



U.S. Department of Housing and Urban Development

Office of Community Planning and Development

***HUD HPRP Addendum to the
Annual Performance Report (APR)
Programming Specifications***

Version 1.3
August 15, 2011

HUD HPRP Annual Performance Report (APR) Programming Specifications

Acknowledgements

This document was prepared for the U.S. Department of Housing and Urban Development (HUD) Office of Special Needs Assistance Programs in the Office of Community Planning and Development by Simtech Solutions Inc. under contract to and with support from Abt Associates Inc. Staff from the Partnership Center, Ltd. (PCL) provided extensive guidance and review throughout the development of the specifications.

Revision History

Date	Version	Description	Author
12.14.10	1.1	Update description of financial assistance on pg. 15; shading of subtotal rows on pg. 19 and 20; and changed wording to 30 days or less on pg. 17	NFiore
6.28.11	1.2	Added specifications for Q5C, "Persons Served by Household Type - Unduplicated Total for HPRP Grant "	MSimmonds
7.6.11	1.2	Replaced usage of global variable "ReceivedHPRP" with a local variable of ReceivedHPRPInYr for YTD counts on Q8.	MSimmonds
8.15.11	1.3	Added clarity on the process for defining master households for HPRP.	MSimmonds

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Overview

The intent of this documentation is to convey the business rules required to create the HPRP APR. This is a companion document to the full CoC APR Programming Specifications; therefore this addendum only describes HPRP-specific questions on the HUD APR and HPRP variations of the CoC APR questions. Readers will need to review the full CoC APR Specifications in order to produce the HPRP APR. There will be no detailed programming instructions in this document for HPRP APR questions which mirror the CoC APR questions.

APR Client Universe for HPRP and Key Terms

“*HPRP service*” is either a financial assistance record or housing relocation / stabilization service. Both [Financial Assistance] (HUD data standards element 4.13¹) and [Housing Relocation & Stabilization Services Provided] (4.14) records require a start date and end date for the service. In addition to the client’s [Program Entry Date] (3.12) and [Program Exit Date] (3.13), these start and end dates are used to determine if the client or service record is relevant to the APR.

“*Persons Served*” establishes the primary universe for the entire HPRP APR. “Persons served” in HPRP includes only clients with **all** of the following:

1. A program entry date into an HPRP program on or before the end of the reporting period;
2. No program exit date or a program exit date on or after the first day of the reporting period;
3. An HPRP service² (financial assistance or housing relocation and stabilization services record) with a start date on or before the end of the reporting period that is dated within the relevant program stay; AND
4. A valid [housing status at intake] (3.11), namely “literally homeless” (1), “imminently losing their housing” (2), “unstably housed and at-risk of losing their housing” (3), or “stably housed” (4). Program stays with a housing status at intake of “don’t know” (8), “refused” (9), or which are missing a housing status at intake should be completely excluded for the purposes of the HPRP APR.

When determining last program stay, only consider program stays that had service activity dated between program entry and the last day of the reporting period. The Global Variable “*ReceivedHPRP*” is used throughout these instructions to reference this programming rule. To populate this variable, check if there is any instance of HPRP-funded financial assistance or service on or prior to the end of the reporting period and if found set the *ReceivedHPRP* flag to “Y”.

Some questions ask grantees to report data broken out by *homelessness prevention* and *homeless assistance* clients.

“*Homelessness Prevention*” clients are those with a [Housing Status] (3.11) at program entry of “Imminently losing their housing”, “Unstably housed or at-risk of losing their housing”, or “Stably Housed”.

“*Homeless Assistance*” clients are clients with a housing status at program entry of “Literally homeless”.

A person/household may be included both in the Homelessness Prevention and the Homeless Assistance client data universes if the person has two or more distinct relevant program stays, with at least one that would

¹ Subsequent references to the HMIS Data Standards only use the number associated with the data element in the March 2010 version of the standards.

² Per the HMIS Data Standards dated June 2009, all HPRP Financial Assistance (4.13) and Housing Relocation & Stabilization Services (4.14) data applies to all members of the assisted household who were present when the service was provided (i.e. between the start and end dates of the service). For purposes of the HPRP APR, any household member whose program stay overlaps with a service record attached to any other household member’s record should be reported as having received that service, as if the service record were attached to their own record.

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establish the person in the Homeless Assistance client universe and another that would establish the person in the Homelessness Prevention client universe.

For questions that distinguish between Prevention and Homeless Assistance (e.g. #27 – Length of Participation), the data from the last program stay with the appropriate housing status at entry should be used within each column. For example, a client served under Prevention for one program stay in the reporting period and subsequently under Homeless Assistance in the same reporting period will be considered a leaver under Prevention. If he/she was still active under Homeless Assistance at the end of the reporting period, he/she will be considered a stayer for Homeless Assistance; if his/her program exit date from Homeless Assistance is prior to the end of the reporting period, then he/she will be a leaver in both categories. For questions that do not distinguish between Prevention and Homeless Assistance (e.g. Gender), the data from the last program stay (regardless of housing status at entry) should be used.

“*Leavers*” are clients that exit the program during the reporting period and have not subsequently re-entered the program by the last day of the reporting period. A client with recorded services on one program stay that has an exit in the reporting period and a later program entry date also within the reporting period that does not have an exit date and also does not have a record of financial assistance or services prior to the end of the reporting period should be counted as a leaver; because the later program stay is not included in the data universe for the APR, it is irrelevant.

