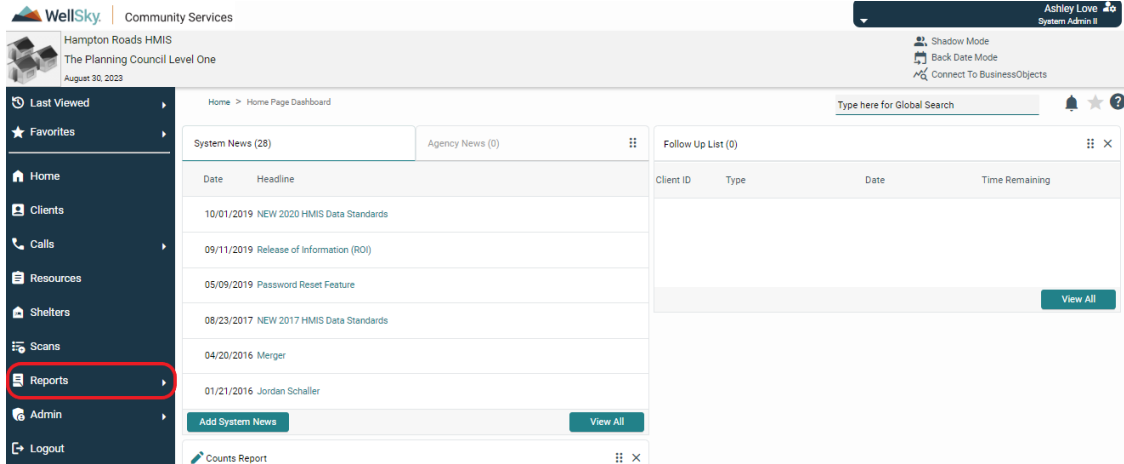
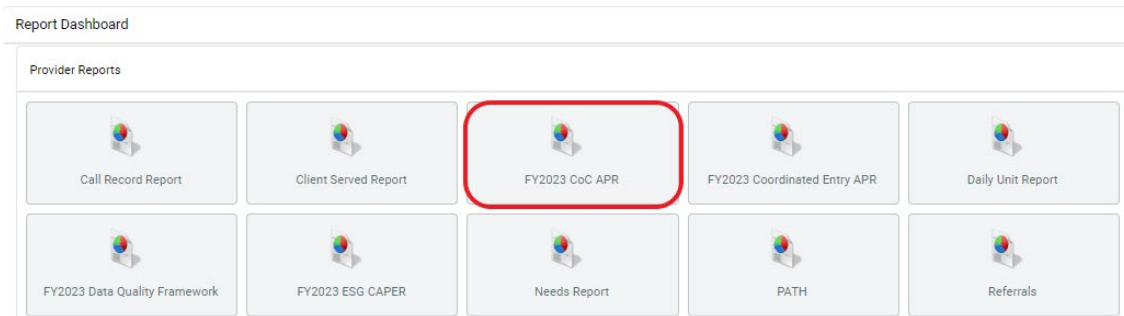


The CoC APR should be submitted to The Planning Council by the 25th of each month in accordance with the [Data Quality Plan](#). The steps below will show you how to run and submit the report.

Step 1: Click on **Reports** on the navigation panel located on the left-hand side of the screen



Step 2: Locate and click the **FY2023 CoC APR** button



Step 3: Complete all fields under **Report Options**

Provider Type: Select Provider or Reporting Group

Provider*: Select the project or reporting group

Program Date Range*: Enter the applicable date range

The start date should be the first day of the current month of the previous year

The end date should be the last day of the previous month

Example: January 25, 2023 Submission Date Range is 01/01/2022 – 12/31/2022




Entry/Exit Types*: Select the applicable type (HUD for most users)

Step 4: Click “Build Report” and the report will be reflected in the **Report Run History** at the top of the screen with a status of *Running*

