

In-Depth COC APR & ESG CAPER

April 2024



NC COALITION to
HOMELESSNESS end



Introduction

Purpose of reports?

Annual Reports that focus on project performance and the impact of projects on overall system performance

Will need to report to HUD yearly on project performance funded by CoC & ESG Programs

CoC APR:

- Designed for CoC funded grantees
- Recommended for PSH, RRH, TH,SO & SSO Projects

ESG CAPER:

- Designed for ESG funded grantees
- Recommended SO, ES, HP & RRH Projects



Report Navigation & Options

Report Path:

Reports > FY2024 CoC APR

Reports > FY2024 ESG CAPER

Use the correct Entry/Exit types!

► Report Run History

Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
12	04/16/2024 05:07:24 PM (0.04 mins)	EsgCaper	Heading Home - Emergency Shelter - 7389	Dashia Shanks	Heading Home - Rowan County - Emergency Shelter	Helen Housing Test	Completed

Refresh Showing 1-1 of 1

Report Options Use Previous Parameters

Name	Heading Home - Emergency Shelter - 7389
Description	For ESG Reporting
Provider Type	<input checked="" type="radio"/> Provider <input type="radio"/> Reporting Group
Provider *	Heading Home - Rowan County - Emergency Shelter (7389) <input type="radio"/> This provider AND its subordinates <input checked="" type="radio"/> This provider ONLY
Program Date Range *	03 / 01 / 2024 to 03 / 31 / 2024
Entry/Exit Types *	<input type="checkbox"/> Basic <input type="checkbox"/> Basic Center <input checked="" type="checkbox"/> Program Entry/Exit <input checked="" type="checkbox"/> HUD <input type="checkbox"/> PATH <input type="checkbox"/> Quick <input type="checkbox"/> Call <input type="checkbox"/> RHY <input type="checkbox"/> Standard <input type="checkbox"/> Transitional Living <input type="checkbox"/> Program Entry/Exit <input type="checkbox"/> VA <input type="checkbox"/> HPRP (Retired)

Build Report Download Clear

Downloading Report for Sage

- Click the Download button in the Report Options Table
- Ensure you have the correct naming convention:
 - HUD - APR - Agency/Project Name - Project Type - Date (example: HUD - APR - ABC Rapid Rehousing - RRH - 12.25.2021)
- **Do not change data in these files as the reports may not be accepted by Sage**
- If you are sending the report to funders, you will use ctrl P to print a PDF



Identifying Errors

Reviewing your clients

5a Report Validations Table includes:

- Count of Persons Served
- Count of Vet
- Chronically Homeless

SO project Count of Clients DQ may appear with a different count than the Count of Clients column. This is because its only counting clients with a Date of Engagement.

5a - Report Validations Table		
Report Validations Table	Count of Clients for DQ	Count of Clients
1. Total Number of Persons Served	2	2
2. Number of Adults (age 18 or over)	1	1
3. Number of Children (under age 18)	1	1



Reviewing Data Quality Errors

- % of Issue Rate - Refer to your project's [DQ Benchmarks!](#)
- Data Issues
- Information Missing
- Client Doesn't Know/Prefers Not to Answer*

Reviewing Data Quality Errors Cont.

6a - Data Quality: Personally Identifiable Information					
Data Element	Client Doesn't Know/Prefers Not to Answer	Information Missing	Data Issues	Total	% of Issue Rate
Name (3.01)	0	0	0	0	0%
Social Security Number (3.02)	0	0	0	0	0%
Date of Birth (3.03)	0	1	0	1	6%
Race and Ethnicity (3.04)	1	0		1	6%
Gender (3.06)	0	1		1	6%
Overall Score				2	11%

14a - History of Domestic Violence, Sexual Assault, Dating Violence, Stalking, or Human Trafficking					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	0	0	0	0	0
No	8	8	0	0	0
Client Doesn't Know/Client Prefers Not to Answer	0	0	0	0	0
Data Not Collected	10	9	0	0	1

Project Outcomes

Monitoring your Projects

- Stayers & Leavers can be found on 22a
- Length of Participation

22a2 - Length of Participation - ESG Projects			
	Total	Leavers	Stayers
0-7 days	0	0	0
8 to 14 days	0	0	0
15 to 21 days	2	2	0
22 to 30 days	1	0	1

22b - Average and Median Length of Participation in Days		
	Leavers	Stayers
Average Length	0	2
Median Length	0	2





Live Walkthrough

Live Walk through

Let's walk through an example!



Additional Materials

ZenGuides:

- [CoC - APR \(Annual Performance Report\)](#)
- [ESG - CAPER \(Consolidated Annual Performance and Evaluation Report\)](#)

HUD Manuals:

- [CoC Program HMIS Manual](#)
- [ESG Program HMIS Manual](#)





What's Next?

What's Next Calendar

Due	Event Name
May 1st	Systems Updates Meeting 10-11am
May 29th	Monthly Training 10-11am
June 12th	Monthly Training 10-11am
June 30th	A020 Data Quality Report Submission Deadline



Questions?

Let's Troubleshoot!

Contact NCCEH

hello@ncceh.org

919.755.4393

Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997

NCEndHomelessness 

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