“*Stayers*” are clients with a program entry date on or prior to the end of the reporting period who have no program exit date or a program exit date after the end of the reporting period. Again, to be relevant for the APR a program stay must have an HPRP service with a start date on or prior to the end of the reporting period. A program stay with no financial assistance or housing relocation / stabilization service before the end of the reporting period but with one *after* the end of the reporting period is not relevant for the APR. Thus a client with such a program stay might be considered a stayer on other APR variants, but not on the HPRP APR.

“*MasterHousehold*” is a household to which one or more clients belong, even if these clients were not necessarily in the household all at the same time. Master households are calculated in the manner described in the HUD CoC APR Programming Specifications with the following exceptions:

1. Master households should encompass clients active from the beginning of the HPRP grant, not just clients active during the operating year.
2. Master households whose clients have program enrollments with varying HousingStatusAtEntry options (equating to Homeless Assistance and Homelessness Prevention) should be counted under both categories as appropriate. In other words, the same master household might appear in both questions 8a and 8b of the HPRP APR. Question 6 of the HPRP APR does not distinguish master households based on its members’ housing status at entry.
3. As with all questions on the HPRP APR, only clients that were actually assigned an HPRP service or financial assistance sometime prior to the end of the operating year should be included in the master household calculation. Therefore, if a client is not indicated to have received either an HPRP service or financial assistance he/she should be excluded from the master household.

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HPRP APR Questions

Most questions on the HPRP APR are also on the full CoC APR, delineated in the companion APR Programming Specifications document. There are several questions from the CoC APR that have been altered for the HPRP APR. In addition, the full CoC APR has many questions that are not included on the HPRP APR, and the numbering of the questions is different. Exhibit 1 lists the questions in the HPRP APR and provides a cross-walk to help readers quickly identify which portions of the APR Programming Specifications will be most relevant for the HPRP APR.

Exhibit 1. HPRP APR and CoC APR Question Crosswalk				
HPRP APR #	CoC APR Q#	Form Content	Universe/Programming Notes	HPRP APR Deviation from CoC APR
1		Grantee Information	No programming required	HPRP APR Only (Not on CoC APR)
2		Report Period and Status	No programming required	HPRP APR Only (Not on CoC APR)
3		Subgrantee Information	No programming required	HPRP APR Only (Not on CoC APR)
4	Q7	HMIS and Comparable Database Data Quality	Based on last program stay for clients with a valid housing status at entry.	Not all data elements are included
5a	Q8	Persons Served by Household Type – Homelessness Prevention	Homelessness Prevention persons served. Household type based on each client’s last homelessness prevention program stay.	Number of Persons (1st table) only
5b	Q8	Persons Served by Household Type – Homeless Assistance	Homeless assistance persons served. Household type based on each client’s last homeless assistance program stay. Note that the same person might be counted in both 5a and 5b if they had more than one relevant program stay.	Number of Persons (1st table) only
5c	Q8A	5c. Persons Served by Household Type - Unduplicated Total for HPRP Grant	An unduplicated count of persons that received HPRP assistance under homelessness assistance, prevention, or both. Note that this is not a total of Q5a and Q5b as persons may have received services or financial assistance under both homelessness assistance and prevention.	
6	Q9	Households Served	All households served. For the HPRP APR, a household is considered served if any member of the master household received an HPRP service prior to the end of the reporting period and was active during the reporting period (based on program entry/exit dates).	Number of Households (1 st table) only
7	N/A	Housing Status at Entry	All persons served. Based on each person’s last program entry.	HPRP APR Only (Not on CoC APR)

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Exhibit 1. HPRP APR and CoC APR Question Crosswalk				
HPRP APR #	CoC APR Q#	Form Content	Universe/Programming Notes	HPRP APR Deviation from CoC APR
8a	N/A	Persons and Households Served with Homelessness Prevention by Service Activity	Include any client with HPRP service activity or in a household at the same time another household member received an HPRP service. The HPRP service must occur <i>during</i> the reporting period for reporting period counts and before the end of the reporting period for GTD counts. Unlike other questions, the count is not limited to services provided during last program stay.	HPRP APR Only (Not on CoC APR)
8b	N/A	Persons and Households Served with Homeless Assistance by Service Activity	Include any client with HPRP service activity or in a household at the same time another household member received an HPRP service. The HPRP service must occur <i>during</i> the reporting period for reporting period counts and before the end of the reporting period for GTD counts. Unlike other questions, the count is not limited to services provided during last program stay.	HPRP APR Only (Not on CoC APR)
9	Q15	Gender	All clients (see Q7).	
10	Q16	Age	All clients (see Q7).	
11a	Q17a	Ethnicity	All clients (see Q7).	
11b	Q17b	Race	All clients (see Q7).	
12	N/A	Persons Served by Victim Service Providers	Won't relate to Q7 at all.	HPRP APR Only (Not on CoC APR)
13	Q20	Residence Prior to Program Entry	All clients (see Q7), based on last program entry.	
14	Q21	Veteran Status	All adult clients (Q7).	
15	Q23	Client Monthly Cash Income Amount – Adult Leavers	All adult leavers (Q7), based on the last program entry and corresponding exit.	
16	Q25a1	Cash Income Sources – Leavers	All leavers (Q7), based on the last program entry and corresponding exit.	
17	Q26a1	Non-Cash Benefit Sources – Leavers	All leavers (Q7), based on the last program entry and corresponding exit.	
18	Q27	Length of Participation by Homelessness Prevention and Homeless Assistance (Leavers Only)	Leavers, based on each person's last homelessness prevention program stay and homeless assistance program stay. "Total" column is based on each person's last program	Replace Leavers/Stayers column headers with Homelessness Prevention/Homeless Assistance.