▼ Report Run History							
Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
99026	08/30/2023 08:50:04 AM (0.00 mins)	COCAPR	Ashley Love	Ashley Love	The Planning Council Level One	Ashley Love	Running
99025	08/30/2023 08:50:00 AM (0.03 mins)	COCAPR	Ashley Love	Ashley Love	The Planning Council Level One	Ashley Love	Completed
99024	08/30/2023 08:49:57 AM (0.04 mins)	COCAPR	Ashley Love	Ashley Love	The Planning Council Level One	Ashley Love	Completed
99023	08/30/2023 08:49:51 AM (0.04 mins)	COCAPR	Ashley Love	Ashley Love	The Planning Council Level One	Ashley Love	Completed
99022	08/30/2023 08:49:40 AM (0.04 mins)	COCAPR	Ashley Love	Ashley Love	The Planning Council Level One	Ashley Love	Completed

Refresh Showing 1-5 of 33 First Previous Next Last

Step 5: After a few minutes click on the magnifying glass icon to display the report

▼ Report Run History		
Report ID	Date Ran (Run-	
99026	08/30/2023 08:	
99025	08/30/2023 08:	
99024	08/30/2023 08:	

Helpful Hint: The *Data Quality Plan* assesses Section 6 (6a-6f). Also, all **dark teal** digits are hyperlinked and will provide additional information when clicked. Information can be downloaded into an excel spreadsheet to assist with addressing data quality errors.

To save the report as a PDF:

Step 1: Right click anywhere inside the report and select print

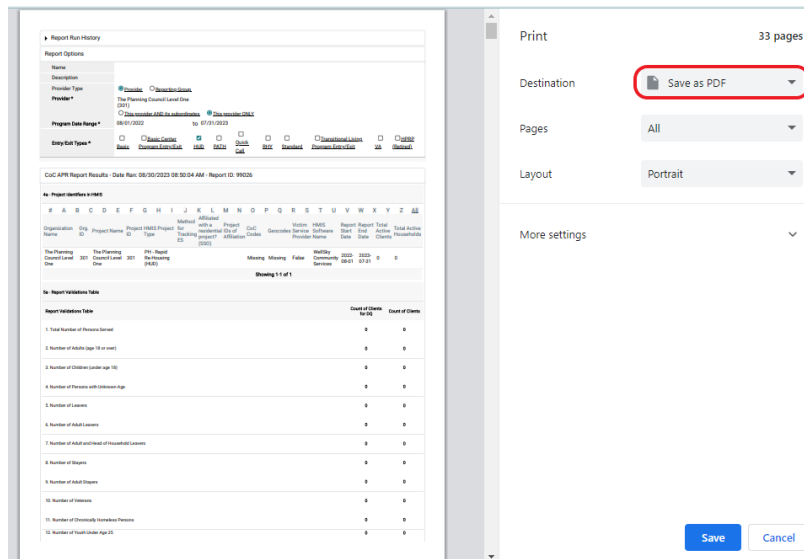
5a - Report Validations Table		
Report Validations Table	Count of Clients for DQ	Count of Clients
1. Total Number of Persons Served	57	57
2. Number of Adults (age 18 or over)	44	44
3. Number of Children (under age 18)	13	13
4. Number of Persons with Unknown Age	0	0
5. Number of Leavers	39	39
6. Number of Adult Leavers	30	30
7. Number of Adult and Head of Household Leavers	30	30
8. Number of Stayers	18	18
9. Number of Adult Stayers	14	14
10. Number of Veterans	42	42
11. Number of Chronically Homeless Persons	5	5
12. Number of Youth Under Age 25	1	1
13. Number of Parenting Youth Under Age 25 with Children	0	0
14. Number of Adult Heads of Household	41	41
15. Number of Child and Unknown-Age Heads of Household	0	0
16. Heads of Households and Adult Stayers in the Project 365 Days or More	3	3

5a - Data Quality: Personally Identifiable Information

- Back Alt+Left Arrow
- Forward Alt+Right Arrow
- Reload Ctrl+R
- Save as Ctrl+S
- Print... Ctrl+P**
- Cast...
- Search images with Google
- Send to your devices
- Create QR Code for this page
- Translate to English
- View page source Ctrl+U
- Inspect

