

## Running APR in the HMIS














The following instructions illustrate how to run an Annual Progress Report (APR), required for HUD and HPRP funded programs, from the HMIS.

In the Common Tool area located at the top of each screen, click the Reports icon.



The Report Library will be displayed.

Scroll down until you find the APR and click the folder icon  to select the Report.

	Audit	Other	
	AHAR, Summary	Other	
	AHAR, Transitional Housing Individuals	Other	
	AHAR, Transitional Housing, Families	Other	
	Aimee Demo Report	All	Client List Report
	Attendance Report	Client Lists	
	Bed Utilization Report	Other	
	Ethnicity Chart	Client Demographics	Chart of Client Ethnicities
	HUD APR	Compliance [HUD APR]	HUD APR, print the Annual Progress Report that HUD contractee's send to HUD annually
	Potential Duplicate Clients	Other	Gives a list of clients who are potentially duplicates
	Referrals Counted by Service	Other	Prints a list of services and how many referrals have been made to each service.
	Service Directory	Other	Service Directory Report
	Transitional	All	

**Address:**

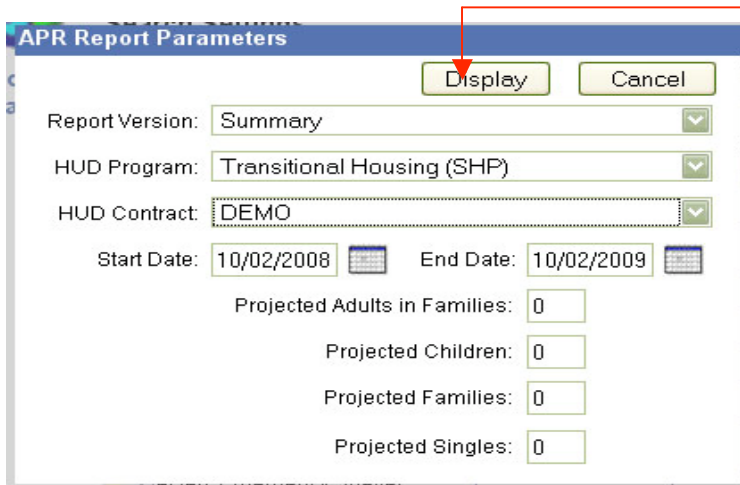
9101 W. Sahara Ave #105-158  
Las Vegas, NV 89117

**telephone:** (702) 614-6690  
**fax:** (702) 966-2478

**email:** info@bitfocus.com  
**web:** www.bitfocus.com

Enter the required APR Report Parameters.

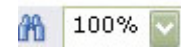
- Report Version (summary, detail, or both)
- Program (select the appropriate category for your program).
- Contract (select the appropriate contract for your Agency).
- Start and End Date (your contracted fiscal year date range).
- Projected Numbers (projected# of clients your Agency submitted when applying for funding).



Then click Display to run the report.

Upon initiating a report and entering the above parameters, the APR will be displayed. The following controls will enable you to view the parts of the report that are of interest.

- Size Control will enable you to enlarge or shrink the size of characters and thereby see more or less of the report on your screen.
- Page Control is used to move from page-to-page or to the beginning or end of the report.
- Scroll Bar Control will allow you to move up and down, left and right in the report.
- Print - If your print options are setup, you can print the report by clicking the Print Icon Button.

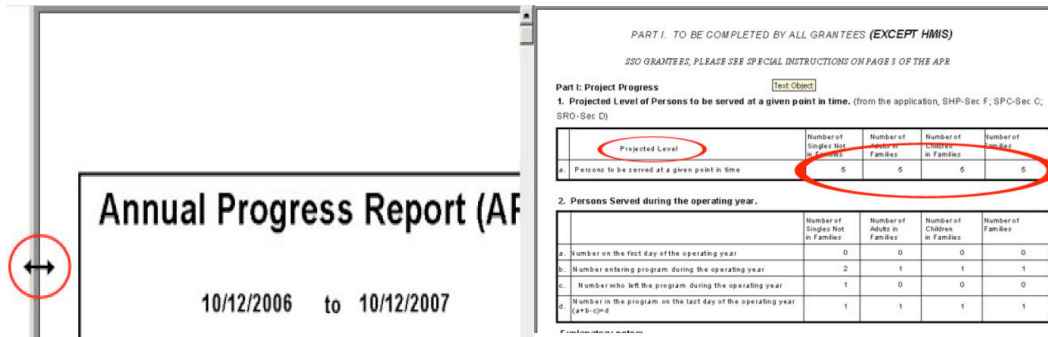


**Address:**

9101 W. Sahara Ave #105-158  
Las Vegas, NV 89117

**telephone:** (702) 614-6690  
**fax:** (702) 966-2478

**email:** info@bitfocus.com  
**web:** www.bitfocus.com



### Notes about HMIS APR:

- The first 5 pages of the report include instructions and are not counted in the print out page number. When printed, the last page is page # 14 while the page numbers showing on screen indicate a total of 19 pages.
- Clients placed in supportive services in HMIS will be reflected on page #12, along with any associated costs. If no supportive services have been entered into HMIS, this will need to be inserted manually.
- Financial and Program Goals will also need to be added manually.
- Many first run versions of the APR contain omissions or incorrect information and will need to be corrected in the HMIS. Additional reports available in the system can assist with pinpointing what information needs correction.

Please contact Bitfocus support at 702-614-6690 x2 if you require assistance.

#### Address:

9101 W. Sahara Ave #105-158  
Las Vegas, NV 89117

telephone: (702) 614-6690  
fax: (702) 966-2478

email: info@bitfocus.com  
web: www.bitfocus.com