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Exhibit 1. HPRP APR and CoC APR Question Crosswalk				
HPRP APR #	CoC APR Q#	Form Content	Universe/Programming Notes	HPRP APR Deviation from CoC APR
			stay regardless of housing status.	
19	N/A	Housing Status at Entry and Exit	Leavers, last program stay with a valid housing status at entry.	
20a1	Q29a1	Destination for Leavers with Length of Stay Greater than 90 Days – Homelessness Prevention	Leavers staying more than 90 days, based on each person’s last homelessness prevention program stay.	
20a2	Q29a2	Destination for Leavers with Length of Stay 90 Days or Less - Homelessness Prevention	Leavers staying less than 90 days, based on each person’s last homelessness prevention program stay.	
20b1	Q29b1	Destination for Leavers Staying Greater than 90 Days - Homeless Assistance	Leavers staying more than 90 days, based on each person’s last homeless assistance program stay.	
20b2	Q29b2	Destination for Leavers with Length of Stay 90 Days or Less - Homeless Assistance	Leavers staying less than 90 days, based on each person’s last homeless assistance program stay.	
21	N/A	Financial Information for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)	No programming required	HPRP APR Only (Not on CoC APR)
22	Q40	Significant Program Accomplishments	No programming required	
23	N/A	Program Description	No programming required	HPRP APR Only (Not on CoC APR)
24	Q42	Additional Comments	No programming required	

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Question by Question Discussion of Programming Specifications

The next section provides a discussion of each question that is expected to be derived from an HMIS and is specific to the HPRP APR or requires a variation from the programming specifications identified for the CoC APR. Note that the HPRP APR includes other questions that relate to the grant overall, which grantee will directly input into *e-snaps*.

HPRP #4 (variant of Q7 in the CoC APR) - Combined HMIS and Comparable Database Data Quality

Total number of records for All Clients	
Total number of records for Adults Only	
Total number of records for Unaccompanied Youth	
Total number of records for Leavers	

Combined HMIS and Comparable Data Quality

Data Element	Don't Know or Refused	Missing Data
First Name		
Last Name		
SSN		
Date of Birth		
Race		
Ethnicity		
Gender		
Veteran Status		
Residence Prior to Entry		
Zip of Last Permanent Address		
Housing Status (at entry)		
Income (at entry)		
Income (at exit)		
Non-Cash Benefits (at entry)		
Non-Cash Benefits (at exit)		
Destination		

HPRP APR Variation from the CoC APR Question

Data quality should be based upon the person's last HPRP program stay, even if the person had one Homelessness Prevention and a separate Homeless Assistance enrollment.

NOTE: The HPRP version of the HMIS Database Data Quality question does not include a breakdown on data quality for disabling conditions or domestic violence.

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HPRP #5 (variant of Q8 in the CoC APR)

5a. Persons Served by Household Type – Homelessness Prevention

Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	<i>e-snaps</i> completes				
Children	<i>e-snaps</i> completes				
Don't Know/Refused	<i>e-snaps</i> completes				
Missing Information	<i>e-snaps</i> completes				
Total	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes

5b. Persons Served by Household Type – Homeless Assistance

Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	<i>e-snaps</i> completes				
Children	<i>e-snaps</i> completes				
Don't Know/Refused	<i>e-snaps</i> completes				
Missing Information	<i>e-snaps</i> completes				
Total	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes

5c. Persons Served by Household Type - Unduplicated Total for HPRP Grant

Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	<i>e-snaps</i> completes				
Children	<i>e-snaps</i> completes				
Don't Know/Refused	<i>e-snaps</i> completes				
Missing Information	<i>e-snaps</i> completes				
Total		<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes

HPRP APR Variation from the CoC APR Question

The HPRP version of the Persons Served question does not include a breakdown of clients served on the night of the four point-in-time count dates nor does it include the average number of persons served each night of the reporting period. Instead, the Persons Served question includes the breakdown of persons served by Adult, Child, Don't Know/Refused and Missing categories for both Homeless Prevention (HousingStatusAtEntry = 2, 3, or 4) and Homeless Assistance (HousingStatusAtEntry = 1). Only include clients if they received HPRP

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financial assistance or services between program entry and prior to the end of the reporting period (*ReceivedHPRP* is equal to “Y”).

Question 5c, “*Persons Served by Household Type - Unduplicated Total for HPRP Grant*”, is a count of total persons served without regard to whether they were served under homelessness prevention or homeless assistance. As clients can be served under both, it is important to note that 5c cannot be calculated simply by adding the results of 5a to the results of 5b.

For each section of question 5, use each client’s last program stay *of the relevant type* when determining the household type for the client. For example, an adult has two relevant program enrollments active during the operating year. Both enrollments have HPRP services which cause the client to be included on the HPRP APR.

The first program enrollment in the operating year has a housing status of “literally homeless” and no other household members. This is the last program enrollment for this client during this year of type “homeless assistance.” Thus, this client is counted as an adult without children in 5b.

