Lowcountry Monthly Data Report Procedure

Overview:
In an effort to ensure that the CoC's Homeless Management Information Systems (HMIS) data quality remains at HUD's required 95% or higher, the Lowcountry CoC's HMIS Committee is requiring each agency to run monthly CoC APR reports and submit them to ICA for review by the 5th business day of each month. Each agency is asked to run a separate CoC APR report for each of their projects then review the reports(s) for data accuracy. If there are any data quality issues the issues should be corrected and a new report pulled. Once the report(s) is error free, a PDF copy of the report will then be sent to ICA at schmis@icalliances.org. If there are errors that cannot be corrected, please submit a ticket to the HMIS Help Desk at hmis@one80place.org so that we can assist you with correcting the errors and an accurate report can be pulled.

Process:
How to run the CoC APR report
1. Click on Reports tab
2. Click on CoC-APR 2019
3. Type the name of the report in the Name text box. This can be the name of the project and the timeframe that you ran the report for.
4. Optional: Type a description of the report. This can be the name of the project and the timeframe that you ran the report for and what you will be using the data for.
5. Click search to search for project you would like to run the report for or choose the project from the provider drop down.
6. Select This Provider Only
7. Enter the first day of the month and the last day of the month next to Program Date Range
8. Select your program type (this is the Type option selected when creating a project entry)
9. Click Build Report
10. Click on Refresh under Report Run History (located at the top of the APR screen)
11. Once the Report Status is listed as "Completed" click on the magnify glass to the left of the Report ID to view the report (the report will display at the bottom of the APR screen).

How to save the report as a PDF
1. After the report has finished building press Ctrl + P to pull up your printer options.
2. Click on Microsoft Print to PDF (or whatever PDF option your computer lists) from your list of printers.
3. Click OK
4. Select where you want the report to save to
5. Name the report as the name of the project and the month the data was pulled for

Completed reports should be sent to ICA at **schmis@icalliances.org** by close of business on the report due dates.

Errors to check for

1. Check that the number of clients listed for section 5a #1 is correct. – Should display the total number of consumers that were in the project for the month.
2. Check that the number of clients listed for section 5a #5 is correct. – Should display the total number of consumers that were exited from the project during the month.
3. Check that the number of clients listed for section 5a #8 is correct. – Should display the total number of consumers that were in the project at the end of the month.
4. Check that the number of clients listed for section 5a #10 is correct. – Should display the total number of veterans that were in the project for the month.
5. Sections 6a, b, c, d – Check that there are no counts listed for Information Missing or Error Count columns.
6. Section 6e – Check that the data timeliness is within 0 – 3 days.
7. Sections 10 a, b, c, 11, 12a, b, 13a2, 13b2, 13c2, 14a, 14b, 15, 16, 21, 22e – Check that there is no counts for Data not collected.
8. Section 18 – Number of adult stayers without required annual assessment
9. Section 21a – Review the length of stay of participants