

## 2024 Detail Instructions for Renewal Projects- Performance Section

This guide is to assist renewal projects as they prepare to complete the internal renewal program application (IRPA). The table of contents below provides the appropriate page numbers to assist in the review of data and response in the IRPA performance section.

Each section of the guide provides instructions, links, and screen shots for the appropriate steps in the process for obtaining and reviewing data.

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Two options are available to your agency for the CoC Renewal Application's performance section. You can run a APR/CAPER Review tool OR use the Annual Performance Report (APR).

## Run your APR/CAPER Review Tool

Use [this HMIS guide](#) to pull the APR/CAPER Review Tool. Make sure you use the Make sure you use the appropriate time based on the following:

- 1) For reviewing your project outcomes, you can use any applicable time period.
  - a. For CoC renewal application it will be January-December of the previous year.
- 2) The review tool is not what is submitted to HUD when you close-out so be careful to only use this to address data quality issues or for the purposes of the CoC Renewal application.

Go to the sections of this guide that review the performance questions applicable to your completion of the renewal application.

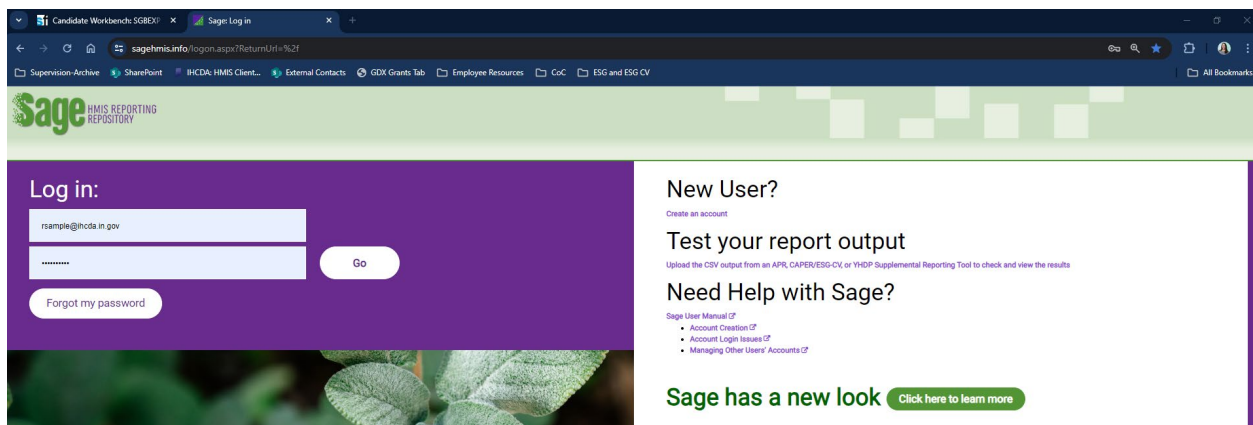
## Run your APR and Upload it to SAGE for Review

Use [this HMIS guide](#) to pull your Annual Performance Report (APR). Make sure you use the appropriate time based on the following:

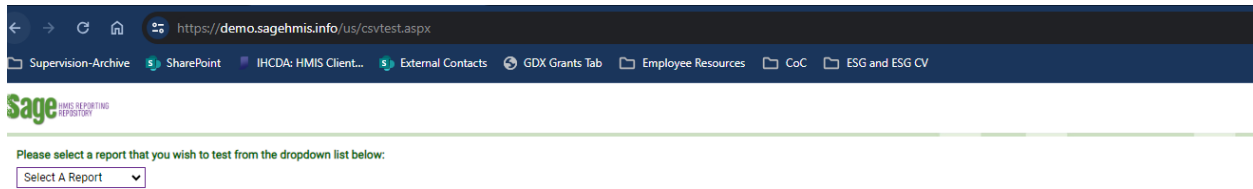
- 3) For reviewing your project outcomes you can use any applicable time period.
  - a. For CoC renewal application it will be January-December of the previous year.
- 4) Please note that your close-out time is likely to be different than this frame. Do not use your close-out report.

Go to SAGE: <https://www.sagehmis.info/login.aspx?ReturnUrl=%2f>

You do not need a SAGE account to test your report.



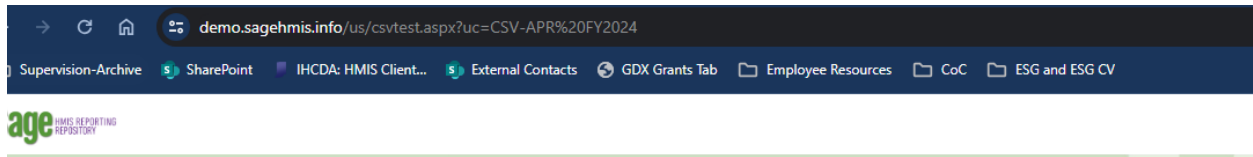
Click on "Test your report output" and go to this link: <https://demo.sagehmis.info/us/csvtest.aspx>



On the option to “Select a Report” drop-down to the appropriate option:

- 1) CoC programs with rental assistance or leasing: CSV-APR FY2024
- 2) CoC programs that were for coordinated entry services only: CSV-APR CE FY2024
- 3) For ESG CSV-CAPER FY2024

Once you select an option additional information should appear. Please review to make sure you upload correctly.

