

How to Run/Export the Consolidated Annual Performance & Evaluation Report (CAPER) or Annual Performance Report (APR) in HMIS/DV ClientTrack

Running the Export

1. From the **“Reports”** workspace, select the **“HMIS Exports”** option on the left-hand side of the screen.
 - a. Click on **“CSV CAPER - 2022”** to run the **CAPER**
 - b. Click on **“CSV APR – 2022”** to run the **APR**

The screenshot shows the ClientTrack interface. On the left, the 'Reports' sidebar is expanded, and 'HMIS Exports' is selected. Under 'HMIS Exports', 'CSV APR - 2022' is highlighted with a red box. The main content area displays a welcome message from Grant Peters, 'Welcome to TRAINING!!!!', and instructions to contact the HMIS help desk at HMIShelpdesk@ihcda.in.gov. Below the welcome message, there are two sections: 'My Case Assignments' and 'Lori Wood's Paused Workflows', both showing 'No records found.' At the bottom right, there is a table titled 'Current Program Enrollments'.

ProgramName	Cases	Clients
ESG Prevention My Fake (R10)	23	26
ESG RRH My Fake (R10)	12	14
ESG-CV Homeless Prevention (HP-R8a)	3	3
ESG-CV RRH FAKE TEST(RRH-R8a)	3	5
My Fake Coordinated Entry (R1)	155	165
My Fake Org Prevention (ESG - R10)	5	6
My Fake Org RRH (ESG - R10)	5	6
My Fake Organization (ES - R10)	70	86
My Fake Organization PH (CoC-R10)	206	260
My Fake Organization RHY BCP ES (R10)	35	39

Setting Export Parameters

- Set up the export parameters by entering the date range with a predefined option in the drop-down list or enter the date range in the “Begin Date” field. Your organization will auto populate. Select the “Project Type” and “Project (Name)” for the export. Also select “Generate Validation File” by clicking on the checkbox. A check mark should appear when this option is selected successfully.

Reports

Data Explorer

Files on Server

By Name Lists

HMIS Exports

- APR / CAPER Review
- CSV APR - FY2020
- CSV CAPER - FY2020
- CSV APR - 2022
- CSV CAPER - 2022
- CSV Export 2020
- HUD XML Export
- CSV Export 2022
- SSVF Export - CSV 2022
- RHY Export - CSV 2022
- SSVF Export - CSV 2020
- RHY Export - CSV 2020

HMIS Reports

Administrative Reports

Client Reports

Enrollment Reports

Referral Reports

Reports

ClientTrack

All Search

Lori Wood (Training) | Help | Sign Out

CSV CAPER - HMIS 2022 Standard

Please note that multiple project and project type support is only intended for cases where multiple projects is required for APR submission. For example, a grant with multiple sub-recipients that enter data into multiple projects. Additional projects will affect performance and should only be used when necessary for compliance.

The export will return data based on the combination of all parameters you set. For example, if you choose Organizations "Agency 1" and "Agency 2" and Project "PSH 123" the report will only include clients enrolled in PSH 123 by Agency 1 or Agency 2.

Saved Report Settings

To use previously saved report settings, select the desired settings description. To save the current report settings, select Save Settings, type a description of the settings in the Save As field, select the report criteria, and run the report. The saved settings will appear in the list the next time you access this screen.

Saved Report Settings:

Date Range

Indicate the time period for this report. Only records that fall within the date range you select will be included.

Date Range List:

Begin Date: to

Organization

Indicate which organizations should be included in the report by selecting each organization separately, or click the ☒ icon to select all. Note: The list only shows organizations you are authorized to view. Only enrollments created by the Organizations selected here will be included in the export.

Organization: ☒ 4 County
A Hand Up
ACTION Inc of Delaware County
Affordable Housing Corporation of Marion
Aging & Community Services of South Cent
AIDS Ministries

Reports

Data Explorer

Files on Server

By Name Lists

HMIS Exports

- APR / CAPER Review
- CSV APR - FY2020
- CSV CAPER - FY2020
- CSV APR - 2022
- CSV CAPER - 2022
- CSV Export 2020
- HUD XML Export
- CSV Export 2022
- SSVF Export - CSV 2022
- RHY Export - CSV 2022
- SSVF Export - CSV 2020
- RHY Export - CSV 2020

HMIS Reports

Administrative Reports

Client Reports

Enrollment Reports

Referral Reports

Reports

Service Reports

Other Reports

ClientTrack

All Search

Lori Wood (Training) | Help | Sign Out

CSV CAPER - HMIS 2022 Standard

Use the Grant Program and Grant Component drop down selections to narrow down the list of Grants.

Grant Program:

Grant Component:

Grant(s)

This list displays grants that belong to the organizations you selected above. Indicate which grants should be included in the report by selecting each grant separately, or click the ☒ icon to select all. Use the Grants filter to narrow down the list of projects for your export.

Grant(s): ☐ Filter by Grant(s)

Project

A list of projects based on the grant selected.

Project Type: ☒ Filter by Project Type

Project(s): ☒ Filter by Project(s)

Selected:

- PH - Rapid Re-Housing
- Emergency Shelter
- Transitional Housing
- PH - Permanent Supportive Housing (disability required for entry)
- Street Outreach
- PH - Rapid Re-Housing Services Only

Filter by Project(s):

- ESG-RRH My Fake (R10)
- ESG-CV RRH FAKE TEST(RRH-R8a)
- MM Covid Test ES
- My Fake Org RRH (ESG - R10)
- My Fake Organization SSVF RRH (VA=R10)

Validation File

Checking this box will generate a separate task to generate a validation file once the file export task has completed. This will not affect the running of or delay the main export. THIS MUST be selected to get details of the numbers in the CAPER and the report used to view the export.

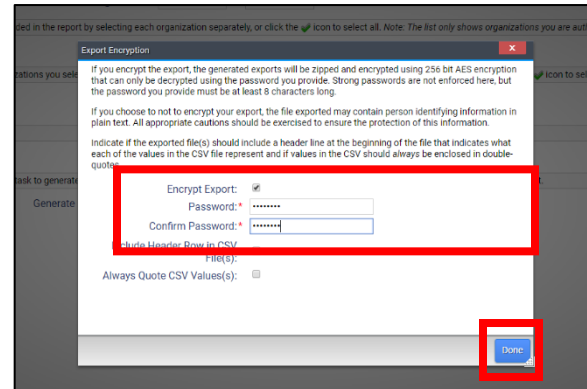
Generate Validation File: ☒

Run Export

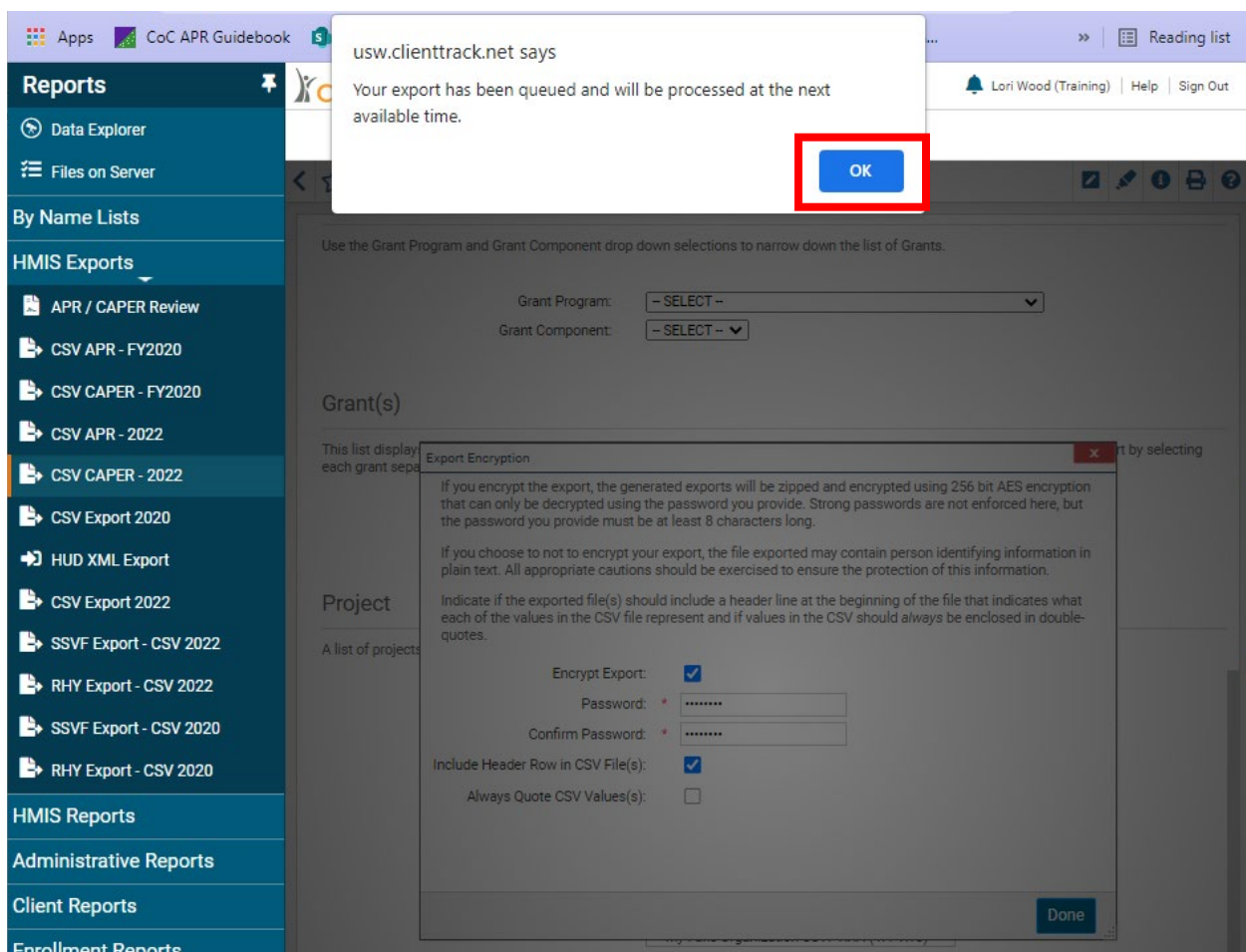
3. Click on **“Run Export”** in the bottom right-hand corner to begin the data export for your program.

Accessing Export Files & Report Preparation

4. An **“Export Encryption”** window will appear where you set the **“Password”** to protect the files. Enter a password and click **“Done”** to continue with the export.



5. A pop-up will appear **“Your export has been queued and will be processed at the next available time.”** Click **“OK”**



6. **NOTE:** It takes approximately 20 – 30 minutes for the report to load. To check the status of your report, click **“Files on Server”**.
7. The report is ready once three separate files are displayed as indicated in the screenshot below. The following files will appear on the **“Files on Server”** screen once your report is ready.

a. For CAPERs:

- **HMIS APR CAPER 2022 Validation file**
- **HMIS CAPER 2022 Export file**
- **HMIS APR CAPER 2022 Pre-Load file**







b. For APRs:

- **HMIS APR CAPER 2022 Validation file**
- **HMIS APR 2022 Export file**
- **HMIS APR CAPER 2022 Pre-Load file**

Files on Server

Displayed below is a list of the files available for you to download. Files may be available for a limited time they expire, and will be automatically removed, on the date specified. To download the file click the download link, to remove the file from file on server click the delete link. The file will no longer be available for download by any user or be available for processing if used in an import once deleted.

[Click to view](#) the status of export or import tasks.

File Name	Creator	Created	Expires
  HMIS APR_CAPER 2022 Validation_20211105153452_TaskID_122360.exe	Lori Wood	11/5/2021 3:34:53 PM	12/5/2021 3:34:53 PM
  HMIS CAPER 2022 Export_20211105153441_TaskID_122359.exe	Lori Wood	11/5/2021 3:34:43 PM	12/5/2021 3:34:43 PM
  HMIS APR_CAPER 2022 Pre-Load_20211105152428_TaskID_122358.exe	Lori Wood	11/5/2021 3:24:29 PM	12/5/2021 3:24:29 PM

8. Next, click on the **“Green download arrow”** located to the left of the **“HMIS CAPER 2022 Export”** file if running a **CAPER**. Click on **“HMIS APR 2022 Export”** file if running an **APR**

CAPER: You will download, compress, and upload the **“HMIS CAPER 2022 Export”** file to **SAGE**.

APR: You will download, compress, and upload the **“HMIS APR 2022 Export”** file to **SAGE**.

IMPORTANT NOTE: SAGE WILL NOT ACCEPT THE “VALIDATION OR PRE-LOAD” FILE. YOU MUST DOWNLOAD, ZIP (COMPRESS), THEN UPLOAD THE “EXPORT FILE” IN SAGE.

9. After selecting the “Green download arrow” to the left of the “HMIS CAPER 2022 Export” file or “HMIS APR 2022 Export” file, your screen will display the window shown below. The downloaded file is now visible in the lower left corner of the screen. Right click on the file and select “Open or Open when done”

The screenshot shows the ClientTrack interface. On the left is a sidebar with navigation links: Reports, Data Explorer, Files on Server, By Name Lists, and HMIS Exports. The 'Files on Server' section is active, displaying a table of files available for download. A modal window titled 'Downloading HMIS CAPER 2022 Export_2021110515344...' is open in the center, providing instructions on how to proceed with the download. At the bottom of the screen, a taskbar shows the downloaded file 'HMIS CAPER 2022....exe'.

File Name	Creator	Created	Expires
HMIS APR_CAPER 2022 Validation_20211105153452_TaskID_122360.exe	Lori Wood	11/5/2021 3:34:53 PM	12/5/2021 3:34:53 PM
HMIS CAPER 2022 Export_20211105153441_TaskID_122359.exe	Lori Wood	11/5/2021 3:34:43 PM	12/5/2021 3:34:43 PM
HMIS APR_CAPER 2022 Pre-Load_20211105152428_TaskID_122358.exe	Lori Wood	11/5/2021 3:24:29 PM	12/5/2021 3:24:29 PM

Download progress window text:

You should have received a download prompt, however if you see an information bar, you may need to click it to allow the download or you can try [clicking here](#)

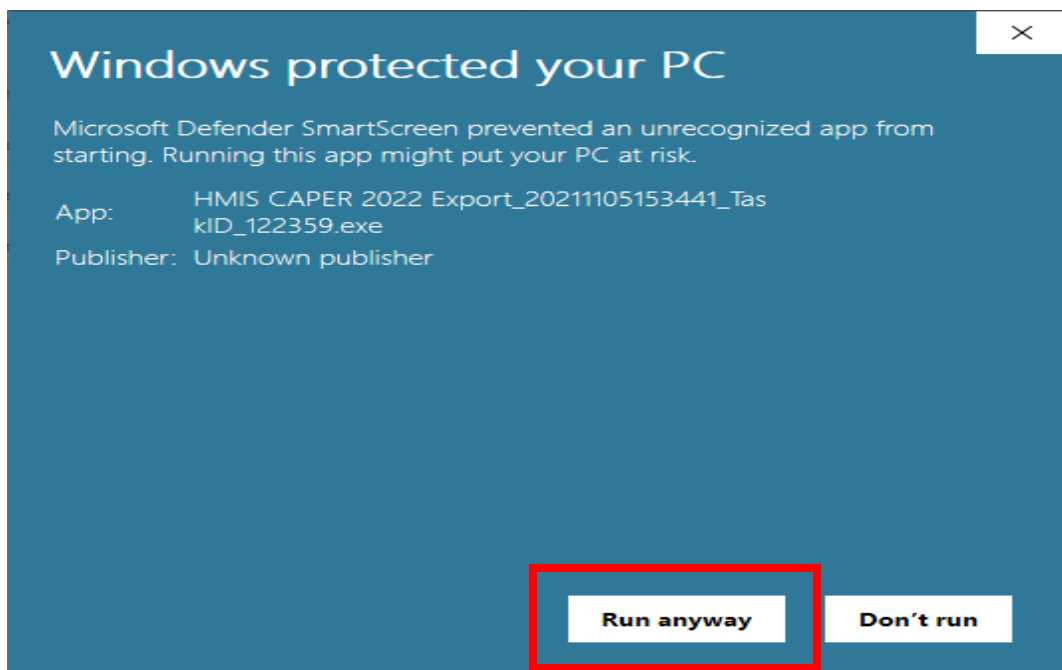
This window will automatically close in 5 seconds. [Close Window](#)

Taskbar: HMIS CAPER 2022....exe

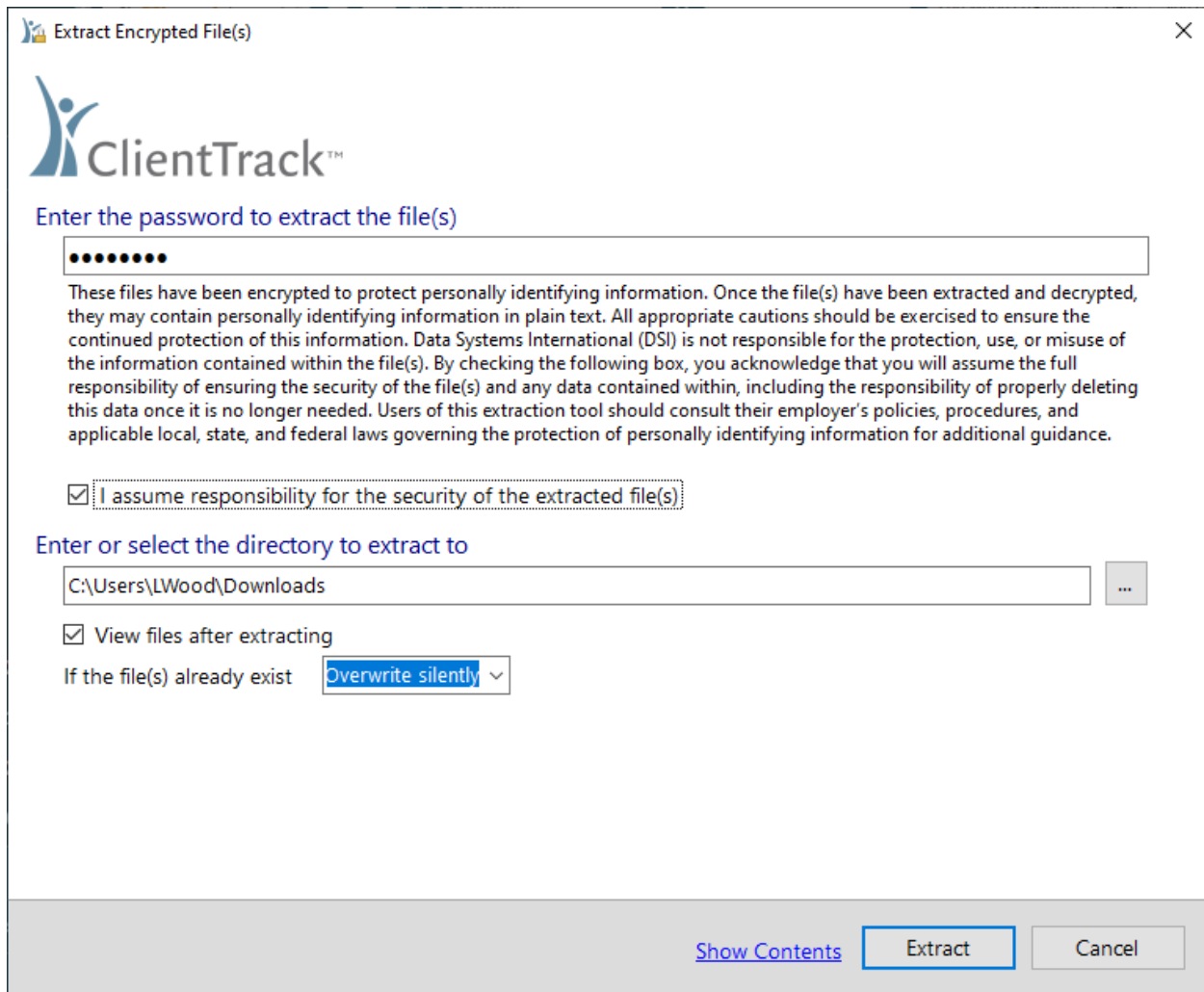
10. You may receive the message below. Please click on **“More info”**



11. Next, click the **“Run anyway”** option as seen below




12. Enter the password you created during **Step 4** of this guide, click the check box **“I assume responsibility for the security of the extracted file(s)”**, then select **“Extract”**



The screenshot shows a dialog box titled "Extract Encrypted File(s)" with a close button (X) in the top right corner. The ClientTrack logo is in the top left. Below the logo, the text "Enter the password to extract the file(s)" is followed by a password input field containing ten dots. A paragraph of disclaimer text follows, stating that the files are encrypted to protect personally identifying information and that the user assumes full responsibility for the security of the extracted files. Below this text is a checked checkbox with the label "I assume responsibility for the security of the extracted file(s)". The next section, "Enter or select the directory to extract to", has a text field containing "C:\Users\LWood\Downloads" and a browse button (...). Below this is another checked checkbox labeled "View files after extracting". At the bottom left, the text "If the file(s) already exist" is followed by a dropdown menu currently set to "Overwrite silently". The bottom right of the dialog features three buttons: "Show Contents" (a link), "Extract" (highlighted with a blue border), and "Cancel".

Extract Encrypted File(s)

 ClientTrack™

Enter the password to extract the file(s)

.....

These files have been encrypted to protect personally identifying information. Once the file(s) have been extracted and decrypted, they may contain personally identifying information in plain text. All appropriate cautions should be exercised to ensure the continued protection of this information. Data Systems International (DSI) is not responsible for the protection, use, or misuse of the information contained within the file(s). By checking the following box, you acknowledge that you will assume the full responsibility of ensuring the security of the file(s) and any data contained within, including the responsibility of properly deleting this data once it is no longer needed. Users of this extraction tool should consult their employer's policies, procedures, and applicable local, state, and federal laws governing the protection of personally identifying information for additional guidance.

☒ I assume responsibility for the security of the extracted file(s)

Enter or select the directory to extract to

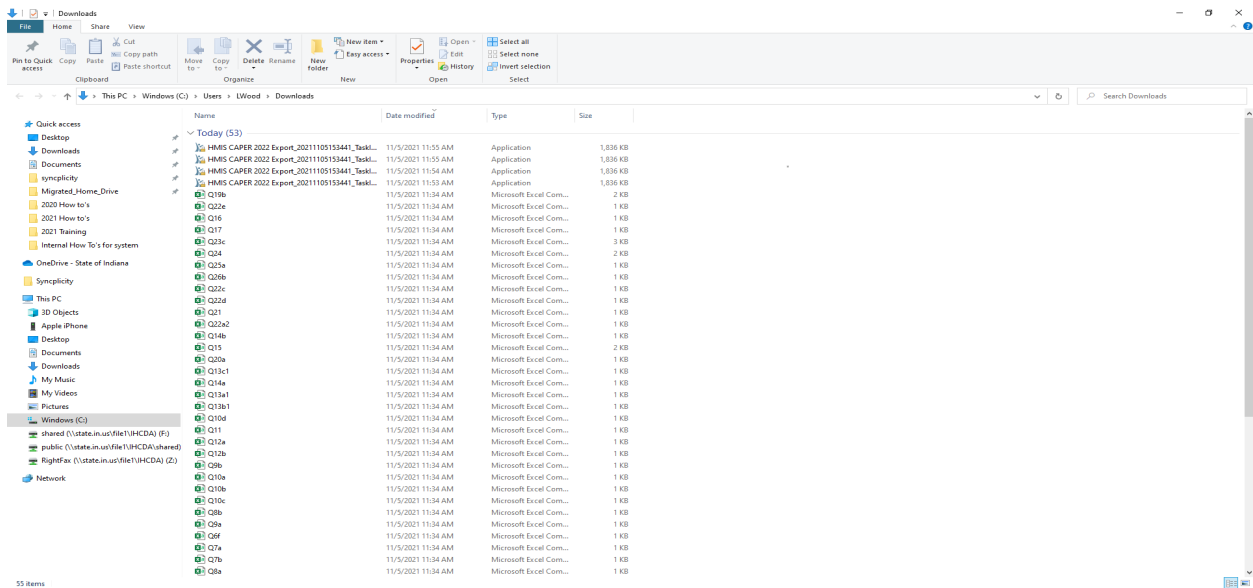
C:\Users\LWood\Downloads ...

☒ View files after extracting

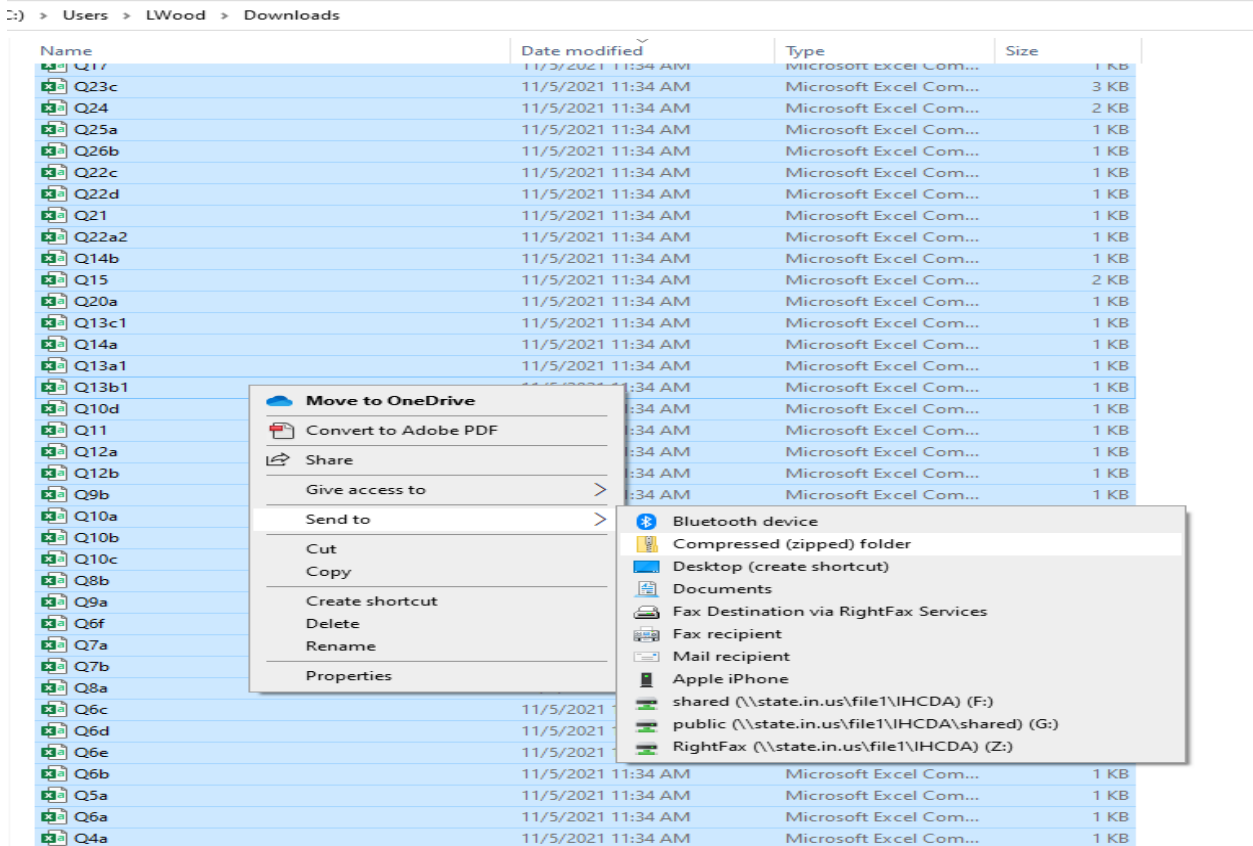
If the file(s) already exist Overwrite silently ▾

[Show Contents](#) **Extract** Cancel

13. The files will download to your computer as seen below.



14. Click on the first “Q” file and hold down the shift key while using your “arrow down” key to highlight all the “Q” labeled report files. Next, right click and select the “Send to” “Compressed (zipped) folder”



15. The “zipped” folder will appear on your screen. Enter the name of your report for the “zipped” folder.

Name	Date modified	Type	Size
CAPER 11.5.21	11/5/2021 11:58 AM	Compressed (zipped)...	14 KB
HMIS CAPER 2022 Export_20211105153441_Taskl...	11/5/2021 11:55 AM	Application	1,836 KB
HMIS CAPER 2022 Export_20211105153441_Taskl...	11/5/2021 11:55 AM	Application	1,836 KB
HMIS CAPER 2022 Export_20211105153441_Taskl...	11/5/2021 11:54 AM	Application	1,836 KB
HMIS CAPER 2022 Export_20211105153441_Taskl...	11/5/2021 11:53 AM	Application	1,836 KB
Q19b	11/5/2021 11:34 AM	Microsoft Excel Com...	2 KB
Q22e	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q16	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q17	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q23c	11/5/2021 11:34 AM	Microsoft Excel Com...	3 KB
Q24	11/5/2021 11:34 AM	Microsoft Excel Com...	2 KB
Q25a	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q26b	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q22c	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q22d	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q21	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q22a2	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q14b	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q15	11/5/2021 11:34 AM	Microsoft Excel Com...	2 KB
Q20a	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q13c1	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q14a	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q13a1	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q13b1	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q10d	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q11	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q12a	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q12b	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q9b	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q10a	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q10b	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q10c	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q8b	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q9a	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q6f	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q7a	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q7b	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q8a	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q6c	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB

56 items | 1 item selected 13.1 KB

16. Next, delete the individual “Q” files still showing in the “download” files on your computer. You only need to keep the “zipped” folder for upload to SAGE.

Name	Date modified	Type	Size
Q17	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q23c	11/5/2021 11:34 AM	Microsoft Excel Com...	3 KB
Q24	11/5/2021 11:34 AM	Microsoft Excel Com...	2 KB
Q25a	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q26b	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q22c	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
<div> <div>Move to OneDrive</div> <div>Convert to Adobe PDF</div> <div>Share</div> <div>Give access to ></div> <div>Send to ></div> <div>Cut</div> <div>Copy</div> <div>Create shortcut</div> <div>Delete</div> <div>Rename</div> <div>Properties</div> </div>	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
	11/5/2021 11:34 AM	Microsoft Excel Com...	2 KB
	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q10a	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q10b	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q10c	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q8b	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q9a	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q6f	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q7a	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q7b	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q8a	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q6c	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q6d	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q6e	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q6b	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q5a	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q6a	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB
Q4a	11/5/2021 11:34 AM	Microsoft Excel Com...	1 KB

Please email your respective helpdesk at hmishelpdesk@ihcda.in.gov or dvhelpdesk@ihcda.in.gov for further assistance.