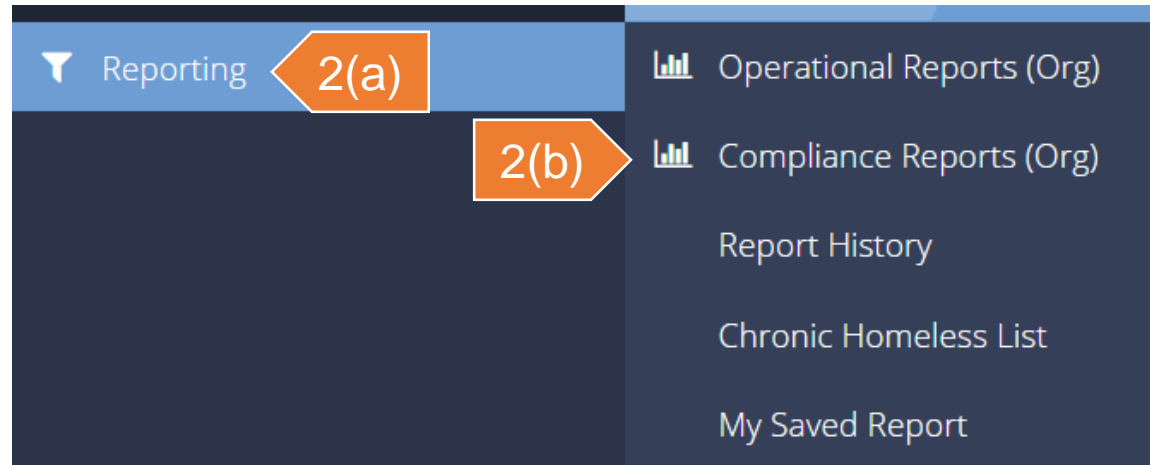


HMIS Process: How to run your 2018 APR

Any HMIS user can run an APR on their project to ensure the data is correct.

1. Log in to HMIS and access administration by clicking on the wrench on the top of the screen:
2. Click on (a) “Reporting” in the left-hand navigation, and then click on (b) “Compliance Reports (Org)”



3. Select the HUD CoC APR – Fall 2018 (Org)



Please ensure you are running the Fall 2018 version of the APR for Renewal Evaluation purposes!

HMIS Process: How to run your 2018 APR(2 of 2)

(continued from previous slide)

4. Enter a Report Begin Date and Report End Date for the period you wish to report on.

Save Report Parameters

This report provides the percentage of clients with unknown and or missing data elements.

4 Begin Date **4** End Date

Organization(s) **5** Program(s) All None Some

5. Select the program you want to run the APR on, be selecting “Some” next to “Program(s)” and then picking the appropriate project from the list.
6. Click the “Report” button at the bottom of the screen, and another window will open with the report.