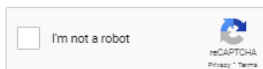


### Test a CSV-APR FY2024

Sage requires a CSV-APR FY2024 generated by your HIMS (or comparable data base for DV providers) in a .zip file, to be uploaded to the system. Follow the steps below to test your CSV-APR file and/or to create a printable version of your CSV-APR FY2023.

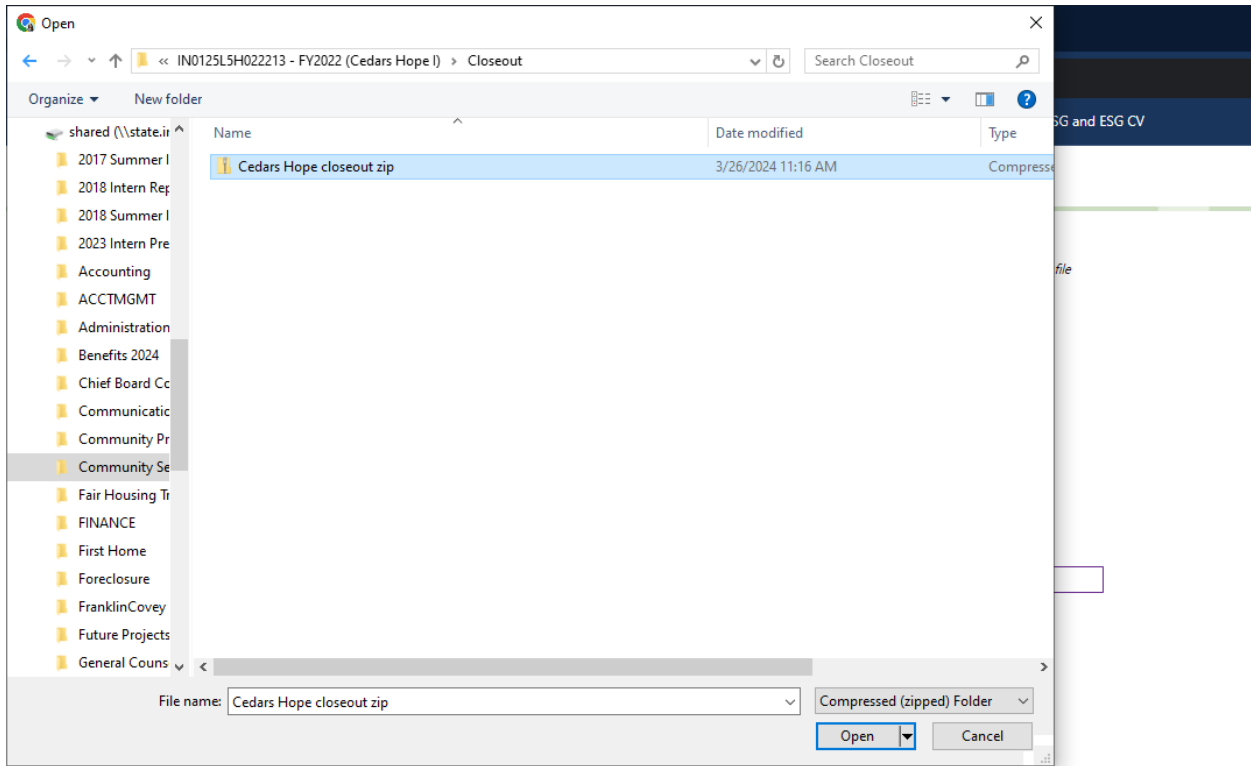
1. Download the CSV-APR from your HIMS or comparable database and save it to your computer. Remember where you place it – so you can find it.
2. Click the browse button below. Your computer's file directory will appear. Find the CSV-APR Report you saved and double click on it.
3. Check the box next to "I am not a Robot" and complete the verification steps if necessary.
4. Click on "Upload and Test" button to upload the file from your computer to Sage.
5. A results message will show:  
*If there are no errors in the file Sage will tell you the CSV passed. Click the "Create Report" button and Sage will produce a printable version of your APR.*  
*If there are errors, you will need to fix the problem(s) in your HIMS or comparable database and download a new CSV-APR.*  
*You can enter your email address and click "Go" if you want a copy of the errors sent to you. Refer to the Sage guidebook in the Resources tab for additional instructions.*
6. If you want to test another CSV, repeat the process outlined above.

