

Regional Task Force on the Homeless

Running Cumulative APR Training

ZoomGrants Monthly Program Reports

HEAP Year Two
November 24, 2020



SAN DIEGO
Regional Task Force
on the Homeless

San Diego County Continuum of Care

Grants & Contracts

HEAP Year Two

Monthly Program Reports Guide

Regional Task Force on the Homeless (RTFH)



November 18, 2020



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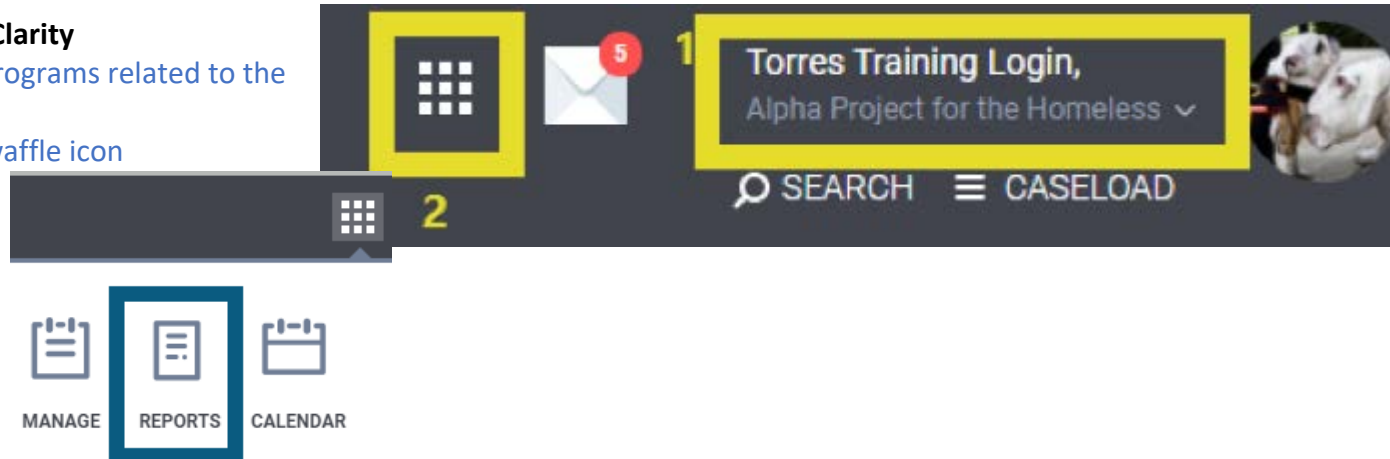
Overview: The purpose of this guide is to support the HEAP YEAR TWO subrecipients run the HMIS Annual Performance Report (APR) in order to analyze, extract, and enter the correct data into ZoomGrants for the Monthly Program Reports.

Training Conducted on November 24, 2020 by the San Diego Regional Taskforce On The Homeless.

Delivered by the Grants & Contracts & the HMIS Teams.

Running the APR in Clarity

1. Choose the programs related to the Contract.
2. Click on the waffle icon
3. Reports Icon will pop up



4. HUD Reports

- a. Select HUD Reports dropdown menu
- b. Select HUDX-227 Annual Performance Report
- c. Click "RUN"

HUD Reports 9 report(s) ▾

[HUDX-106] HUD Veteran By-Name List	▶ RUN 📅 SCHEDULE
[HUDX-111] HUD CSV / XML Program Data Export	▶ RUN MORE INFO ▾
[HUDX-222] Homeless TAY	▶ RUN 📅 SCHEDULE MORE INFO ▾
[HUDX-225] HMIS Data Quality Report [FY 2020]	▶ RUN 📅 SCHEDULE MORE INFO ▾
[HUDX-227] Annual Performance Report [FY 2020]	▶ RUN 📅 SCHEDULE MORE INFO ▾
[HUDX-228] ESG CAPER [FY 2020]	▶ RUN 📅 SCHEDULE MORE INFO ▾

REPORT LIBRARY 1. APR Monthly Time Range

For Training Purposes Only

HUD Reports > [HUDX-227] Annual Performance Report [FY 2020]

Coc Filter Category Agency CoC

CoC San Diego City and County CoC

Program Type(s)

- Choose...
- All
- Emergency Shelter
- Transitional Housing
- PH - Permanent Supportive Housing (disability required)

Program Status Active Programs

Program(s)

- Choose...
- All
- Alpha - ES - Bridge Shelter - SDHC (6975)
- Alpha - ES - Cortez Hotel Test
- Alpha - Outreach - Bridge Shelter Outreach (7039)

Apply Client Location filter No

Choose: Program Type - Tied to the Contract, Program Status – Active Programs, then select the program(s) name(s).

