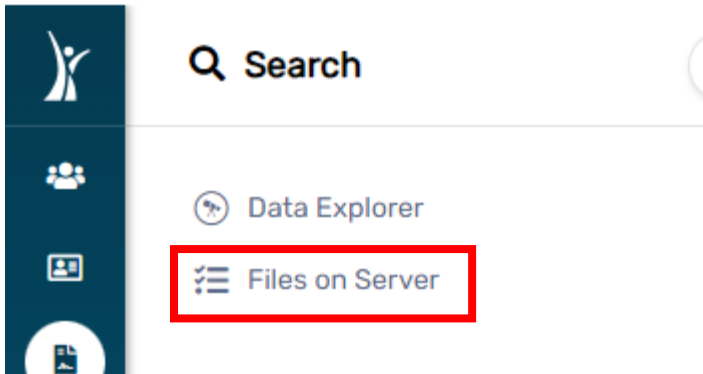


HOW TO GUIDE APR/CAPER REVIEW TOOL

1. Please use the **“APR/CAPER Review”** tool for identifying errors on the **APR** and/or **CAPER**
2. To use the **“APR/CAPER Review”** tool:
 - a. Run the **“APR/CAPER”** report using the **“APR/CAPER Export Quick Reference Guide”** or for the CE APR use the **“Coordinated Entry APR Guide.”**
 - b. Verify that your **APR** or **CAPER** has 4 separate files displayed by selecting the **“Files on Server”** icon that looks like a checklist, as shown in the image below.



The 4 files are:

- Validation
- Export
- Pre-Load 2
- Pre-Load

Files on Server

Displayed below is a list of the files available for you to download. Files with an expiration date will no longer be available for download by any user and will not be available for processing.

[View the status of export or import tasks.](#)

HMIS CE APR 2026 Validation_20250716142437_TaskID_223663.zip

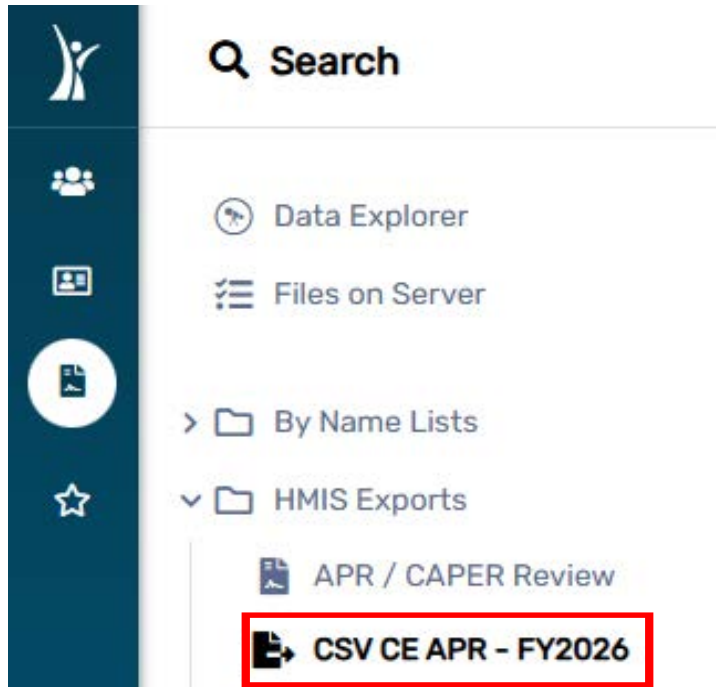
HMIS CE APR 2026 Export_20250716141923_TaskID_223662.zip

HMIS CE APR 2026 Pre-Load 2_20250716141439_TaskID_223661.zip

HMIS CE APR 2026 Pre-Load_20250716135905_TaskID_223658.zip

HOW TO GUIDE APR/CAPER REVIEW TOOL

- Once the 4 files are displayed on your screen, select **“HMIS Exports”, which is the second file icon on the left-side white menu** located in the menu on the left side of the screen.
- Next, select **“APR/CAPER Review”** (located below the **“HMIS Exports”** tab).