The same person has a subsequent program enrollment in the later part of the year with a child household member and a housing status of “housed and at imminent risk of losing housing.” This is the last program enrollment for this client during this year of type “homelessness prevention.” Thus the same person is *also* counted in 5a as an adult in a “with children and adults” household.

Lastly, the client is counted in 5c according to his/her last program enrollment no matter what type it was. In this case, the client is again counted as an adult in the “with children and adults” column.

HPRP #6 (Q9 in the CoC APR) - Households Served

Number of Households Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Households	<i>e-snaps</i> completes				

HPRP APR Variation from the CoC APR Question

Unlike the similar question in the CoC APR, the HPRP version of the Households Served question does not include a breakdown of clients served on the night of the four point-in-time count dates. Also, because this question uses the master household calculation, this calculation must be performed using all clients who were active and received some HPRP financial assistance / service from the beginning of the HPRP grant through to and including the end date of the reporting period. After the master household calculation is performed using this extended set of clients, the count of households active during the operating year is based on each households’ members who were active during the operating year (based on their program entry and exit dates).

HPRP #7 (Not on the CoC APR) - Housing Status at Entry

Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Literally homeless					
Imminently losing their					

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housing					
Unstably housed					
Stably housed					
Total number of persons	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes

Business Rules

1. Report the housing status at entry for all persons served by the project during the reporting period. Housing status at entry information must be reported in total and by household type.
2. If a client is served more than once during the reporting period, the housing status at entry should be determined based on the status at the last program entry prior to the end of the reporting period within a particular column.

Programming Instructions

Variables Used

Fields Referenced from the HUD HMIS Data Standards

Primary Field Name	Table	HUD CSV REF	HUD Data Standards Reference
HousingStatusAtEntry	ProgramParticipation	14/N	3.11
HousingStatusAtExit	ProgramParticipation	15/O	3.11

Global Variables

1. LastEpisode
2. HouseholdType
3. ReceivedHPRP

Programming Logic

1. Each column is the household status, represented by *HouseholdType*. Determine the applicable records for each column as follows:
 - A) *Total Number of Persons* = Count of all persons for the relevant *HousingStatusAtEntry* value.
 - B) *Number of Persons in Households without Children* = Count of client records where *HouseholdType* is equal to "HHNoKids".
 - C) *Persons in Households with at least one adult and one child* = Count of client records where *HouseholdType* is equal to "AdultChild".
 - D) *Persons in Households with only Children* = Count of client records where *HouseholdType* is equal to "HHKidsOnly".
 - E) *Persons in Households with an Unknown Configuration* = Count of client records where *HouseholdType* is equal to "Unknown".
2. Each row is an entry housing status, represented by *HousingStatusAtEntry*. Determine the total records for each row as follows:

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- A) *Literally homeless* = Count all applicable records where the client was literally homeless at entry (*HousingStatusAtEntry* equals 1).
- B) *Imminently losing their housing* = Count all applicable records where the client was imminently losing their housing (*HousingStatusAtEntry* equals 2).
- C) *Unstably housed and at-risk of losing their housing* = Count all applicable records where the client was unstably housed and at-risk of losing their housing (*HousingStatusAtEntry* equals 3).
- D) *Stably housed* = Count all applicable records where the client was stably housed (*HousingStatusAtEntry* equals 4).

HPRP #8 (Not on the CoC APR)

8a. Persons and Households Served with Homelessness Prevention by Service Activity

Activities	Homelessness Prevention			
	Persons	Persons	Households	Households
	Report Period	GTD	Report Period	GTD
Financial Assistance				
Rental assistance				
Security/Utility deposits				
Utility payments				
Moving cost assistance				
Motel & hotel vouchers				
Total Served with Financial Assistance				
Housing Relocation & Stabilization Services				
Case management				
Outreach & engagement				
Housing search/placement				
Legal services				
Credit repair				
Total Served with Housing Relocation & Stabilization Services				
Total Served				

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8b. Persons and Households Served with Homeless Assistance by Service Activity

Activities	Homeless Assistance			
	Persons	Persons	Households	Households
	Report Period	GTD	Report Period	GTD
Financial Assistance				
Rental Assistance				
Security/Utility deposits				
Utility payments				
Moving cost assistance				
Motel & hotel vouchers				
Total Served with Financial Assistance				
Housing Relocation & Stabilization Services				
Case management				
Outreach & engagement				
Housing search/placement				
Legal services				
Credit repair				
Total Served with Housing Relocation & Stabilization Services				
Total Served				

8c. Persons and Households Served in Total by Service Activity

Activities	Total			
	Persons	Persons	Households	Households
	Report Period	GTD	Report Period	GTD
Financial Assistance				
Rental assistance				
Security/Utility deposits				
Utility payments				
Moving cost assistance				
Motel & hotel vouchers				
Total Served with Financial Assistance				
Housing Relocation & Stabilization Services				
Case management				
Outreach & engagement				
Housing search/placement				
Legal services				
Credit repair				
Total Served with Housing Relocation & Stabilization Services				
Total Served				

Business Rules

While the logic for this question appears identical to the HUD HPRP Quarterly Performance Report (QPR), it is important to note that with the HPRP APR, you must count a client as having received a service if the client's program stay overlapped with an HPRP service record attached to any other household member served on the

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same program stay. This is consistent with the HMIS Data Standards dated June 2009, which specify that all HPRP Financial Assistance (4.13) and Housing Relocation & Stabilization Services (4.14) data applies to all members of the assisted household who were present when the service was provided (i.e. between the start and end dates of the service), but may differ from programming for the QPR, in which vendors may have counted only the household members with HPRP service records as having received the service.

