n/a
Q4 Site Information	n/a
Q5 Bed and Unit Inventory	n/a
Q6 HMIS Bed Participation Rate	n/a
Q 7Data Quality	Tab A
Q8 Persons Served	Tab B
Q9 Households Served	Tab B
Q10 & Q11 Utilization Rates	n/a
Q12 Outreach Contacts and Engagements	Tab C
Q15 Gender	Tab E
Q16 Age	Tab E
Q17 Ethnicity and Race	Tab E
Q18 Physical and Mental Health Conditions	Tab F
Q19 Domestic Violence Experience	Tab F
Q20 Prior Residence	Tab G
Q21 Veteran Status	Tab H
Q22 Physical and Mental Health Conditions at Exit	Tab H
Q23 Client Monthly Cash-Income Amount by Entry and Exit Status – Adult Leavers	Tab I
Q24 Client Monthly Cash-Income Amount by Entry and Exit Status – Adult Stayers	Tab I
Q25 Cash Income (sources and Number of Sources)	Tab J
Q26 Non-Cash Benefits	Tab K
Q27 Length of Participation	Tab L
Q29 Destination by Household	Tab M
Q30 SHP Expenditures	n/a
Q31 Shelter Plus Care Expenditures and Match	n/a
Q33 SRO Value of Services Received	n/a
Q34 Percent HUD McKinney-Vento Funding	n/a
Q36 Performance Measures	Tab N