- Click on the **three dots** to the left of the file as indicated in the below screenshot. Next, click **“View 2026 APR/CAPER”**.

APR / CAPER - Runs

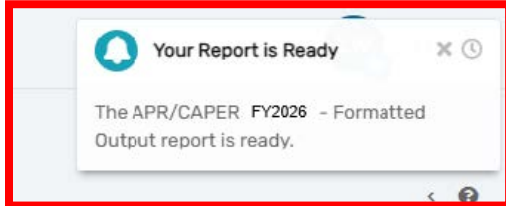
Annual Performance Report (CoC APR), Consolidated Annual Performance and Evaluation Report (ESG CAPER) exported.

Report Type:

Run #	Export Asynchronous Task ID	Report Run Date	Begin Date	End Date	Drill Down
▼ CoC APR					
1421	167006	04/10/2024 12:58PM	04/10/2023	04/10/2024	Available for the user the report was requested by
<div> View 2026 APR/CAPER</div> <div> Set For Removal</div>					

HOW TO GUIDE APR/CAPER REVIEW TOOL

When the APR/CAPER Review Tool is ready for viewing a message will appear in the upper right corner of the screen. Click on **"Your Report is Ready"** and the PDF will display.



6. Scroll down to view each of the **"Q#s"** (questions) in the report.

7. **Identify all data points with error rates greater than 5% in the "Percent of Error Rate" column.** In the screenshot below, for Social Security Number, you see the number **"5"** in the **"Data Issues"** column. In a live report you can click on **"5"** and it will take you to a second PDF with each client's information that is causing the data quality error for SSN. You can then click on each client's Client ID# which takes you to their dashboard. To edit the SSN, you will select **"Edit Client"** in the left menu and enter the correct information.

IMPORTANT NOTE: If you enter X's, all 0's or 9's, etc., this will cause a Data Issue error. For clients who do not provide their SSN, leave the SSN numeric fields BLANK.

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	5	5	26.32%
Date of Birth (3.03)	0	0	0	0	0.00%
Race (3.04)	1	0		1	5.26%
Ethnicity (3.05)	0	0		0	0.00%
Sex (4.21)	0	0		0	0.00%
Overall Score				5	26.32%

Q6b - Data Quality: Universal Data Elements

Data Element	Error Count	Percent of Error Rate
Veteran Status (3.7)	3	23.08%
Project Entry Date (3.10)	0	0.00%
Relationship to Head of Household (3.15)	0	0.00%
Client Location (3.16)	2	15.38%
Disabling Condition (3.8)	3	15.79%

HOW TO GUIDE APR/CAPER REVIEW TOOL

Q6c - Data Quality: Income and Housing Data Quality

Data Element	Error Count	Percent of Error Rate
Destination (3.12)	<u>2</u>	25.00%
Income and Sources (4.2) at Start	<u>4</u>	30.77%
Income and Sources (4.2) at Annual Assessment	0	0.00%
Income and Sources (4.2) at Exit	<u>2</u>	33.33%

Q6d - Data Quality: Chronic Homelessness

A. Entering into project type	B. Count of total records	C. Missing time in institution 3.917.2	D. Missing time in housing 3.917.2	E. Approximate Date started 3.91.3 DK R missing	F. Number of times 3.917.4 DK R missing	G. Number of months 3.917.5 DK R missing	H. % of records unable to calculate
ES, SH, Street Outreach	<u>13</u>			<u>2</u>	<u>3</u>	<u>3</u>	23.08%
TH	0	0	0	0	0	0	0.00%
PH (all)	0	0	0	0	0	0	0.00%
Total	<u>13</u>						23.08%

Follow the same steps for each data quality point with errors. A second PDF will open with the client information and Client ID#'s. Click on the Client ID# to go to the client's dashboard where you can correct the data error(s).

Q6b - Data Quality: Universal Data Elements

Data Element	Error Count	Percent of Error Rate
Veteran Status (3.7)	<u>3</u>	23.08%
Project Entry Date (3.10)	0	0.00%
Relationship to Head of Household (3.15)	0	0.00%
Client Location (3.16)	<u>2</u>	15.38%
Disabling Condition (3.8)	<u>3</u>	15.79%

HOW TO GUIDE APR/CAPER REVIEW TOOL

September 2023

- An additional PDF will appear on the screen. *(This example is from clicking on the “3” for Veteran Status)*

CAPER Q6b Detail Information



Report Criteria:

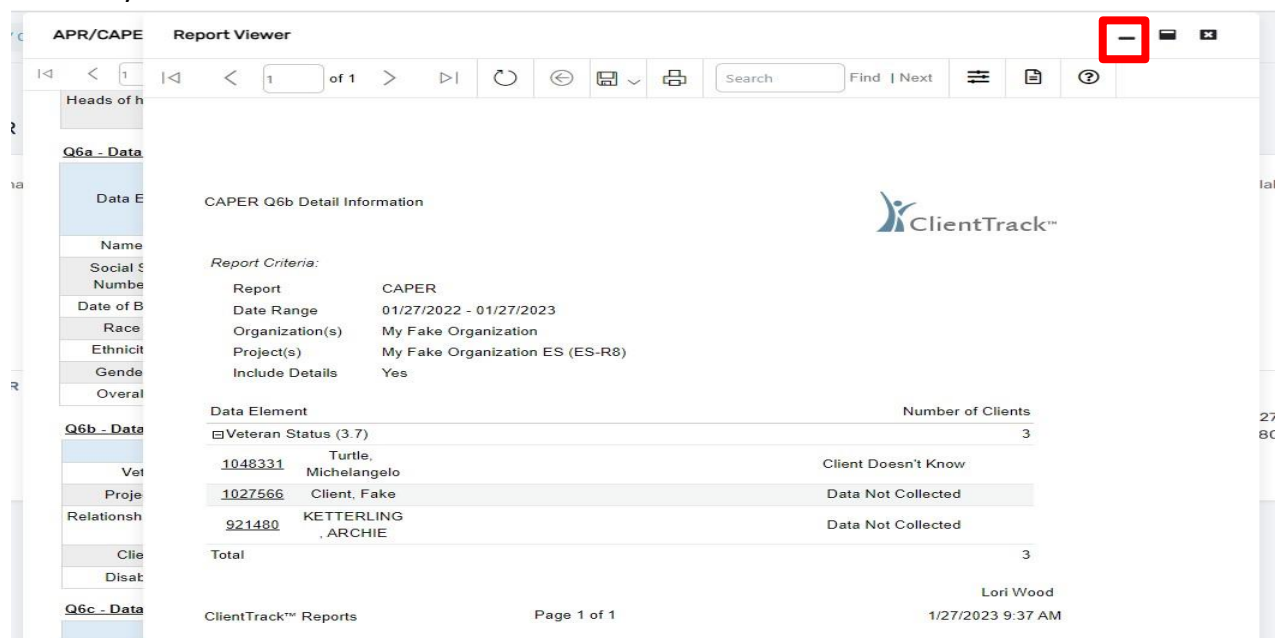
Report	CAPER
Date Range	01/27/2022 - 01/27/2023
Organization(s)	My Fake Organization
Project(s)	My Fake Organization ES (ES-R8)
Include Details	Yes

Data Element	Number of Clients
<input type="checkbox"/> Veteran Status (3.7)	3
1048331 Turtle, Michelangelo	Client Doesn't Know
1027566 Client, Fake	Data Not Collected
921480 KETTERLING, ARCHIE	Data Not Collected
Total	3

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You can now click on the “Client ID#” which will take you directly to the Client’s Dashboard, as shown in the screenshot above.

- To minimize the PDFs on your screen, select the “minimize” option on the PDF. The PDF will move to the “Minimized Windows” option located below the star icon on the left of your screen on the blue menu.




APR/CAPE Report Viewer

Heads of h

Q6a - Data

Data E

CAPER Q6b Detail Information



Report Criteria:

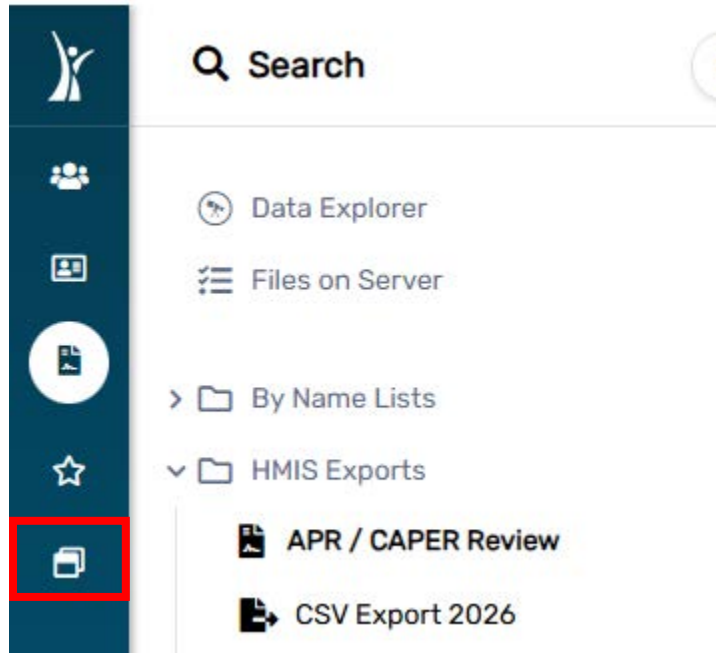
Report	CAPER
Date Range	01/27/2022 - 01/27/2023
Organization(s)	My Fake Organization
Project(s)	My Fake Organization ES (ES-R8)
Include Details	Yes

Data Element	Number of Clients
<input type="checkbox"/> Veteran Status (3.7)	3
1048331 Turtle, Michelangelo	Client Doesn't Know
1027566 Client, Fake	Data Not Collected
921480 KETTERLING, ARCHIE	Data Not Collected
Total	3

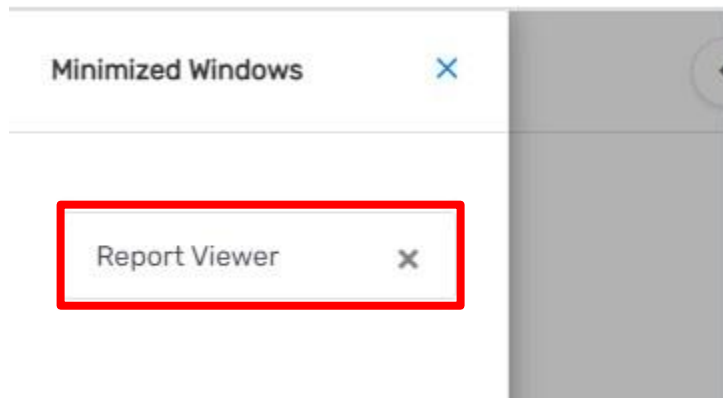
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HOW TO GUIDE APR/CAPER REVIEW TOOL

- a. To reopen the **“Hidden” PDFs**, click **on the “Minimized Windows” icon** and select the report(s) you want to expand from the pop-up window.



13. You will then be able to see a fly out window that says, **“Minimized Windows”** and a list of your minimized windows that you can click to make them display on the screen once again.



14. Next, make the necessary corrections/updates to the client’s record.
15. Repeat the above steps for all data points with error rates greater than 5%.
16. ***The final step is to run a new APR or CAPER to ensure the errors rates are reduced following the corrections/updates made to the client records.***

Please email the HMISHelpDesk@ihcda.IN.gov or the DVHelpDesk@ihcda.IN.gov if you have additional questions.