There are different approaches for how HPRP services and financial assistance records are collected and reported on and therefore programming logic will vary slightly as well. Some providers may have written logic to automatically create the service or financial assistance records for the other members of the household when it is added to one member's record. Other software vendors may require users to assign the service manually to each family member. Yet another option is for the service to only be assigned to one household member and for the reporting logic to extrapolate this to the other members of the household. Regardless of the approach your software takes to store this data, for purposes of the HPRP APR, any household member whose program stay overlaps with a service record attached to any other household member's record should be reported as having received that service, as if the service record were attached to their own record.

Although other questions on the HPRP APR are limited to a client's last program stay, this question is cumulative within the reporting period. Therefore, this question should count persons/households who received an HPRP service *during* the reporting period (with appropriate housing status) during any / all program stays in the reporting period. For example, if a homelessness prevention client received credit repair services on his/her first program stay in the reporting period but did not receive credit repair on his/her second (and final) program stay, the person/household should still be included in the count of persons and households who received credit repair.

Similarly, in the grant-to-date columns, count persons/households who received an HPRP service at any time and on any program stay on or before the last day of the reporting period.

A person/household may be reported in both Homelessness Prevention and Homeless Assistance columns during a reporting period (reporting period or grant-to-date) if the person/household has two or more different program stays, is designated as literally homeless at the time of at least one program stay and not literally homeless at the time of at least one other program stay, and received one or more HPRP services during each enrollment.

Note that 8A, 8B, and 8C all count households using the master household method, which must be done using an extended client set as described on page 4.

Programming Instructions

Variables Used

Fields Referenced from the HUD HMIS Data Standards

Primary Field Name	Table	HUD CSV REF	HUD Data Standards Reference
ServiceEventType	ServiceEvent	5/E	NA
SourceCode	ServiceEvent	8/H	4.13C and 4.14C
HousingStatusAtEntry	ProgramParticipation	14/N	3.11
StartDateOfFinancialAssistance	ServiceEvent	6/F	4.13A
EndDateOfFinancialAssistance	ServiceEvent	7/G	4.13B

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StartDateOfService	ServiceEvent	6/F	4.14A
EndDateOfService	ServiceEvent	7/G	4.14B

Global Variable

1. *ReceivedHPRP*

Local Variable

1. *ReceivedHPRPInYear* - Used for the reporting of services and financial assistance received during the reporting period (columns 2 and 4 in the above tables). Unlike other questions on the HPRP APR, only services and financial assistance that were provided within the reporting period are to be counted in these columns. By comparison, the *ReceivedHPRP* variable used in other questions counts services or financial assistance that may have occurred prior to the reporting period as long as they were provided during a program enrollment that was active during that period. To populate *ReceivedHPRPInYear*, set to “Y” if **both** of the following are true, and “N” otherwise.

- The *ServiceStartDate* is less than or equal to the *ReportEndDate*.
- The *ServiceEndDate* is blank or greater than or equal to the *ReportStartDate*.

(ServiceStartDate <= ReportEndDate)
and *(ServiceEndDate = "" or ServiceEndDate >= ReportStartDate)*

Programming Logic

For the “reporting period” columns, the total rows should reflect the total unduplicated number of persons who received an HPRP service during the reporting period while served in an HPRP program (*ReceivedHPRPInYear* is set to “Y”). Each financial assistance and housing relocation & stabilization services should be separately reported on for both homeless assistance and for prevention, with unduplicated counts covering both tabulated in 8c.

For the grant-to-date columns, the total rows should reflect the total unduplicated number of persons who have received HPRP services since the inception of the grant through the end of reporting period associated with this APR. (*ReceivedHPRP* is set to “Y”)

Use the [start date of financial assistance] (4.13A), [end date of financial assistance] (4.13B), [start date of service] (4.14A) and [end date of service] (4.14B) fields to determine HPRP services which occurred during the appropriate date range (either the reporting period or grant-to-date, depending on the column).

As with all other HPRP APR questions, only count persons who were present in a household during the time of the HPRP service.

1. **Homelessness Prevention and Homeless Assistance tables:** The *HousingStatusAtEntry* determines if a person/household is reported under the Homelessness Prevention or Homeless Assistance service category.
 - a. **Homelessness Prevention (8A):** Grantees should report persons/households whose *HousingStatusAtEntry* is “Imminently losing their housing” (2), “Unstably housed and at-risk of losing their housing” (3), or “Stably housed” (4) and who were provided one or more Financial Assistance or Housing Relocation and Stabilization services during the reporting period and grant-to-date periods. Note that while a service provided to any member of the household constitutes a service to each member of the household present during that service event, each HMIS software may address this differently.

