# 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.
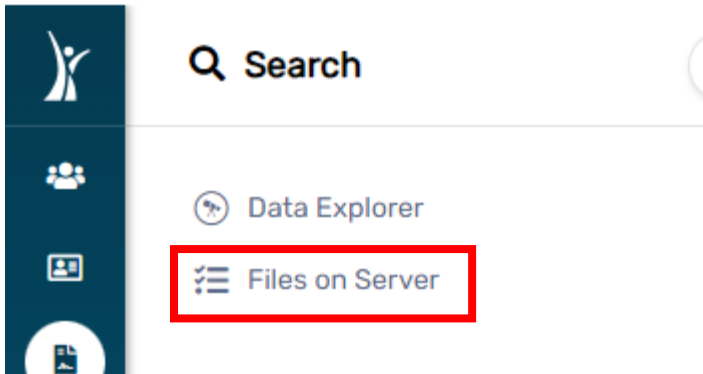
The 4 files are:
- **Validation**
- **Export**
- **Pre-Load 2**
- **Pre-Load**

3. 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.

4. Next, select **"APR/CAPER Review"** (located below the **"HMIS Exports"** tab).
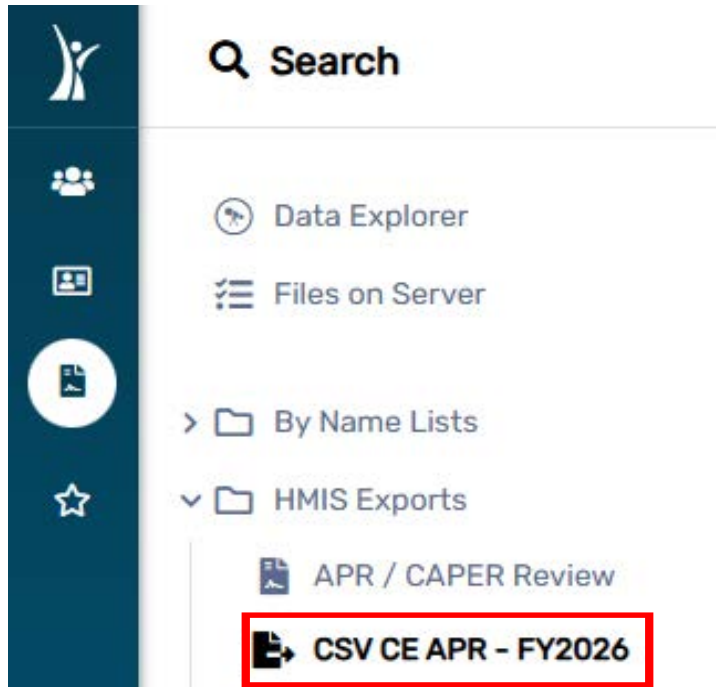
5. Click on the **three dots** to the left of the file as indicated in the below screenshot. Next, click **"View 2026 APR/CAPER".**
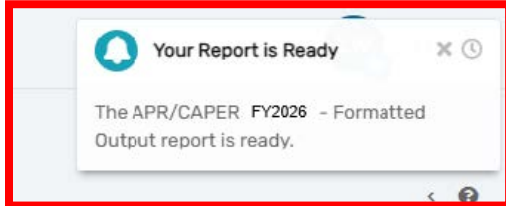
When the APR/CAPER Review Tool is ready for viewing a message will appear in the upper right corner of the screen. Click on **"Your Report is Ready"** and the PDF will display.

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%	

Q6c - Data Quality: Income and Housing Data Quality

Data Element	Error Count		Percent of Error Rate	
Destination (3.12)	2		25.00%	
Income and Sources (4.2) at Start	4		30.77%	
Income and Sources (4.2) at Annual Assessment	0		0.00%	
Income and Sources (4.2) at Exit	2		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	13			2	3	3	23.08%
TH	0	0	0	0	0	0	0.00%
PH (all)	0	0	0	0	0	0	0.00%
Total	13						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)	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%	

