SAFE HARBORS Newsletter | MAY 2010

"A monthly newsletter for users of the Safe Harbors Homeless Management Information System"

Safe Harbors

Requirements for New Annual Performance Report (APR)

The new Annual Performance Report (APR) approved by OMB in March 2010 will be submitted in HUD's electronic grants management system known as e-snaps. The submission of the new APR will be phased, so all grantees will have ample time to transition to the new format requirements. The transition requirements are designed to introduce all grantees to the new APR format, recognizing that HMIS solution providers will need time to program the new APR report output and that grantees are not yet collecting all the data required to fully complete the new APR.

APRs will still be due within the same number of days at the end of the operating year: 60 days for HPRP grants and 90 days for HUD McKinney-Vento grants. The content and format of the submittal requirements will vary depending on the type of grant and end date of the operating year of each grant.

- HPRP grantees will submit the new APR format in e-snaps by November 30, 2010 for the period ending September 30, 2010.

- Continuum of Care (CoC) program (SHP, S+C, SRO) ` grantees have the following submission requirements :

  ✓ Projects with operating year ending on or Before June 30, 2010 must submit the HUD-40118.

  ✓ Projects with operating year ending between July 1, 2010 and May 31, 2011 must submit their APR through e-snaps, reporting the information that would have been reported on the HUD-40118 and is included in the new APR.

Partners Meeting

Don't forget our Partners Meeting will be held on July 13, 1 to 4 p.m.

Some of the discussion items are: Sponsoring Partner developed work plan, training schedule changes, new help desk process outline, the 2010 Safe Harbors contract requirements, and HUD updates.

We are looking forward seeing you there!

Services Provided:

Many users have been confused about how to schedule services. These are the steps to schedule services provided:

- Go to **CLIENT SERVICES SEARCH**, enter the client criteria, and highlight client
- Select the desired service by choosing from activity dropdown list the date/time can be modified. When finished click **SAVE.**
- Add a service for multiple days by highlighting a saved activity and clicking the **SCHEDULE** button.
- Choose the type of occurrence, the From/To date range, and click the Schedule button.

Questions you can answer about your HMIS data before you go to the reports tab:

1. How many active clients do I have in this program?
   - In blue search area, Active=yes

How might this come up: You may be asked to report out on current program enrollment

2. How Many households in this program?
   - After pulling up all active clients, scroll over to 'Head of Household' field in the Customer Listing grid and filter for 'true'

How might this come up: You may be asked to report out on current program enrollment for families

3. How many exited clients do I have in this program?
   - In blue search area, Active=no

How might this come up: You may be asked to report out on whether you are keeping *up on your exiting of clients after services are complete*

4. How many exited households do I have in this program?
   - After pulling up all exited clients , scroll over to 'Head of Household' field in the Customer Listing grid and filter for 'true'

How might this come up: You may be asked to report out on whether you are keeping up on your exiting of families after services are completed.

5. Have I entered any clients in this last month?
   - After pulling up all active clients, scroll to 'program date' and check for the array of dates

Support Services

In-House Training – Your Implementation Specialist can schedule site visits anytime to do one-on-one or group trainings specific to your programs.

Contact us to set up a WebEx or an In-House Training M-F.

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Also, please refer to the Safe Harbors Web site regularly for updates and information: **http://www.safeharbors.org**

Safe Harbors is a community project, and its success depends on each and every one of us.

Thank you for your efforts.

6. Have I exited any clients in this last month
   - After pulling up all non-active clients (those exited with an end date), scroll to 'end date' and check the array of dates

How this might come up: you may be asked if you are keeping current with your exits.

7. Do I have all the right clients in this household?
   - Highlight individual rows and click on in the blue search area, which will take you first to HOH Intake, then you can go to Household Statistics

How this might come up: counts of people in households seems to be off, can you check this for me?

8. Have I recorded Agency Identifiers for each client with 'consent refused'?
   - After pulling up either active or non-active clients, scroll over to the 'Identifier' field in the Customer Listing grid to examine that data

How this might come up: agency policy is to use a certain format for identifying clients who refused consent. This is a quick way to confirm that it is consistent.

9. If I have a single gender program, are the genders recorded appropriate?
   - After pulling up either active or non-active clients, scroll over to the 'Gender' field in the Customer Listing grid and examine that data, correct as necessary

How this might come up: a manager in the agency just ran a report and noticed that our men's program has several clients identified as female. This is a quick way to check it out

10. Who entered the data for this program (agency resource)?
    - After pulling up either active or non-active clients, scroll over to the 'Resource' field in the Customer Listing grid to see which agency staff entered the client information

How this might come up: someone in the agency seems to be doing data entry differently that other staff. Can we see who might need some coaching?

11. What is the system generated ID for each of the clients in the program?
    - After pulling up either active or non-active clients, scroll over to the 'ID' field in the Customer Listing grid and take note of the system generated ID for each client

How this might come up: We have a lot of clients that refuse consent. We are getting confused between them. I wish there was a way to know the system generated ID in the HMIS.