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- b. **Homeless Assistance (8B):** Grantees should report persons/households whose *HousingStatusAtEntry* is “literally homeless” (1) and who were provided one or more Financial Assistance or Housing Relocation and Stabilization services during the reporting period and grant-to-date periods.
 - c. As with all other questions on the HPRP APR, persons/households who have a Housing Status at entry of “don’t know” (8) or “refused” (9) or for whom this data is missing should be excluded from both the Homelessness Prevention and Homeless Assistance columns.
2. **Total table (8C):** Grantees should report the total distinct number of persons/households who were provided one or more HPRP services during the reporting period or grant-to-date periods. Distinct persons/households should only be counted once in the Total table, even if they are reported in both the Homeless Assistance and Homelessness Prevention table.
3. **Service rows:**
- a. **Financial Assistance:** Grantees should report the number of persons and households that were provided each of the following types of HPRP funded financial assistance: rental assistance (*ServiceEventType* of 1 and *ServiceCode* of 1), security/utility deposits (*ServiceEventType* of 1 and *ServiceCode* of 2 OR *ServiceEventType* of 1 and *ServiceCode* of 3), utility payments (*ServiceEventType* of 1 and *ServiceCode* of 4), moving cost assistance (*ServiceEventType* of 1 and *ServiceCode* of 5), motel and hotel vouchers (*ServiceEventType* of 1 and *ServiceCode* of 6).
 - i. A person/household may be provided the same type of financial assistance multiple times during a reporting period, but will only be counted one time under each type of financial assistance. For example, if a household received utility assistance for one month, skipped a month, and then received it for another month, this household would only be counted once.
 - ii. A person/household may be provided multiple kinds of financial assistance during the reporting period – in such cases each person/household would be counted one time under each financial assistance type for the period. For example, if a household received both rental assistance and a utility assistance payment, the household would be counted once for rental assistance and once for utility assistance payment.
 - iii. **Total-Financial Assistance row:** Report the total unduplicated number of persons and households who were provided any type of HPRP funded Financial Assistance during the reporting periods. Count each person/household only once, even if they were provided multiple types of financial assistance during the reporting period. Since a person or household can be reported in multiple service types, the row will not necessarily equal the sum of persons/households reported in each of the separate service types.
 - b. **Housing Relocation and Stabilization Services:** Grantees should report the number of persons and households that were provided each of the following types of HPRP funded services: case management (*ServiceEventType* of 2 and *ServiceCode* of 1), outreach and engagement (*ServiceEventType* of 2 and *ServiceCode* of 2), housing search and placement (*ServiceEventType* of 2 and *ServiceCode* of 3), legal services (*ServiceEventType* of 2 and *ServiceCode* of 4), and credit repair (*ServiceEventType* of 2 and *ServiceCode* of 5).
 - i. A person/household may be provided the same type of service multiple times during the reporting period, but will only be counted one time under each type of service. For

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example, if a household receives legal services for one month, skips a month, and receives it for the third month in the quarter, this household would only be counted once.

ii. A person/household may be provided multiple services during the reporting period – in such cases each person/household would be counted one time for each service type for the period. For example, if a household receives case management and legal services the household would be counted once for case management and once for legal services.

iii. **Total-Housing Relocation & Stabilization Services row:** Grantees should report the total number of persons and households who were provided any type of HPRP funded Housing Relocation & Stabilization Service during the reporting periods. Count each person/household only once, even if they were provided multiple types of services during the reporting period. Since a person or household can be reported in multiple service types, the row will not necessary equal the sum of persons/households reported in each of the separate service types.

HPRP #12 (Q19 in the CoC APR): Persons Served by Victim Service Providers

As this question is not derived from HMIS, there is no programming logic, however the question is asked differently for HPRP than on the CoC APR. The layout of the HPRP-specific Domestic Violence question is below.

12. Persons Served by Victim Services Providers

**Persons Served by Victim Service Providers
Number of Persons in Households**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Number of Persons	<i>e-snaps</i> completes				

HPRP #16 (Q25a1 in the CoC APR): Cash Income Sources - Leavers

Please note that the HPRP APR does not include the section of the question in the CoC APR titled Number of Cash Income Sources – Leavers.

HPRP #17 (Q26a1 in the CoC APR): Cash Income Sources - Leavers

Please note that the HPRP APR does not include the section of the question in the CoC APR titled Number of Non-Cash Benefit Sources – Leavers.

HPRP #18 (similar to Q27 in the CoC APR): Length of Participation by Homeless Prevention and Homeless Assistance

This question is similar to Q27 in the CoC APR however instead of being broken down by leavers and stayers this report is for leavers only (*LeaverOrStayer* equal to “L”) and counts the number of clients that received HPRP services or financial assistance (*ReceivedHPRP* equal to “Y”) in the various length of stay increments by

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homeless prevention (*HousingStatusAtEntry* is equal to 2, 3, or 4) and homeless assistance (*HousingStatusAtEntry* is equal to 1).

Please note also that the longer length of participation categories have been collapsed into a single ‘More Than 3 Years’ category for the HPRP APR as it is not possible to exceed 3 years in the program; any responses in this category likely indicate a data quality issue.

18. Length of Participation by Homelessness Prevention and Homeless Assistance (Leavers Only)

**Length of Participation
Number of Leavers**

	Total	Homelessness Prevention	Homeless Assistance
30 days or less			
31 to 60 days			
61 to 180 days			
181 to 365 days			
366 to 730 Days (1-2 Yrs)			
731 to 1095 Days (2-3 Yrs)			
More than 3 Years			
Information Missing			
Total			

Average and Median Length of Participation in Days

	Average Length	Median Length
Homelessness Prevention		
Homeless Assistance		

Business Logic

This question is similar to Q27 in the CoC APR, but reports on leavers only (*LeaverOrStayer* equal to “L”). It reports the number of clients in the various length of stay increments by homelessness prevention (*HousingStatusAtEntry* is equal to 2, 3, or 4) and homeless assistance (*HousingStatusAtEntry* is equal to 1).

