Submitting the HUD CoC APR

NCCEH Data Center

June 2017
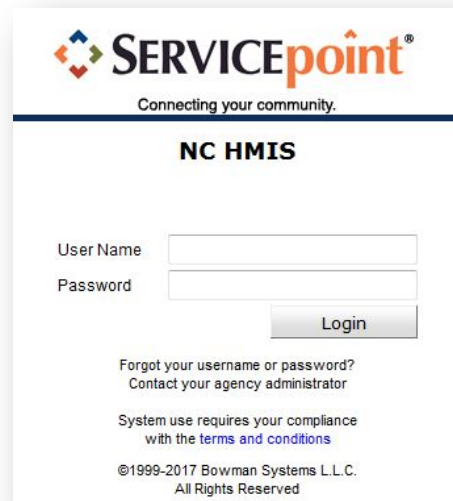
How to submit the HUD CoC APR - Overview

Part 1

Run the APR in NC HMIS. Review the report for data quality issues and make corrections as needed.
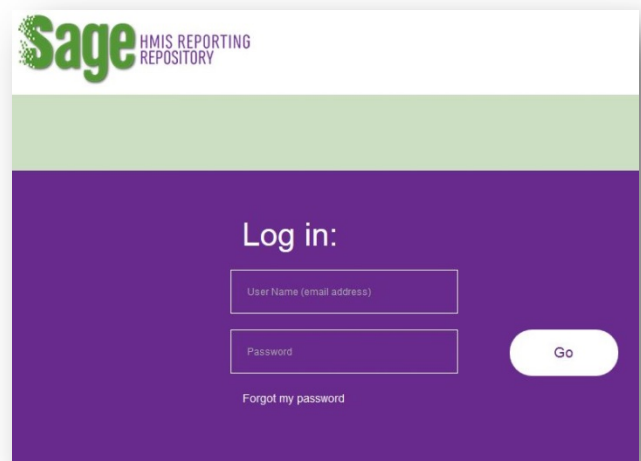
Part 2

Download the APR to your computer. Please note that the download is a CSV file.

cocapr_report_1492715349764.zip

22.3 KB — servicept.com — April 20
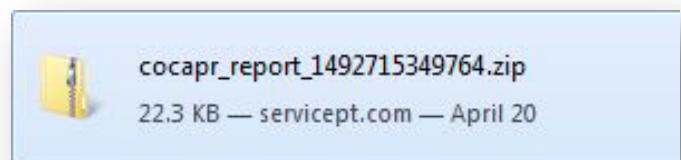
Part 3

Upload the APR (CSV file) to Sage. Review and resolve errors. With CoC approval, submit the APR in Sage.

Log in:

User Name (email address)

Password

Go

Forgot my password

This guide provides instruction on how to complete Part 1 and Part 2 of the HUD CoC APR submission process.

Part 1

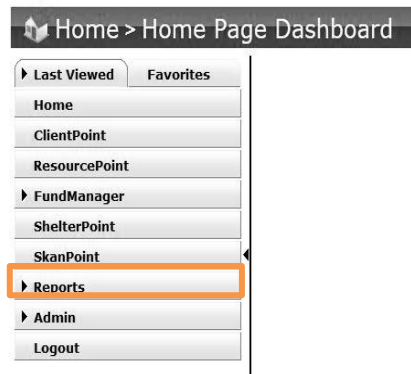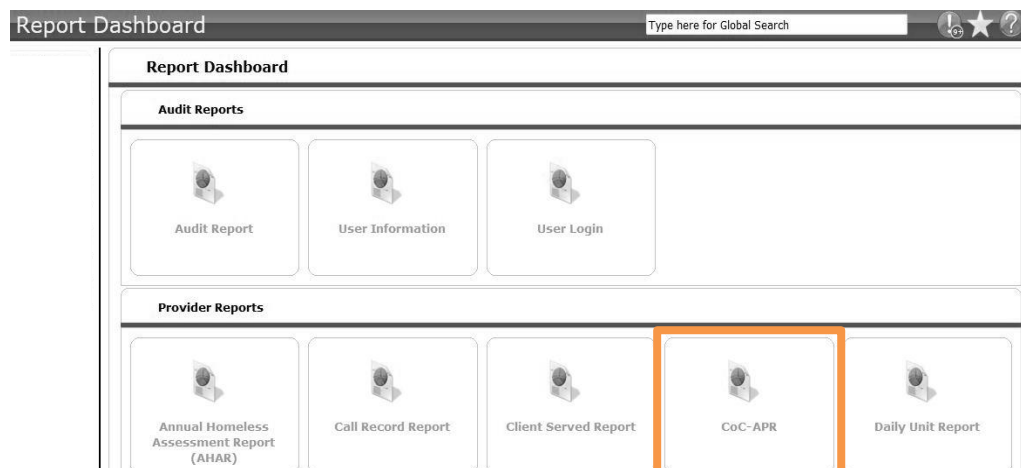**1** Login to ServicePoint (nchmis.servicept.com)

2 EDA as the project for which the APR is to be submitted

Enter Data As

3 Click "Reports" on the left side of the Home Page Dashboard

4 On the Report Dashboard, click "CoC APR"

5 Complete the report prompts (see table below image)

Report Options

Provider Type	⦿ Provider ○ Reporting Group
Provider*	Please choose a provider. Search My Provider Clear
	○ This provider AND its subordinates ⦿ This provider ONLY
Program Date Range*	___/___/___ 🗓🔄✅ to ___/___/___ 🗓🔄✅
Entry/Exit Types*	☐ Basic ☐ Basic Center Program Entry/Exit ☑ HUD ☐ PATH ☐ Quick Call ☐ RHY ☐ Standard

Prompt	Description
Provider Type	Select "Provider"
Provider	Click the "Search" button and type the project name. Click the ⊕ button to add the project to the report. Select "This provider ONLY"
Program Date Range	Enter the start and end dates for your grant
Entry/Exit Types	All projects should select "HUD"
Special Note	If you have consolidated grants that are separate in HMIS, contact us ASAP for a reporting group

6 Click the "Build Report" button   Build Report

7 Review the APR report for data quality (missing data, inaccurate data, etc.). If missing or correct data can be located in client files, please enter it into HMIS. Re-run the APR report when changes to client data are complete.

Part 2

8 Click the "Download" | Download | button to get the CSV file. You will upload this CSV file to Sage.

Part 3

Please see additional HUD resources for Sage below.

Sage CoC APR Guidebook: For information about HUD's CoC APR reporting requirements, users should refer to the CoC APR Guidebook. HUD has revised the guidebook to include all APR types in a single document, so recipients will have one source of information for all APRs (CoC Full APR, HMIS APR, CoC Planning Grant APR, and the SRO APR).

Sage CoC APR Templates: HUD has published the CoC APR templates for the various types of APRs that recipients must submit.

Create an Account in Sage Video: To further assist communities in preparing for Sage, HUD recently released a brief "how-to" video that demonstrates how users can set up accounts in Sage.

Overview of the Sage HMIS Repository Webinar: On March 16th, HUD hosted a live webinar that reviewed the process of setting up an account in Sage and provided guidance on HUD's expectations for the transition from e-snaps to Sage.

Ask A Question (AAQ) Portal: HUD prepopulated Sage with the contact information of all the CoC Primary Contacts. If the Primary Contact information submitted to HUD via e-snaps is out of date, Grantees need to notify HUD immediately via the AAQ and also update the Applicant Profile in e-snaps.