



## HMIS Document

# APR Performance Report Guide

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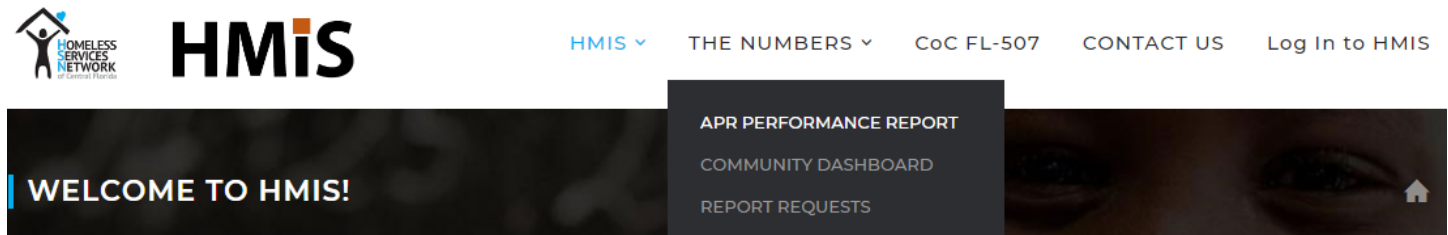
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## HOW TO RUN THE APR PERFORMANCE REPORT?

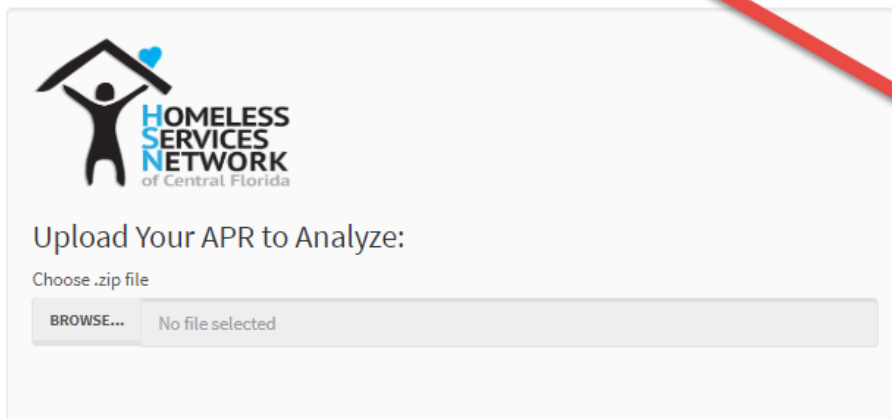
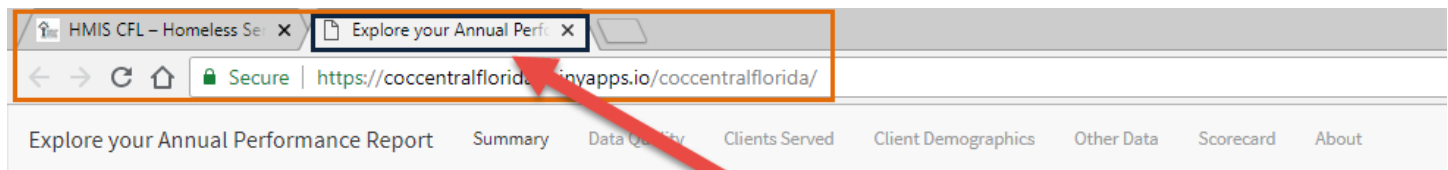
**Step 1: Start on our new website: [HTTPS://HMISCFL.ORG](https://hmiscfl.org)**

<https://www.hmiscfl.org>

**Step 2: Then go to THE NUMBERS tab**



**Step 3: Click APR PERFORMANCE REPORT to Navigate from HMISCFL.org**



Select an APR to Begin

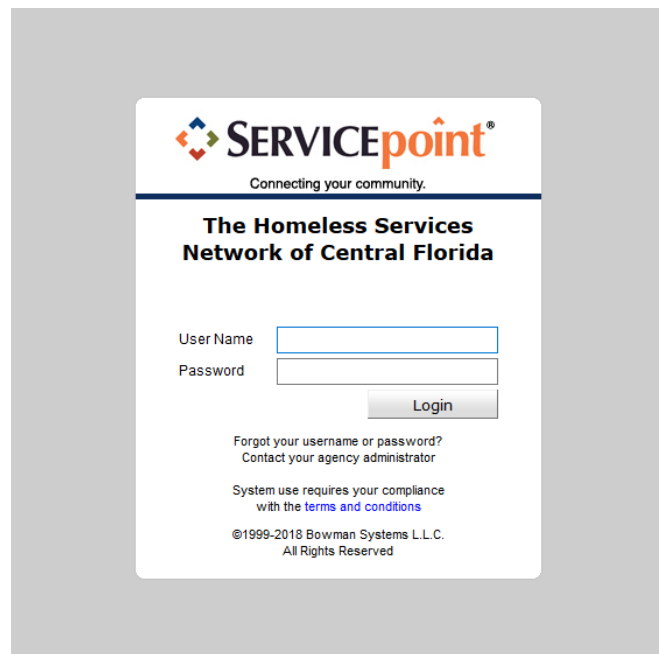
When you click the link:

APR PERFORMANCE REPORT

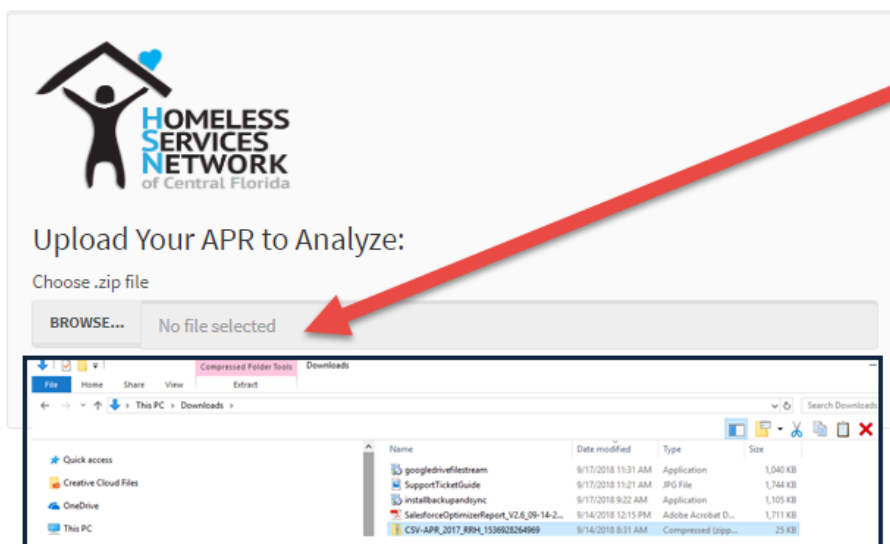
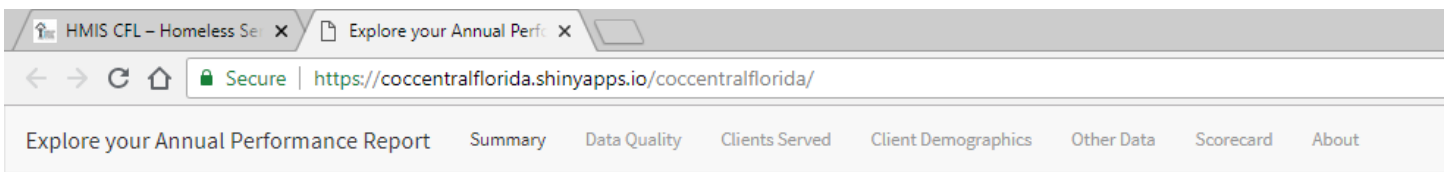
A New Tab is created:

**Explore your Annual Performance Report**

## Step 4: Navigate to ServicePoint, Run & Download your CoC APR



## Step 5: Upload your CoC APR



Select an APR to Begin

Click Browse:

Find your downloaded CoC APR File

Tip: You can drag the file and drop it here.

## Step 6: View your APR Results

Explore your Annual Performance Report   Summary   Data Quality   Clients Served   Client Demographics   Other Data   Scorecard   About



Upload Your APR to Analyze:

Choose .zip file

BROWSE...

CSV-APR\_2017\_RRH\_1536928264969.zip

Upload complete

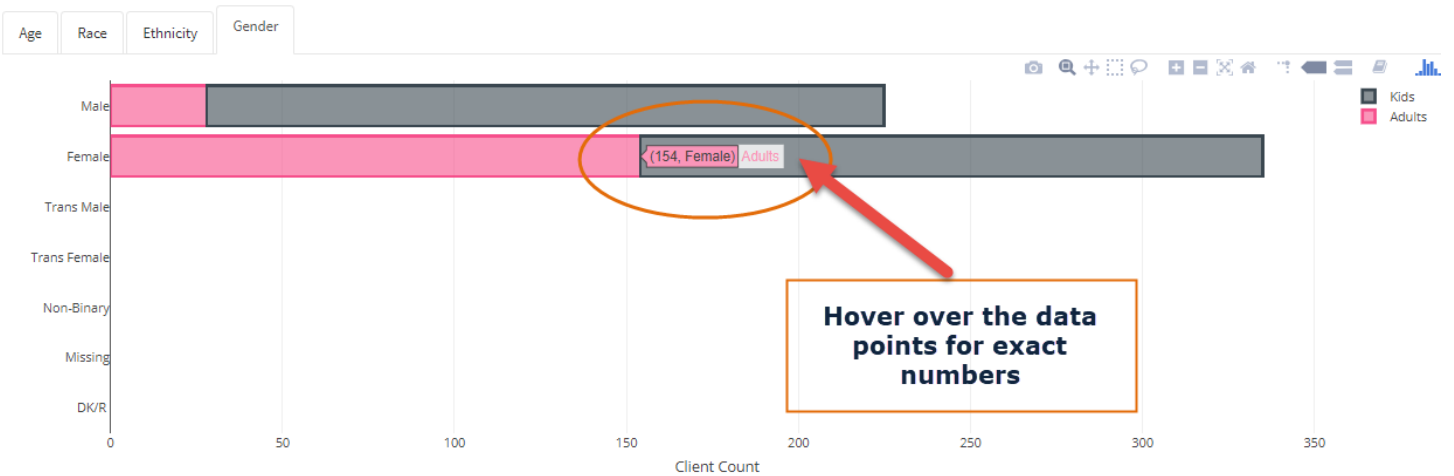
Orange County RRH (HSN-CFSH)

PH - Rapid Re-Housing

Total Clients: 562

Once you load your CoC APR file  
your **DATA** is ready to view!

**Click Each Tab for Details**

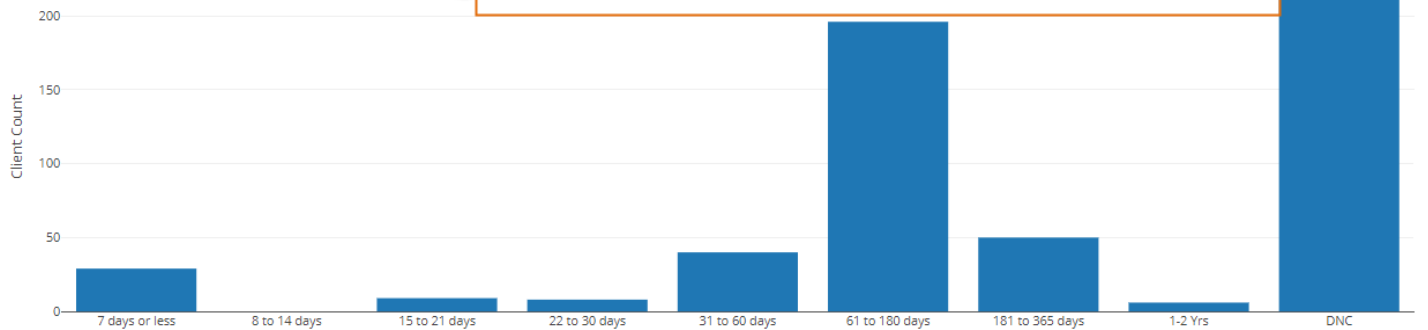


**Hover over the data points for exact numbers**

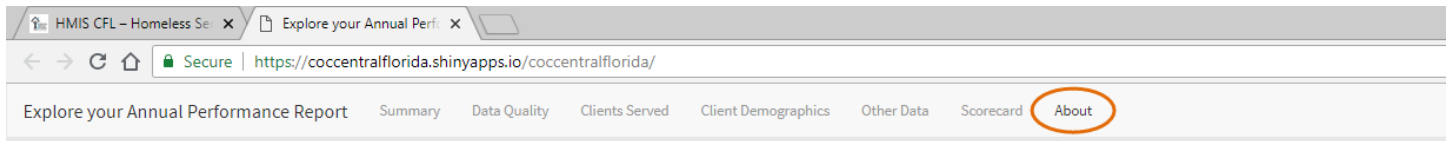
PIT   Disabilities   Residence Prior   Income Sources   Non-Cash Benefits   Health Insurance   Length of Participation   Exit Destination   Length of Time to get Housed

Q22c - RRH Length of Time between Project Start Date and Housing Move-in Date

**Refer back to the CoC APR Specific Questions in HMIS**



## Step 7: Navigate to the About Page for More Information



**For More Information!**



### About the Annual Performance Report

HUD requires CoC-funded projects to complete an Annual Performance Report (APR). HUD uses the APR to track performance of CoC-funded projects. We encourage you to use it to track your own performance as well! Projects must upload a .zip file that contains 66 .csv files to Sage for APR submission.

[Learn more](#)

### About this Tool

This tool allows you to see the data that you'll be submitting to HUD in your APR upload to Sage. Simply upload the .zip file and explore!

[Created by Homeless Service Network of Central Florida](#)

### APR Version

Consistent with Version 1.2 of HUD APR specifications. Updated 11/6/2017.

### Provide Feedback

This automated tool is to help the CoC better understand their data. Please provide us with your valuable feedback in regards to the tool on how we could better improve it to serve the CoC

[Feedback Form](#)