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8. An additional PDF will appear on the screen. *(This example is from clicking on the "3" for Veteran Status)*
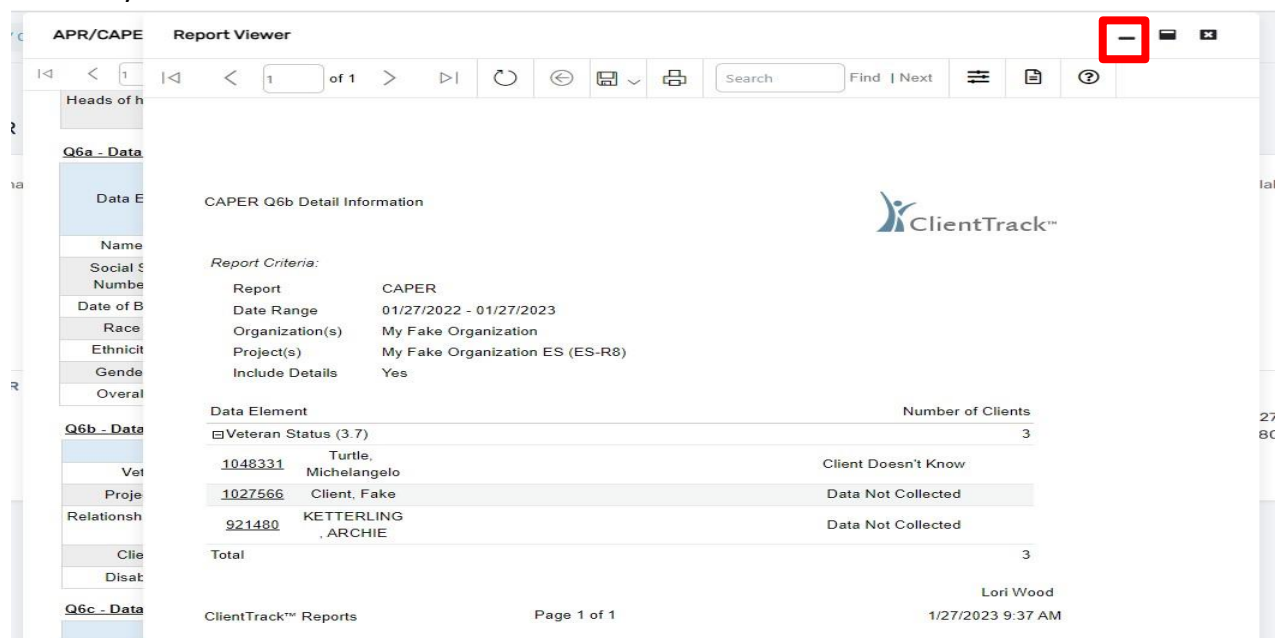
You can now click on the **"Client ID#"** which will take you directly to the Client's Dashboard, as shown in the screenshot above.

9. 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.

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.
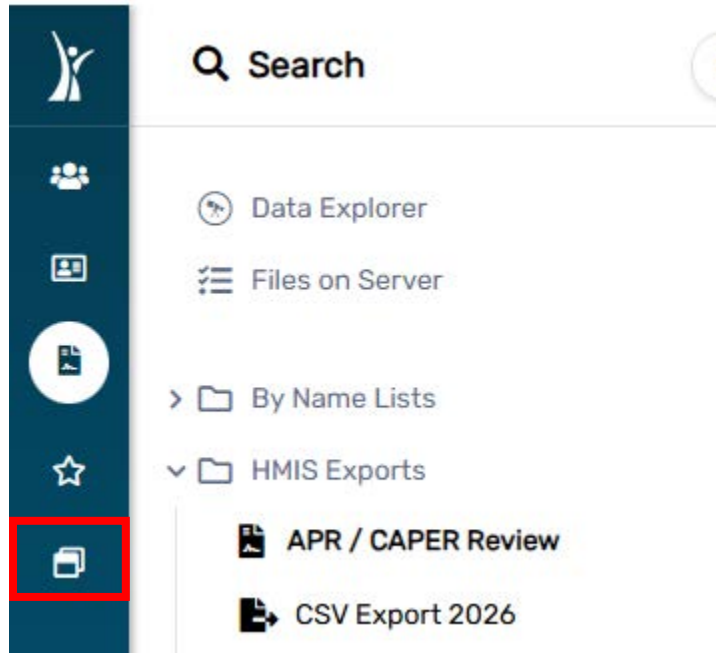
13. You will then be able to see a fly out window that says, **"Minimized Windows"** and a list of your minimized windows that you can click to make them display on the screen once again.
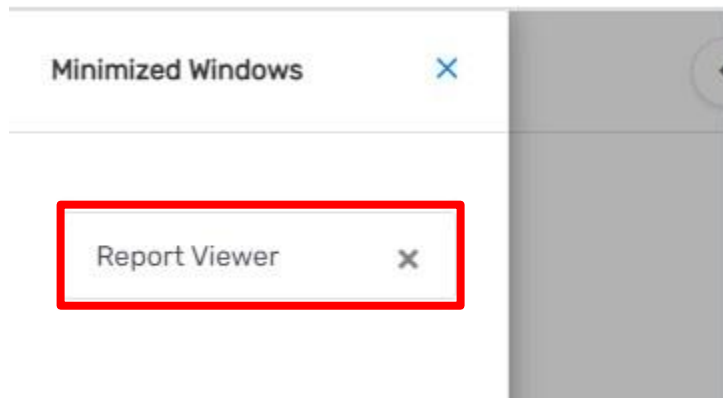
14. Next, make the necessary corrections/updates to the client's record.
15. Repeat the above steps for all data points with error rates greater than 5%.
16. ***The final step is to run a new APR or CAPER to ensure the errors rates are reduced following the corrections/updates made to the client records.***

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