Persons should be counted only once per column in each of the appropriate columns of the table. Persons may be reported in both the homelessness prevention and homeless assistance categories if they had more than one relevant program stay with a different housing status at intake for each program stay. Use each person’s program stay closest to the end of the reporting period for each different housing status option.

For the total column, simply use each person’s program stay closest to the end of the year regardless of housing status.

The average and median lengths of participation are reported *only* by homelessness prevention and homeless assistance. As with the main table, use the length of participation from each person’s last program stay in each of the two categories.

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Programming Instructions

Variables Used

Fields Referenced from the HUD HMIS Data Standards

Primary Field Name	Table	HUD CSV REF	HUD Data Standards Reference
HousingStatusAtEntry	ProgramParticipation	14/N	3.11

HPRP #19 (Not on the CoC APR): Housing Status at Entry and Exit

Housing Status at Entry and Exit All Leavers

Housing Status at Entry	Housing Status at Exit					
	Literally homeless	Imminently losing their housing	Unstably housed and at risk of losing their housing	Stably housed	Don't know/ Refused	Missing this Information
Literally homeless						
Imminently losing their housing						
Unstably housed and at risk of losing their housing						
Stably housed						
Total number of persons	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes

Business Rules

1. Report the housing status at entry for all persons served by the project during the reporting period.
2. Use each person's last program stay closest to the end of the reporting period.

Programming Instructions

Variables Used

Fields Referenced from the HUD HMIS Data Standards

Primary Field Name	Table	HUD CSV REF	HUD Data Standards Reference
HousingStatusAtEntry	ProgramParticipation	14/N	3.11
HousingStatusAtExit	ProgramParticipation	15/O	3.11

Global Variables

1. LastEpisode
2. ReceivedHPRP

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Programming Logic

1. Each column is an exit housing status, represented by HousingStatusAtExit. Determine the applicable records for each column as follows:
 - A) *Literally Homeless* = Count all records where the client left during the reporting period (LeaverOrStayer equals "L") and the last program participation episode (LastEpisode equals "Y") shows the client was literally homeless at exit (HousingStatusAtExit equals 1).
 - B) *Imminently losing their housing* = Count all records where the client left during the reporting period (LeaverOrStayer equals "L") and the last program participation episode (LastEpisode equals "Y") shows the client was imminently losing their housing (HousingStatusAtExit equals 2).
 - C) *Unstably housed and at-risk of losing their housing* = Count all records where the client left during the reporting period (LeaverOrStayer equals "L") and the last program participation episode (LastEpisode equals "Y") shows the client is unstably housed and at-risk of losing their housing (HousingStatusAtExit equals 3).
 - D) *Stably housed* = Count all records where the client left during the reporting period (LeaverOrStayer equals "L") and the last program participation episode (LastEpisode equals "Y") shows the client is stably housed (HousingStatusAtExit equals 4).
 - E) *Don't know / Refused* = Count all records where the client left during the reporting period (LeaverOrStayer equals "L") and the last program participation episode (LastEpisode equals "Y") shows the client did not know or refused to give their exit housing status (HousingStatusAtExit equals 8 or 9)
 - F) *Missing this information* = Count all records where the client left during the reporting period (LeaverOrStayer equals "L") and the last program participation episode (LastEpisode equals "Y") is missing exit housing status information (HousingStatusAtExit is blank).

2. Each row is an entry housing status, represented by HousingStatusAtEntry. Determine the total records for each row as follows:
 - A) *Literally homeless* = Count all applicable records where the client was literally homeless at entry (HousingStatusAtEntry equals 1).
 - B) *Imminently losing their housing* = Count all applicable records where the client was imminently losing their housing (HousingStatusAtEntry equals 2).
 - C) *Unstably housed and at-risk of losing their housing* = Count all applicable records where the client was unstably housed and at-risk of losing their housing (HousingStatusAtEntry equals 3).
 - D) *Stably housed* = Count all applicable records where the client was stably housed (HousingStatusAtEntry equals 4).

HPRP #20 a1, a2, b1 and b2 (Q29 in the CoC APR): Destination for Leavers

Number of Leavers in Households

Permanent Destinations

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Owned by Client, no Ongoing Subsidy					
Owned by Client, with Ongoing Subsidy					
Rental by Client, no Ongoing Subsidy					

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Rental by Client, VASH Subsidy					
Rental by Client, Ongoing Subsidy other					
PSH for Homeless Persons					
Living With Family, Permanent Tenure					
Living With Friends, Permanent Tenure					
Subtotal					

Temporary Destinations

Emergency Shelter					
TH for Homeless Persons					
Staying With Family, Temporary Tenure					
Staying With Friends, Temporary Tenure					
Place Not Meant For Human Habitation					
Safe Haven					
Hotel or Motel, Paid by Client					
Subtotal					

Institutional Settings

Foster Care					
Psychiatric Facility					
Substance Abuse or Detox Facility					
Hospital (non-Psychiatric)					
Jail or Prison					
Subtotal					

Other Destinations

Deceased					
Other					
Don't Know/Refused					
Information Missing					
Subtotal					
Total					

Business Rules

This question utilizes similar logic as the “Destination for Leavers” question in the CoC APR; however, it is broken down further to denote counts for those with a length of stay of 90 days or less and those with a length of stay greater than 90 days for both homeless prevention and homeless assistance. The HPRP APR question is also slightly different from the CoC APR question in that there is a subtotal row for each of the four general destination types (Permanent, Temporary, Institutional, and Other), as shown above. Please note that you *may* include subtotal rows for each of the four general destination types on the CoC APR, but you are not required to include them.

