



HMIS Document

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

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How to run CoC APR?

Step 1 : Head on to Service Point:

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

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 <u>HSNCFL website</u> by using the support



Step 3 : Navigate from the Home Page:

Expand the Reports Tab / Click the Reports tab

SERVICEpoint	ge Dashboard				Mode: State State Con Type here for Global Search	action A Carlo mentil To ANT cost To State
+ Last Viewed Favorites	System Heurs (32)	Agency News (0)		Follow Up List (0)		a 2
ClientPoint ResourcePoint	Date Headline			Client ID Type	Oute	Yime Remaining
F FundManager ShelterPoint	09/18/2018					
F Reports F Admin	08/31/2118					
Logout	06/31/2018					view All
	Add System News Contomice Home Page Da	abboard	View All			

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.

▼ Reports	
Audit Access Report	1
Audit Report	l
User Information	l
User Login	l
AHAR	l
Call Record Report	l
Client Served Report	
CoC-APR	L
CoC-APR 2018	
Daily Unit Report	1
Duplicate Client Report	l
Entry/Exit Report	l
ESG CAPER (HDS V5)	l
ESG CAPER (HDS V1.3) 2018	l
Fund Availability Report	l
Fund Usage Report	l
My Managed Funds Report	l
Needs Report	
PATH 2018	
Referrals	l
Service Transaction	l
	I





Step 4 : Populate Report Options

Report Options	
Provider Type	Provider Reporting Group Choose Provider Type (Default: Provider selected)
Provider *	Image: Search My Provider Clear Image: Search My Provider Clear Image: Search Image: Search My Provider Image: Search Image: Search Image: Search Image: Search Image: Search<
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 Provider Reporting	Group			
Provider *	- 1 II- S- Berra S. III II-II O This provider AND its s	Search	Search My Provider		Search for your Provider / Hit my
Program Date Range	• 07 / 01 / 2017	🕽 💐 to 06	/ 30 / 2018	13 3 23	Provider
Entry/Exit Types *		TH Quick C		tandard (VA HPRP (Retired)
Build Report	Download Clea	t			

Report Options

Provider Type	Provider Reporting Group Select Date Range to run your APR on
Provider *	Search My Provider Clear This provider AND its subordinates This provider ONLY Opens Calendar
Program Date Range*	07 / 01 / 2017 🔊 😽 to 06 / 30 / 2018 🔊 🖏 🖛 🗖 Today's Date
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 *	Image: Search My Provider Clear Image: Search My Provider Clear Image: Search My Provider Clear		
Program Date Range*	07 / 01 / 2017 🕂 🤯 to 06 / 30 / 2018 🚿 🔿 🦉		
Entry/Exit Types *	Basic PHUD PATH Quick Call RHY Standard VA HPRP (Retired)		
Build Report	Download Select HUD; if you're running VA		
	projects choose VA		



Step 5: Build the Report and Save Report

Report Options				
Provider Type	Provider Reporting Group			
Provider *	Image: Search My Provider Clear Image: Search My Provider Clear Image: Search My Provider Clear			
Program Date Range*	07 / 01 / 2017 🧃 🔿 🧸 to 06 / 30 / 2018 🛛 💐 💐			
Entry/Exit Types *	Basic MUD PATH Quick Call RHY Standard VA HPRP (Retired)			
Build Report	Download 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 CSV-APR_2017.R RH_15265518352 52			

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)