Choose File No file chosen

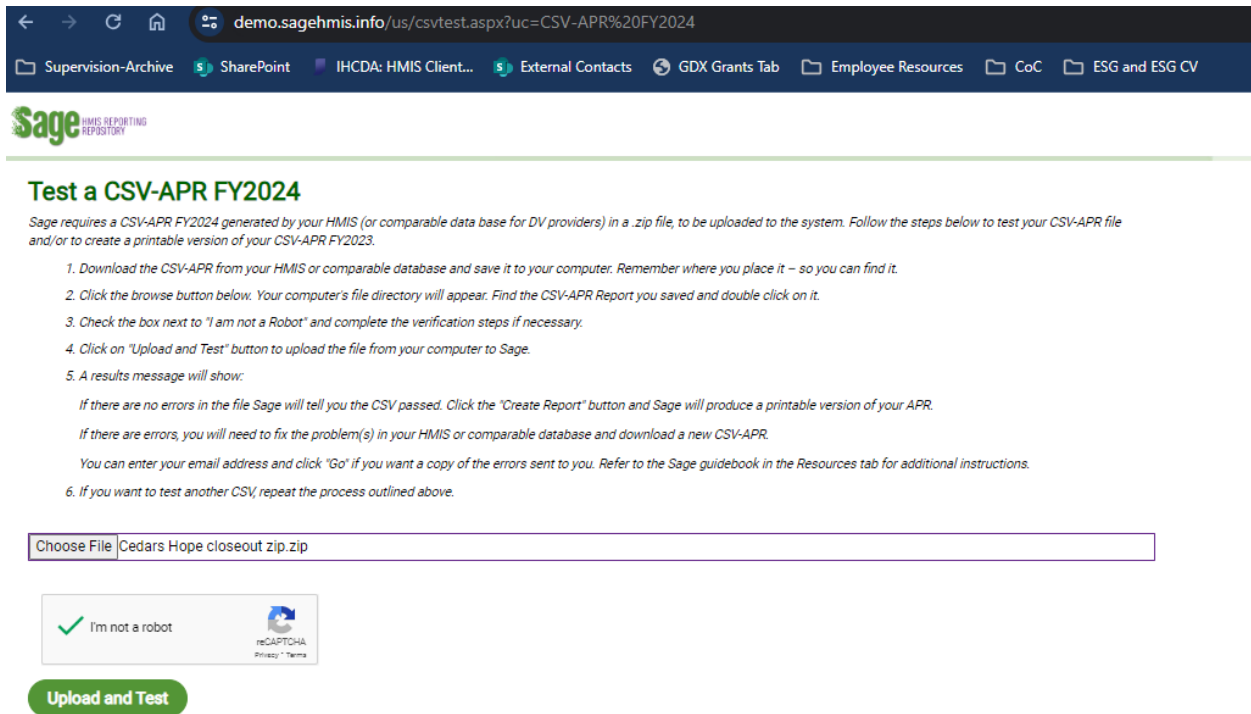


Upload and Test

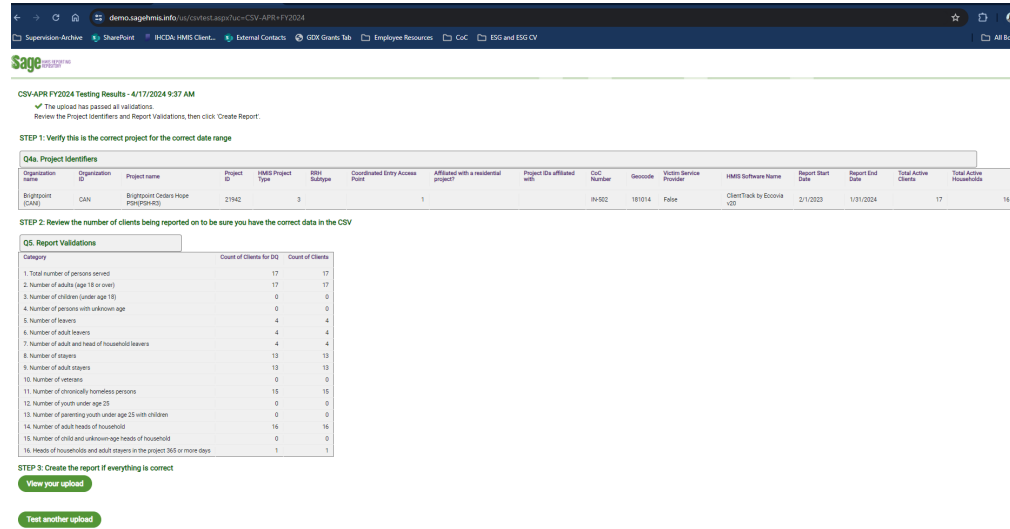
Locate the file you want to use from HIMS, and hit “open” when you’re ready to upload.



The file should appear in the “Choose File” field and you should select the box for “I’m not a robot” and hit “Upload and Test”



If the file was accepted it should provide a short report verification opportunity that lists out key information from the data you uploaded. If there is an error, then use the APR/CAPER Review Tool from the HMIS team to identify problems and correct them. You will need to download a new APR/CAPER after errors are corrected. Contact the Client Track Help Desk or DV Client Track Help Desk if you have questions.




For CoC: When you review the testing results and there are no obvious errors, please check for the following:

- 1) Does the project name match the project you are reporting or reviewing?
- 2) Does the date range listed under “Report Start Date” and “Report End Date” match the timeframe you need to provide for close-out or outcome reporting?
- 3) Does the clients in “Total Active Clients” and “Total Active Households” line up with your expected enrollments?
- 4) If there are no problems above, check the report validations for any issues. If you find none, then go to “Step 3: Create the report if everything is correct” and “View Your Upload.”

Your report will appear on a new page and start with “Q4a: Project Identifiers in HMIS” and continue through the other sections of the report. If you are closing out, look at the close-out report provided to you by the grant analyst and review the key questions and provide narrative if needed. If you’re not sure you need to provide narrative, speak with the grant analyst before your report is due.

Use the opportunity to “Print to PDF” from the Sage APR Report that has appeared on your page. Right click on the webpage where your APR report has appeared and select “Print” then use “Print to PDF” or “Save as PDF” option.

4/17/24, 12:12 PM Sage  
 https://sinfo.sageinfo.com/info/report.aspx?report=APR%20FY2024&params=334597  
 Wed Apr 17 2024 12:43:44 (GMT+04:00 Eastern Daylight Time)



**Q04: Project Identifiers in HMS**

Organization Name	Organization ID	Project Name	Project ID	HMS Project Type	Method for Testing	Affiliated with a residential project	Project ID of Affiliation	CoC Number	Service	Victim Service Provider	HMS Software Name	Report Start Date	Report End Date	Total Active Clients	Total Active Households	CSV Exception?	Use for PDF
Brightpoint (CAG)	CAG	Brightpoint Clients Hops PSPS	2142	0				89-502	180314	0	ClientTrack by Economi	2023-02-01	2024-01-21	17	16	No	No

**Q05: Report Validations Table**

Category	Count of Clients for Q0	Count of Clients
Total Number of Persons Served	17	17
Number of Adults (Age 18 or Over)	17	17
Number of Children (Under Age 18)	0	0
Number of Persons with Unknown Age	0	0
Number of Leavers	4	4
Number of Adult Leavers	4	4
Number of Adult and Head of Household Leavers	4	4
Number of Stayers	13	13
Number of Adult Stayers	13	13
Number of Veterans	0	0
Number of Chronically Homeless Persons	15	15
Number of Youth Under Age 25	0	0
Number of Parenting Youth Under Age 25 with Children	0	0
Number of Adult Heads of Household	16	16
Number of CHOP and Under-age-18 Heads of Household	0	0
Heads of Household and Adult Stayers in the Project 365 Days or More	1	1

Effective 1/1/2023, this question includes separate columns for totals relevant to the Q0 questions and totals relevant to the entire APR. Data updated prior to 1/1/2023 has been bulk updated to use the same totals for both columns in order to support calculations in the aggregation.

https://sinfo.sageinfo.com/info/report.aspx?report=APR%20FY2024&params=334597 146

4/17/24, 12:12 PM Sage

**Q06: Data Quality: Personally Identifying Information**

Client Does Not Know/Prefer Not to Answer	Information Missing	Data Issues	Total	% of Issue Rate
Name	0	0	0	0%
Social Security Number	0	0	0	0%
Date of Birth	0	0	0	0%
Race/Ethnicity	0	0	0	0%
Gender	0	0	0	0%

Print 46 pages

Destination: Save as PDF

Pages: All

Layout: Landscape

More settings

Save Cancel

# Renewal Application- APR Sections

Now that you have your APR data and are ready to complete your application you can get started. Go to the sections of this guide that review the performance questions applicable to your completion of the renewal application.

## HMIS Data Quality and Timeliness

Scroll to Q6a-Q6c and review the data quality for the following items:

Q6a- Data Quality: Personally Identifiable Information

- Are all errors rates below 5%?

Q6b- Data Quality: Universal Data Elements

- Are all errors rates below 5%?

Q6c- Data Quality: Income and Housing Data Quality

- TH: Are all errors rates below 15%?
- RRH/PSH: Are all errors rates below 10%?

Answer yes or no to each of these. Skip Q6d and go to Q6e and review the timeliness of data entry:

Q6e- Data Quality: Timeliness

- Are all project start records and project exit records completed in fewer than 7 days?

## APR/CAPER Review Tool Format

**Q6a - Data Quality: Personally Identifiable Information**

Data Element	Client Doesn't Know Refused	Information Missing	Data Issues	Total	Percent of Error Rate
Name (3.01)	0	0	0	0	0.00%
Social Security Number (3.02)	0	0	1	1	0.74%
Date of Birth (3.03)	0	0	0	0	0.00%
Race (3.04)	0	0		0	0.00%
Ethnicity (3.05)	0	0		0	0.00%
Gender (3.06)	0	0		0	0.00%
Overall Score				1	0.74%

**Q6b - Data Quality: Universal Data Elements**

Data Element	Error Count	Percent of Error Rate
Veteran Status (3.7)	2	1.67%
Project Entry Date (3.10)	1	0.74%
Relationship to Head of Household (3.15)	2	1.48%
Client Location (3.16)	1	0.98%
Disabling Condition (3.8)	2	1.48%

**Q6c - Data Quality: Income and Housing Data Quality**

Data Element	Error Count	Percent of Error Rate
Destination (3.12)	8	30.77%
Income and Sources (4.2) at Start	16	12.90%
Income and Sources (4.2) at Annual Assessment	49	58.33%
Income and Sources (4.2) at Exit	5	20.83%



**Q6e - Data Quality: Timeliness**

A Time for Record Entry	B Number of Project Start Records	C Number of Project Exit Records
0 days	6	9
1-3 Days	2	2
4-6 days	0	2
7-10 days	4	2
11+ days	9	11

**Sage Format**

**Q06a: Data Quality: Personally Identifying Information**

	Client Doesn't Know/Preferes Not to Answer	Information Missing	Data Issues	Total	% of Issue Rate
Name	0	0	0	0	0%
Social Security Number	0	0	0	0	0%
Date of Birth	0	0	0	0	0%
Race/Ethnicity	0	0	0	0	0%
Gender	0	0	0	0	0%
Overall Score	0	0	0	0	0%

New as of 10/1/2023.

Numbers in *green italics* have been recalculated or weighted based on available totals.

**Q06b: Data Quality: Universal Data Elements**

Data Element	Client Doesn't Know/Preferes Not to Answer	Information Missing	Data Issues	Total	% of Issue Rate
Veteran Status	0	0	0	0	0%
Project Start Date	0	0	0	0	0%
Relationship to Head of Household	0	0	0	0	0%
Enrollment CoC	0	0	0	0	0%
Disabling Condition	0	0	0	0	0%

Numbers in *green italics* have been recalculated or weighted based on available totals.

**Q06c: Data Quality: Income and Housing Data Quality**

Data Element	Client Doesn't Know/Preferes Not to Answer	Information Missing	Data Issues	Total	% of Error Rate
Destination	0	0	0	0	0%
Income and Sources at Start	0	1	0	1	5.88%
Income and Sources at Annual Assessment	0	0	0	0	0%
Income and Sources at Exit	0	0	0	0	0%

Numbers in *green italics* have been recalculated or weighted based on available totals.

Q06e: Data Quality: Timeliness

Time for Record Entry	Number of Project Start Records	Number of Project Exit Records
< 0 days	0	0
0 days	0	3
1-3 Days	0	1
4-6 Days	0	0
7-10 Days	0	0
11+ Days	12	0

Answer yes or no to this question. The more “no” answers you provide the fewer points you can receive.

**HMIS Data Quality and Timeliness- 10 points**

Based on the APR review tool, review the categories below and if the project can answer “yes” then it meets threshold.

*Rationale: missing or null data indicate non-existent or poor data, which negatively impacts project and system performance. Timeliness of data entry is a key measure from the HMIS Data Quality Plan, and a benchmark of quality HMIS administration in accordance with HUD standards.*

**For all project types:**

- All 4 categories meet threshold= 10 points
- 3 categories meet threshold= 5 points
- 2 or fewer categories meet threshold= 0 points

## Households and Persons in Programs for All Applicable Questions

The number of households or persons in a program are a part of several questions in the renewal application. You can locate the number of people and households in a program in Q5a. It may be helpful for you to write down the persons, households and household leavers to help you complete your application.

### APR/CAPER Review Tool Format

Q5a - Report Validations Table

Category	Count Of Clients For DQ	Count Of Clients
Total Number of Persons Served	135	135
Number of adults (age 18 or over)	124	124
Number of children (under age 18)	11	11
Number of persons with Unknown Age	0	0
Number of leavers	26	26
Number of adult leavers	24	24
Number of adult and head of household leavers	24	24
Total Number of Stayers	109	109
Number of Adult Stayers	100	100
Number of Veterans	5	5
Number of Chronically Homeless Persons	105	105
Number of youth under age 25	2	2
Number of parenting youth under age 25 with children	0	0
Number of Adult Heads of Household	102	102
Number of child and unknown-age heads of household	0	0
Heads of households and adult stayers in the project 365 days or more	83	83

## SAGE Format

Q05a: Report Validations Table		
Category	Count of Clients for DQ	Count of Client
Total Number of Persons Served	17	17
Number of Adults (Age 18 or Over)	17	17
Number of Children (Under Age 18)	0	0
Number of Persons with Unknown Age	0	0
Number of Leavers	4	4
Number of Adult Leavers	4	4
Number of Adult and Head of Household Leavers	4	4
Number of Stayers	13	13
Number of Adult Stayers	13	13
Number of Veterans	0	0
Number of Chronically Homeless Persons	15	15
Number of Youth Under Age 25	0	0
Number of Parenting Youth Under Age 25 with Children	0	0
Number of Adult Heads of Household	16	16
Number of Child and Unknown-Age Heads of Household	0	0
Heads of Households and Adult Stayers in the Project 365 Days or More	1	1

Questions will ask about the number of total persons served, number of adults served, and number of “stayers” or “leavers”. Carefully read instructions to see which the question is requesting you use.

For questions that inquire about households, we should look for the number of total Adult Head of Household. If your project serves minor heads of household, then you may need to include the child and unknown-age head of household. If your project *doesn't* serve this population, you may have a data quality issue if you have a child head of household. Heads of household data should be complete and will cause data quality issues if you have an “unknown” aged person in your reporting.

The application system will create a calculation using the person or household information compared to the data point at other parts of the APR.

### Maintain or Exit to Permanent Housing

After you locate the total persons served in Q5A, and total number of stayers (see above on persons chart), go to Q23C “Exit Destination”. Locate households that exit to a positive housing destination.

## APR/CAPER Review Tool Format

### Q23c - Exit Destination

Data Element	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0

Page 10 of 10

Total persons exiting to positive housing destinations	2	2	0	0	0
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## SAGE Format

### Q23c: Exit Destination

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
<b>Homeless Situations</b>					
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Safe Haven	0	0	0	0	0
<b>Subtotal - Homeless Situations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Permanent Situations</b>					
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	1	1	0	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Rental by client, no ongoing housing subsidy	2	2	0	0	0
Rental by client, with ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
<b>Subtotal - Permanent Situations</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Situations</b>					
No Exit Interview Completed	0	0	0	0	0
Other	0	0	0	0	0
Deceased	0	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
<b>Subtotal - Other Situations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total persons exiting to positive housing destinations	3	3	0	0	0
Total persons whose destinations excluded them from the calculation	1	1	0	0	0
Percentage	100.00%	100.00%	0	0	0

### Maintain or Exit to Permanent Housing- 10 points

What is the percentage of exits to positive housing destination or individuals remaining in permanent housing?

$\frac{Q5A, \text{ line 8 Total Number of stayers} + Q23C, \text{ line 43 Total persons exiting to positive housing destinations}}{Q5A, \text{ line 1 (total number of persons served)}}$

### For RRH/TH-RRH:

>90% exiting to PH = 10 points

85-89% = 5 points

<85% = 0 points

### For PSH:

>95%: 10 points

90-94.99%= 5 points

<89.99%= 0 points

## Exits to Homelessness

Using the same question as above, Q23c, look for the households who have exited to a homeless or unknown destinations, and note the total people you need to count from these distinctions. Only include households that are exiting to “Homeless Situation” and “Unknown” and “Client refused/data not collected”. To finish the calculation also go to the Q5a data on “Total Adult Head of Household”.

**APR/CAPER Review Tool Format-** please note these are in different order on this tool than in the APR from SAGE

### Q23c - Exit Destination

Data Element	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
<b>Permanent Destinations</b>					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0

<b>Temporary Destinations</b>					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0

Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	2	2	0	0	0
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Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	8	4	4	0	0

## SAGE Format

### Q23c: Exit Destination

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
<b>Homeless Situations</b>					
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Safe Haven	0	0	0	0	0
<b>Subtotal - Homeless Situations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Institutional Situations</b>					
Foster care home or foster care group home	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	1	1	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
<b>Subtotal - Institutional Situations</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Temporary Situations</b>					
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Host Home (non-crisis)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g. room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g. room, apartment or house)	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
<b>Subtotal - Temporary Situations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Permanent Situations</b>					
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	1	1	0	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Rental by client, no ongoing housing subsidy	2	2	0	0	0
Rental by client, with ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
<b>Subtotal - Permanent Situations</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Situations</b>					
No Exit Interview Completed	0	0	0	0	0
Other	0	0	0	0	0
Deceased	0	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
<b>Subtotal - Other Situations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total persons exiting to positive housing destinations	3	3	0	0	0
Total persons whose destinations excluded them from the calculation	1	1	0	0	0
Percentage	100.00%	100.00%	0	0	0

### Exits to Homelessness- 8 points

What is the percentage of households that exited to homelessness or an unknown destination?

Q23C (emergency shelter, transitional housing, unsheltered homelessness, client refused, data not collected)

Q5A Total Number of Adult Head of Household, line 15

**For all projects:**

<5%= 8 points

≥5%= 0 points

## Maintain or Increase Income

Go to Q19a1 & 2 in the APR. The adults (over 18) that were able to maintain, attain, and increase income is calculated in Q19a1 & 2 using the columns that represent the appropriate fields of data, which for both charts include column 3, 4, 5 and data from row 5 for each of those data points. These data points are compared against the total adults over 18 in Q5A.

## APR/CAPER Review Tool Format

### Q19a1 - Client Cash Income Change - Income Source - by Start and Latest Status

A. Income Change by Income Category Universe Adult Stayers with Income Information at Start and Annual Assessment	B. Had Income Category at Start and Did Not Have It at Annual Assessment	C. Retained Income Category But Had Less at Annual Assessment Than at Start	D. Retained Income Category and Same at Annual Assessment as at Start	E. Retained Income Category and Increased at Annual Assessment	F. Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment	G. Did Not Have the Income Category at Start or at Annual Assessment	H. Total Adults including those with No Income	I. Performance Measures Adults who Gained or Increased Income from Start to Annual Assessment Average Gain	J. Performance measure Percent of persons who accomplished this measure
Number of Adults with Earned Income (i.e., Employment Income)	1	0	0	2	3	24	30	5	16.67
Average Change in Earned Income	-550			1163	1677.81			1471.88	
Number of Adults with Other Income	2	1	0	5	4	18	30	9	30
Average Change in Other Income	-585.5	-220		36.8	759.75			358.11	
Number of Adults with Any Income (i.e., Total Income)	2	1	0	8	5	14	30	13	43.33

**Q19a2 - Client Cash Income Change - Income Source - by Start and Exit**

A. Income Change by Income Category Universe Adult Leavers with Income Information at Start and Exit Assessment	B. Had Income Category at Start and Did Not Have It at Exit Assessment	C. Retained Income Category But Had Less at Exit Assessment Than at Start	D. Retained Income Category and Same at Exit Assessment as at Start	E. Retained Income Category and Increased at Exit Assessment	F. Did Not Have the Income Category at Start and Gained the Income Category at Exit Assessment	G. Did Not Have the Income Category at Start or at Exit Assessment	H. Total Adults including those with No Income	I. Performance Measures Adults who Gained or Increased Income from Start to Exit Assessment Average Gain	J. Performance measure Percent of persons who accomplished this measure
Number of Adults with Earned Income (i.e., Employment Income)	0	0	0	0	0	19	19	0	0
Average Change in Earned Income									
Number of Adults with Other Income	1	0	2	2	4	10	19	6	31.58
Average Change in Other Income	-600			708	913			704.5	
Number of Adults with Any Income (i.e., Total Income)	1	0	2	2	4	10	19	6	31.58

**SAGE Format**

Q19a1: Client Cash Income Change - Income Source - by Start and Latest Status										
Income Change by Income Category (Universe: Adult Leavers with Income Information at Start and Annual Assessment)	Had Income Category at Start and Did Not Have It at Annual Assessment	Retained Income Category but Had Less \$ at Annual Assessment Than at Start	Retained Income Category and Same \$ at Annual Assessment as at Start	Retained Income Category and Increased \$ at Annual Assessment	Did Not have the Income Category at Start and Gained the Income Category at Annual Assessment	Did Not have the Income Category at Start or at Annual Assessment	Total Adults (Including Those with No Income)	Performance Measure: Adults Who Gained or Increased Income from Start to Annual Assessment; Average Gain	Performance measure: Percent of persons who accomplished this measure	
Number of Adults with Earned Income (i.e., Employment Income)	0	0	0	0	0	1	1	0	0%	
Average Change in Earned Income										
Number of Adults with Other Income	0	0	0	0	0	1	1	0	0%	
Average Change in Other Income										
Number of Adults with Any Income (i.e., Total Income)	0	0	0	0	0	1	1	0	0%	
Average Change in Overall Income										

Q19a2: Client Cash Income Change - Income Source - by Start and Exit										
Income Change by Income Category (Universe: Adult Leavers with Income Information at Start and Exit)	Had Income Category at Start and Did Not Have It at Exit	Retained Income Category but Had Less \$ at Exit than at Start	Retained Income Category and Same \$ at Exit as at Start	Retained Income Category and Increased \$ at Exit	Did Not have the Income Category at Start and Gained the Income Category at Exit	Did Not have the Income Category at Start or at Exit	Total Adults (Including Those with No Income)	Performance Measure: Adults Who Gained or Increased Income from Start to Exit; Average Gain	Performance measure: Percent of persons who accomplished this measure	
Number of Adults with Earned Income (i.e., Employment Income)	0	0	0	0	1	2	3	1	33.33%	
Average Change in Earned Income					3054.00			3054.00		
Number of Adults with Other Income	1	0	0	2	0	0	3	2	66.67%	
Average Change in Other Income	-130.00			71.50				71.50		
Number of Adults with Any Income (i.e., Total Income)	0	0	0	2	0	0	3	3	100.00%	
Average Change in Overall Income				1055.67				1055.67		

Numbers in green italics have been recalculated or weighted based on available totals.



<p><b>Maintain or Increase Income- 7 points</b>          What is the percentage of adults (over 18) that maintained or increased any income from project entry to exit/or annual assessment?</p> <p><u>Q19A1+Q19A2 Total adults over 18 maintained or increased income stayers or exited</u>          Q5A Total Number of Adults (over 18)</p>	<p><b>For RRH/TH-RRH:</b>          &gt;35% gain or maintain their income (all types)= 7 points          &lt;34.99%= 0 points</p> <p><b>For PSH:</b>          &gt;25% gain or maintain their income (all types)= 7 points          &lt;24.99%= 0 points</p>
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**Utilization**

In the APR go to Q8B and locate the household counts taken on the four dates in January, April, July, October, and obtain the average of those numbers. The average is compared to the number of households in Q5A, which was obtained under the earlier instructions about households.

**APR/CAPER Review Tool Format**

**Q8b - Point in Time Count of Households on the Last Wednesday**

Point in Time Count of Households on the Last Wednesday	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	81	73	8	0	0
April	79	71	8	0	0
July	78	70	8	0	0
October	77	71	6	0	0

**SAGE Format**

Q8b: Point-in-Time Count of Households on the Last Wednesday					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	13	13	0	0	0
April	2	2	0	0	0
July	2	2	0	0	0
October	2	2	0	0	0

<p><b>Utilization- 2 points</b>          What was your average utilization of your household capacity on the four PIT dates? (APR days listed for Q1-January, Q2-April, Q3-July, Q4-October)  <u>Q8B Total Household for (January +April +July +October)/4</u>          Q5A, line 14 &amp; 15 Total Head of Households</p>	<p><b>For all projects:</b>          Average &gt;90% for the four PIT dates in APR = 2 points</p>
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## Survivors of Domestic Violence

Go to Q14a in the APR. It describes a history of Domestic Violence (DV) reported at enrollment, and compares it to the persons served from Q5A. This is only including households that say “yes” to the DV question.

### APR/CAPER Review Tool Format

#### Q14a - Domestic Violence History

Domestic Violence History	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	38	37	1	0	0
No	71	54	17	0	0
Client Doesn't Know/Client Refused	3	2	1	0	0

### SAGE Format

#### Q14a: History of Domestic Violence, Sexual Assault, Dating Violence, Stalking, or Human Trafficking

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	9	9	0	0	0
No	8	8	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	17	17	0	0	0

### Survivors of Domestic Violence- 5 points (reported at entry)

- Persons served in the project have a history of domestic violence.

14a (total persons with DV history)

5a, line 1 (Total Number of Persons Served on the APR review tool)

**For all projects:**  
>25% history of DV= 5 points

## Severe Service Needs

Review the Q13A2 in the APR, which reports the persons in the program who report conditions at their enrollment.

### APR/CAPER Review Tool Format

#### Q13a2 - Number of Conditions at Start

Number of Conditions at Start	Total	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
None	15	1	5	9	0	0
1 Condition	20	14	5	1	0	0
2 Conditions	39	33	6	0	0	0
3+ Conditions	57	54	3	0	0	0
Condition Unknown	2	2	0	0	0	0
Client doesn't know/Client refused	0	0	0	0	0	0
Data Not Collected	2	1	0	1	0	0
Total	135	105	19	11	0	0

## SAGE Format

### Q13a2: Number of Conditions at Start

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults G	With Only Children	Unknown Household Type
None	1	1	0	0	0	0	0
1 Condition	3	3	0	0	0	0	0
2 Conditions	2	2	0	0	0	0	0
3+ Conditions	11	11	0	0	0	0	0
Condition Unknown	0	0	0	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0	0	0
Data Not Collected	0	0	0	0	0	0	0
Total	17	17	0	0	0	0	0

G. The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

### Severe Service Needs- 3 points (reported at entry)

- Persons** served in the project have at least one member that have 3+ mental or physical health conditions.  
13A2 (total persons with 3+ conditions)  
 5a, line 1 (Total Number of Persons Served, on the APR review tool)

**For RRH & TH-RRH projects:**  
 >15% households have 3+ condition= 3 points

**For PSH projects:**  
 >60% households have 3+ condition= 3 points