The Destination for Leavers question layout is exactly the same for each variant of the question but does need to be repeated for each of the following:

- 20a1. Served Greater than 90 Days – Homelessness Prevention
- 20a2. Served Less than or Equal to 90 Days - Homelessness Prevention
- 20b1. Served Greater than 90 Days – Homeless Assistance

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20b2. Served Less than or Equal to 90 Days – Homeless Assistance

If a client was served more than once during the reporting period, destination data should be based on information collected at the last program exit prior to the end of the reporting period. As with other HPRP questions that are broken down by prevention and homeless assistance, a client may be counted in both categories if they were served in both.

Programming Instructions

Variables Used

Fields Referenced from the HUD HMIS Data Standards

Primary Field Name	Table	HUD CSV REF	HUD Data Standards Reference
Destination	ProgramParticipation	17/Q	4.10
HousingStatusAtEntry	ProgramParticipation	14/N	3.11

Global Variables

1. ReceivedHPRP
2. LengthOfStay
3. LeaverOrStayer

Programming Logic

Please refer to the programming logic in the CoC APR specifications for the rules related to the breakdown by [Destination] type and Household Status. The programming logic for each of the four variants of this question is below:

20a1. Served Greater than 90 Days – Homelessness Prevention

This question is similar to Q29 in the CoC APR, but reports on leavers only (*LeaverOrStayer* equal to “L”), that have been served in the program during their last enrollment for more than 90 days (*LengthOfStay* is greater than 90), and received homelessness prevention service(s) or financial assistance (*HousingStatusAtEntry* is equal to 2, 3, or 4 and *ReceivedHPRP* is “Y”).

20a2. Served Less than or Equal to 90 Days - Homelessness Prevention

This question is similar to Q29 in the CoC APR, but reports on leavers only (*LeaverOrStayer* equal to “L”), that have been served in the program during their last enrollment for 90 days or less (*LengthOfStay* is less than or equal to 90), and received homelessness prevention service(s) or financial assistance (*HousingStatusAtEntry* is equal to 2, 3, or 4 and *ReceivedHPRP* is “Y”).

20b1. Served Greater than 90 Days – Homeless Assistance

This question is similar to Q29 in the CoC APR, but reports on leavers only (*LeaverOrStayer* equal to “L”), that have been served in the program during their last program stay for more than 90 days (*LengthOfStay* > 90), and received homelessness prevention service(s) or financial assistance (*HousingStatusAtEntry* is equal to 1 and *ReceivedHPRP* is “Y”).

20b2. Served Less than or Equal to 90 Days – Homeless Assistance

This question is similar to Q29 in the CoC APR, but reports on leavers only (*LeaverOrStayer* equal to “L”), that have been served in the program during their last program stay for 90 days or less (*LengthOfStay* <= 90), and

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received homelessness prevention service(s) or financial assistance (*HousingStatusAtEntry* is equal to 1 and *ReceivedHPRP* is “Y”).

HPRP #21 (not in the CoC APR): Financial Information for HPRP Program

As this question is not derived from HMIS, there is no programming logic, however the question is asked differently for HPRP. The layout of the HPRP-specific Financial Information question is below.

21. Financial Information

Financial Information

Financial Assistance and Housing Relocations & Stabilization Services

Expenditures	Homelessness Prevention		Homeless Assistance		Total	
	Reporting period	Grant to Date	Reporting period	Grant to Date	Reporting period	Grant to Date
Financial Assistance						
Rental assistance					<i>e-snaps</i> completes	<i>e-snaps</i> completes
Security and utility deposits					<i>e-snaps</i> completes	<i>e-snaps</i> completes
Utility payments					<i>e-snaps</i> completes	<i>e-snaps</i> completes
Moving cost assistance					<i>e-snaps</i> completes	<i>e-snaps</i> completes
Motel & hotel vouchers					<i>e-snaps</i> completes	<i>e-snaps</i> completes
Other costs attributable to providing Financial Assistance					<i>e-snaps</i> completes	<i>e-snaps</i> completes
Total Financial Assistance	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes
Housing Relocation & Stabilization Services						
Case management					<i>e-snaps</i> completes	<i>e-snaps</i> completes
Outreach and engagement					<i>e-snaps</i> completes	<i>e-snaps</i> completes
Housing search & placement					<i>e-snaps</i> completes	<i>e-snaps</i> completes
Legal services					<i>e-snaps</i> completes	<i>e-snaps</i> completes
Credit repair					<i>e-snaps</i> completes	<i>e-snaps</i> completes
Other costs attributable to providing Housing Relocation & Stabilization Services					<i>e-snaps</i> completes	<i>e-snaps</i> completes
Total Housing Relocation & Stabilization Services	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes	<i>e-snaps</i> completes
Total Data Collection & Evaluation						
Total Administration						
TOTAL	<i>e-snaps</i>	<i>e-snaps</i>	<i>e-snaps</i>	<i>e-snaps</i>	<i>e-snaps</i>	<i>e-snaps</i>

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