TIP using Ctrl + F will allow you to search for the choices, Ctrl + will allow you to select multiple choices.**

Funding Criteria Not Based on Funding Source

Funding Status Choose...

Funding(s) Choose...

1. Report Date Range 06/01/2020 – 06/30/2020

Report Output Format Web Page PDF Excel CSV-Details CSV-Upload

2. 3. SUBMIT

1. **Monthly Report Date Range:**
Example given includes the first monthly report due July 15, 2020, use time range 06/01/2020 through 06/30/2020 to run the APR.

2. **Report Output:** select PDF

3. **Click Submit**

1a. APR Cumulative Date Range:

After the 1st month, run the Report as cumulative. November monthly reports should have the dates 06/01/2020 through 10/31/2020

2. Reports Output: PDF

3. Click Submit

Report Date Range 06/01/2020 – 10/31/2020

Report Output Format Web Page PDF Excel CSV-Details

1a. APR Cumulative YTD

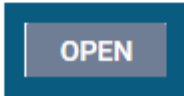


When the report is ready, "REPORT IS READY" screen will pop up,

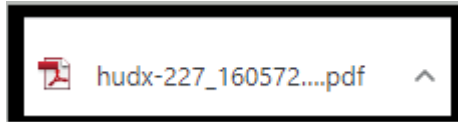
- Click [Open](#)

REPORT IS READY.

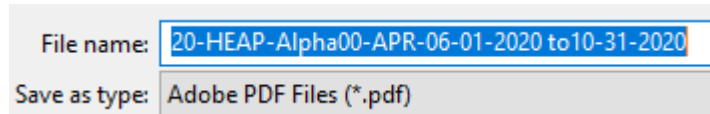
Report "[HUDX-227] Annual Performance
Report [FY 2020]" is completed.



The report will open as a PDF.



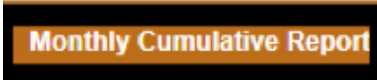
Save as: Contract ID - APR- Time Range of Report



TIP: You will need to upload the PDF into ZoomGrants when submitting the monthly program reports.

ZoomGrants Monthly Program Report Instructions: APR Specific Questions that are used to collect the correct data.
TIPS: Q15 and Q23 in the APR will be the main focus.

Log into ZoomGrants, click on Monthly Reports



- 1 Program Type: Service Programs
2. Have you inputted all client data into HMIS? Yes
 No, explain:

3. How many unduplicated homeless persons did you serve to date?

Q15. Living Situation					
Program Applicability: All Projects					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter	21	3	17	1	0
Transitional housing for homeless persons (including homeless youth)	4	1	3	0	0
Place not meant for habitation	288	57	226	5	0
Safe Haven	16	6	8	2	0
Host Home (non-crisis)	2	1	1	0	0
Subtotal	331	68	255	8	0
Institutional Settings # 3 in Zoom Grants					

TIP: Q 15 in APR "Subtotal"

Running Cumulative APR for Monthly Program Reports in ZoomGrants.

4. How many unduplicated at risk of homelessness persons did you serve to date? Manual calculations may be required.

TIP: Use Q15 in APR: Add the Green boxes and subtract the red X “Institutional Settings Subtotal” + “Other Locations Subtotals”, subtract (-) special responses “Data Not Collected” & “Client Doesn’t Know/Client Refused”

Q15. Living Situation	
Program Applicability: All Projects	
	Total
Homeless Situations	
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter	21
Transitional housing for homeless persons (including homeless youth)	4
Place not meant for habitation	288
Safe Haven	16
Host Home (non-crisis)	2
Subtotal	331
Institutional Settings	
Psychiatric hospital or other psychiatric facility	3
Substance abuse treatment facility or detox center	5
Hospital or other residential non-psychiatric medical facility	4
Jail, prison or juvenile detention facility	6
Foster care home or foster care group home	5
Long-term care facility or nursing home	1
Residential project or halfway house with no homeless criteria	1
Subtotal	25

For training purposes: 25+24-5

Q15. Living Situation	
Program Applicability: All Projects	
	Total
Other Locations	
Permanent housing (other than RRH) for formerly homeless persons	0
Owned by client, no ongoing housing subsidy	0
Owned by client, with ongoing housing subsidy	0
Rental by client, with RRH or equivalent subsidy	1
Rental by client, with HCV voucher (tenant or project based)	3
Rental by client in a public housing unit	0
Rental by client, no ongoing housing subsidy	0
Rental by client, with VASH housing subsidy	0
Rental by client, with GPD TIP housing subsidy	1
Rental by client, with other ongoing housing subsidy	0
Hotel or motel paid for without emergency shelter voucher	1
Staying or living in a friend's room, apartment or house	8
Staying or living in a family member's room, apartment or house	5
Client Doesn't Know/Client Refused	0
Data not collected	5
Subtotal	24
Total	380

Subtract Special Responses: Client Doesn't Know/Client Refused, Data Not Collected

5. Unduplicated instances of services (encounters) occurred this month? **Retired Question.** Enter “0” for #5

6. How many unduplicated unsheltered homeless persons did you serve to date?

TIP: Q 15 in APR Total for "Place Not Meant for Habitation"

Q15. Living Situation #6 in ZoomGrants		
Program Applicability: All Projects		
	Total	Without Children
Homeless Situations		
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter	21	3
Transitional housing for homeless persons (including homeless youth)	4	1
Place not meant for habitation	288	57
Safe Haven	16	6
Host Home (non-crisis)	2	1
Subtotal	331	68

8. Are there any issues you would like to share with RTFH in regards to implementation of your project? (open field, comment any discrepancies, or things RTFH should know related to the program monthly report).

Make sure the APR report is uploaded into ZoomGrants as a PDF & Click "Submit", if you need to unsubmit click on "unsubmit".

Documents Requested *	Required?	Attached Documents *
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Running Cumulative APR for Monthly Program Reports in ZoomGrants.

7. How many unduplicated homeless persons entering permanent housing did you serve to date?

TIP: Q 23c in APR "Exit Destination" "Subtotal"

Q23c. Exit Destination # 7 in ZoomGrants			
Program Applicability: All Projects			
	Total	Without Children	With Children and Adults
Permanent Destinations			
Moved from one HOPWA funded project to HOPWA PH	0	0	0
Owned by client, no ongoing housing subsidy	26	2	21
Owned by client, with ongoing housing subsidy	4	0	4
Rental by client, no ongoing housing subsidy	367	5	359
Rental by client, with VASH housing subsidy	1	0	1
Rental by client, with GPD TIP housing subsidy	0	0	0
Rental by client, with other ongoing housing subsidy	32	0	32
Permanent housing (other than RRH) for formerly homeless persons	1	0	1
Staying or living with family, permanent tenure	5	0	5
Staying or living with friends, permanent tenure	2	0	2
Rental by client, with RRH or equivalent subsidy	6	1	5
Rental by client, with HCV voucher (tenant or project based)	0	0	0
Rental by client in a public housing unit	3	0	3
Subtotal	447	8	433

HEAP YEAR TWO 2020-2021

Monthly Cumulative

Report Schedule

Due Date Monthly Program Report	APR Time Range
July 15, 2020	June 01,2020 through June 30, 2020
Aug 15, 2020	June 01,2020 through July 31, 2020
Sept 15, 2020	June 01,2020 through Aug 31, 2020
Oct 15,2020	June 01,2020 through Sept 30, 2020
Nov 15, 2020	June 01,2020 through Oct 31, 2020
Dec 15,2020	June 01,2020 through Nov 30, 2020
Jan 15,2021	June 01,2020 through Dec 31, 2020
Feb 15,2021	June 01,2020 through Jan 31, 2021
March 15,2021	June 01,2020 through Feb 28, 2021
April 15, 2021	June 01,2020 through March 31, 2021
May 15, 2021	June 01,2020 through April 30, 2021
June 15, 2021	June 01, 2020 through May 31, 2021

Questions related to Grants & Contracts

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Questions related to HMIS

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Also visit the RTFH Website:

[Grant Recipients Link](#)

[RTFH HMIS Link](#)