

## VENDOR NOTICE: HPRP APR Updates

August 19, 2011

This email is intended to inform HMIS vendors, solutions providers, and system administrators of some minor changes made to the HPRP APR for Year 2. There are **three** changes that HMIS staff need to note, as they represent modifications they must make to the HPRP APR report programmed into their HMIS software. As a reminder, the Year 2 HPRP APR will open in *e-snaps* on October 1, 2011 and HPRP grantees must submit the HPRP APR by November 30<sup>th</sup>, 2011.

- 1. NEW QUESTION (5c):** As noted in a previous listserv message to vendors, a new question has been added to the HPRP APR for Years 2 and 3. The HPRP APR did not previously report on the total number of all persons served by household type and client type. This made error checking and analysis of the results particularly difficult. HUD has added question 5c to address this issue. The question does not alter the data collection requirements for HPRP grantees, but does require vendors to program a new question into their HPRP APR. The format for the new question is below:

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

#### \*Number of Persons in Households

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

- 2. VENDORS ARE ASKED TO DOUBLE-CHECK THEIR GRANT TO DATE AND YEAR TO DATE PROGRAMMING:** The Year 1 HPRP APR included only one variable for completing most questions – whether the person/household received HPRP services or not, because the timeframe did not matter since it was all in Year 1. In the Years 2 and 3 HPRP APRs there are now two variables required for completing most questions: service received AND **timeframe**. A description of the “grant to date” and “reporting year” calculation is included in the specifications and a detailed description of these terms has been added to the HPRP APR Guidebook to ensure grantees are aware of this important distinction.

- 3. HOUSEHOLD CALCULATION TIP:** Please note that the master households should be calculated using clients (who received HPRP services) from the beginning of the *grant* up to the end of the reporting period. *After* you do that, then count households active during the reporting period for master households active during the year based on intake/exit dates (and HPRP services as well in question 8).

### Updated and New Resources Now Available on HUD HRE

To assist in the effort to implement this change to the HPRP APR for Years 2 and 3, HUD has released the following resources to the HUD HRE ([www.HUDHRE.info](http://www.HUDHRE.info)):

- 1. Update HPRP APR Addendum to the CoC APR Programming Specifications-** All changes to the specs are noted in the front of the document, and include the addition of programming instructions for question 5c. To view the updated HPRP Addendum, please go here: [http://www.hudhre.info/documents/HPRP-APR\\_ProgrammingSpecifications.pdf](http://www.hudhre.info/documents/HPRP-APR_ProgrammingSpecifications.pdf).
- 2. Updated HPRP APR Generation Tool-** The tool has been updated to now include question 5c for the HPRP APR. To view the updated APR Generation Tool, please go here: <http://www.hudhre.info/apr/index.cfm?do=viewHIMSVendorForAPR>.
- 3. New HPRP APR Test Kit-** This HPRP APR Test Kit should be used by HMIS Vendors or HMIS System Administrators to test the results of their systems APR report. ***The Test Kit cannot be downloaded from HUD HRE; it must be requested via the HUD Virtual Help Desk.*** Test kits will be available to vendors immediately and to HMIS System Administrators on September 15<sup>th</sup>.

A new HPRP APR Guidebook will be published within the next few weeks, to ensure that grantees have the information needed to submit their Year 2 HPRP APR.

**All questions related to the APR, Programming Specifications, Test Kit and the APR Report Generation Tool should be submitted via the HUD Virtual Help Desk:**

**<http://www.hudhre.info/helpdesk/index.cfm?do=viewHelpdesk>**