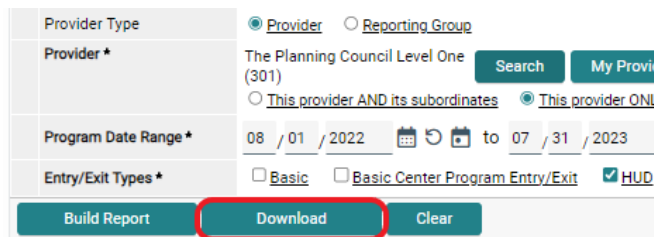
Step 2: When the print preview screen appears, locate the *Destination* section, and select *Save as PDF* (or change *Source* to *Print to PDF*). This will allow you to save and rename the report

Helpful Hint: Depending on which browser you are using these options could vary.



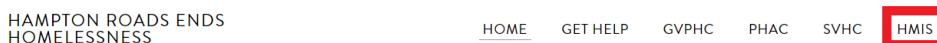
To download as a CSV:

Step 1: Click the “Download” button and the file will automatically download as a zip file in CSV format

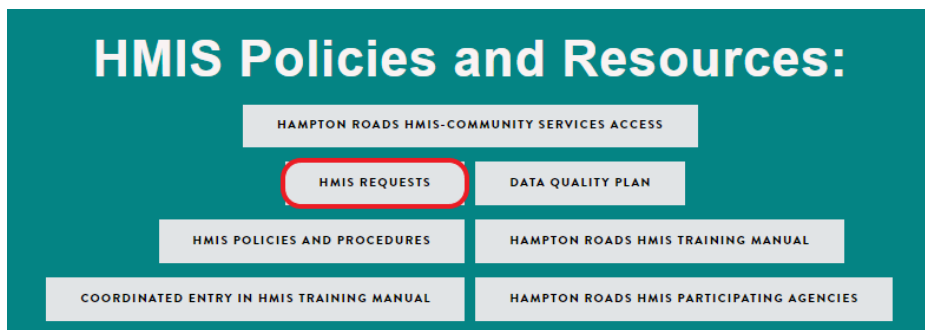


To submit the report:

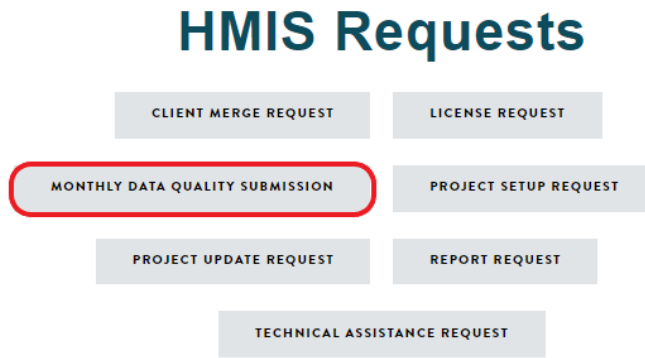
Step 1: Navigate to the Hampton Roads Ends Homelessness website www.hamptonroadsendshomelessness.org and click on the “HMIS” text on the top right of the page



Step 2: Scroll down towards the bottom of the HMIS Landing Page until you reach the HMIS Policies and Resources section and click on the “HMIS Requests” button



Step 3: Click on the “Monthly Data Quality Submission” button



Step 4: Complete the information on the form and upload the APR in PDF format by clicking on “Browse Files”

A form with four main sections. 1. "Agency *" with a text input field. 2. "Name *" with two text input fields labeled "First Name" and "Last Name". 3. "Email *" with a text input field and a placeholder "example@example.com". 4. "File Upload *" with a large rounded rectangle containing an upload icon, the text "Browse Files", "Drag and drop files here", and a "Helpful Hint: YOU CAN ADD MULTIPLE FILES TO ONE SUBMISSION". The "Browse Files" button is highlighted with a red rounded rectangle.

Step 5: Once you have completed the form click the “Submit” button at the bottom of the page to submit the form & attachment(s)



You will receive the following message when your form has been successfully submitted:

