



HMIS Document

Guide to Running the CoC-APR (Old and New)

Homeless Services Network of Central Florida

4065-D L.B. McLeod Road

Orlando, FL 32811

Phone: (407) 893-0133

Fax: (407) 893-5299

www.hsncfl.org



Table of Contents

How to run the CoC APR?	3
Step 1 : Head on to Service Point	3
Step 2 : Enter your credentials	3
Step 3 : Navigate from the Home Page	4
Step 4 : Populate Report Options.....	5
Step 5 : Build the Report and Save Report.....	6
Step 6 : Analyze your CoC APR Report	6

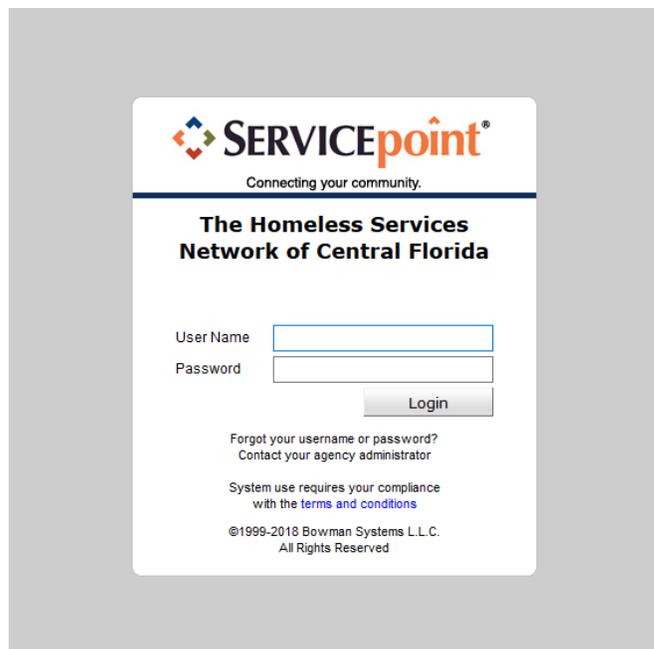
How to run CoC APR?

Step 1 : Head on to Service Point:

<https://sp5.servicept.com/orlando/com.bowmansystems.sp5.core.ServicePoint/index.html>



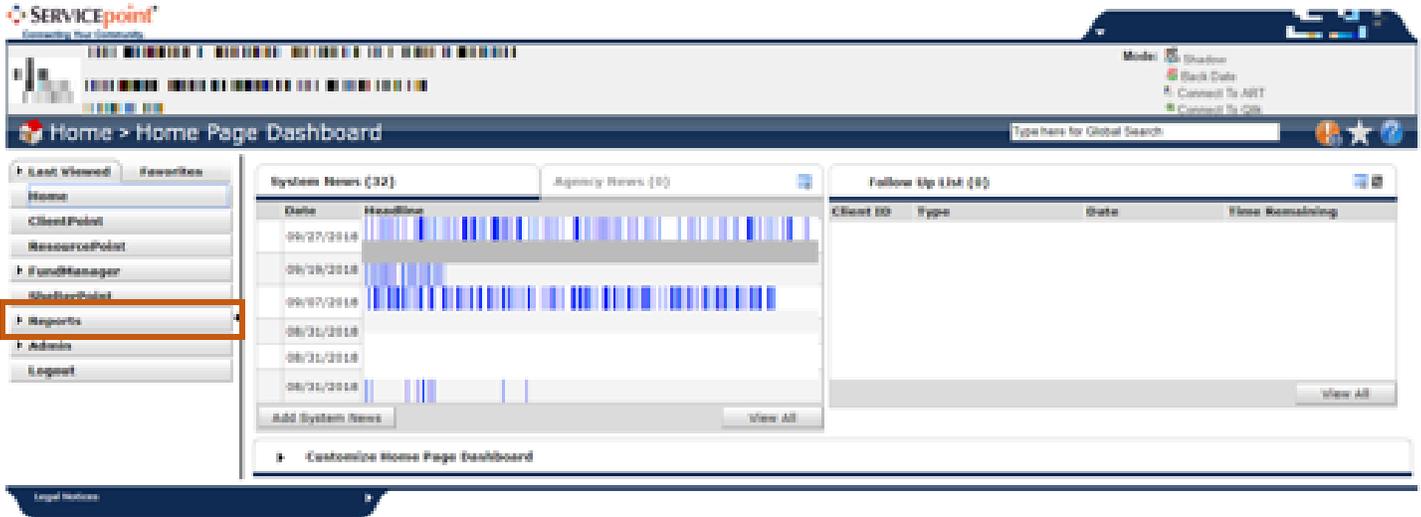
Step 2 : Enter your credentials:



Note: If login fails, you have a maximum of 3 tries to enter your correct credentials. After which your account will be locked. Please contact the System Admin for a reset of your accounts password.(Log a 'Password Reset' request ticket via the [HSNCFL website](#) by using the support

Step 3 : Navigate from the Home Page:

Expand the Reports Tab / Click the Reports tab



Use the CoC-APR (old) or the CoC-APR 2018 (new)

Note: Difference between the two APRs, mostly reflects to changes in Q22c of the APR.



Step 4 : Populate Report Options

Report Options

Provider Type [Provider](#) [Reporting_Group](#) ← Choose Provider Type (Default: Provider selected)

Provider * Search My Provider Clear

[This provider AND its subordinates](#) [This provider ONLY](#)

Program Date Range * 07 / 01 / 2017 to 06 / 30 / 2018

Entry/Exit Types * [Basic](#) [HUD](#) [PATH](#) [Quick Call](#) [RHY](#) [Standard](#) [VA](#) [HPRP \(Retired\)](#)

Build Report Download Clear

Report Options

Provider Type [Provider](#) [Reporting_Group](#)

Provider * Search My Provider Clear

[This provider AND its subordinates](#) [This provider ONLY](#) → Search for your Provider / Hit my Provider

Program Date Range * 07 / 01 / 2017 to 06 / 30 / 2018

Entry/Exit Types * [Basic](#) [HUD](#) [PATH](#) [Quick Call](#) [RHY](#) [Standard](#) [VA](#) [HPRP \(Retired\)](#)

Build Report Download Clear

Report Options

Provider Type [Provider](#) [Reporting_Group](#)

Provider * Search My Provider Clear

[This provider AND its subordinates](#) [This provider ONLY](#)

Program Date Range * 07 / 01 / 2017 to 06 / 30 / 2018 → Select Date Range to run your APR on

Entry/Exit Types * [Basic](#) [HUD](#) [PATH](#) [Quick Call](#) [RHY](#) [Standard](#) [VA](#) [HPRP \(Retired\)](#)

Build Report Download Clear

Opens Calendar
Today's Date

Report Options

Provider Type [Provider](#) [Reporting_Group](#)

Provider * Search My Provider Clear

[This provider AND its subordinates](#) [This provider ONLY](#)

Program Date Range * 07 / 01 / 2017 to 06 / 30 / 2018

Entry/Exit Types * [Basic](#) [HUD](#) [PATH](#) [Quick Call](#) [RHY](#) [Standard](#) [VA](#) [HPRP \(Retired\)](#)

Build Report Download Clear

Select HUD; if you're running VA projects choose VA

Step 5 : Build the Report and Save Report

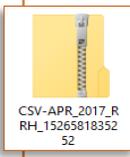
Report Options

Provider Type	<input checked="" type="radio"/> Provider <input type="radio"/> Reporting_Group	
Provider *	<div style="display: flex; align-items: center;"> <div style="flex: 1;">  </div> <div style="margin-left: 10px;"> <input type="button" value="Search"/> <input type="button" value="My Provider"/> <input type="button" value="Clear"/> </div> </div>	
	<input type="radio"/> This provider AND its subordinates <input checked="" type="radio"/> This provider ONLY	
Program Date Range *	<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <input type="text" value="07 / 01 / 2017"/> </div> <div style="margin: 0 10px;">to</div> <div style="flex: 1;"> <input type="text" value="06 / 30 / 2018"/> </div> </div>	
Entry/Exit Types *	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> HUD <input type="checkbox"/> PATH <input type="checkbox"/> Quick Call <input type="checkbox"/> RHY <input type="checkbox"/> Standard <input type="checkbox"/> VA <input type="checkbox"/> HPRP (Retired)	
<input type="button" value="Build Report"/> <input type="button" value="Download"/> <input type="button" value="Clear"/>		

Build Report: Generates Report

Download: Once Report is generated, the report is available to download. It downloads the entire APR into a compressed zipped folder containing .csv files detailing the report

Clear: Clears report options



You could also save the generated APR Report as a PDF (.pdf) file (works while using the Chrome Browser):

- Simply Right-Click on the Report
- Hit Print
- A print layout pops-up; choose the option to save the doc as a PDF.
- The downloaded PDF doc can be viewed using Adobe Acrobat Reader

Step 6 : Analyze your CoC APR Report

HSNCFL has introduced an automation tool that help visualize your generated APR.

- Head on to the HSNCFL website
- Click on “The Numbers” tab
- Click on “APR Performance Report”
- Drag and drop your downloaded zip file of your report onto the automation tool
- Voila! Your results are transcribed into beautiful visualizations

(Refer guide to help navigate through the process of Running the Automated APR Performance Report)

(Refer the detailed guide to understand your data better)