Confirmation of CoC APR Requirement

Operating Year Start Date 04/01/2012
Operating Year End Date 03/31/2013

Q1. Contact Information

Instructions:

The project information (project name, grantee and grant number) required for reporting within the APR must exactly match the grant information you submitted and received from HUD when your grant was awarded.

Project Name:	Pima County HMIS
Project Sponsor:	Pima County CDNC
Grantee:	Pima County CDNC
Grant Number:	AZ0039B9T011104
Prefix:	Ms.
First Name:	Margaret
Middle Name:	
Last Name:	Kish
Suffix:	
Title:	
Street Address 1:	2797 E Ajo Way
Street Address 2:	
City:	Tucson
State:	Arizona
Zip Code: Format: **12345 or 12345-1234**	85713
E-mail Address:	mkish@csd.pima.gov
Confirm E-mail Address:	mkish@csd.pima.gov
Phone Number: Format: **123-456-7890**	520-243-6777
Extension:	
Fax Number: Format: **123-456-7890**	520-243-6796

Q3. Project Information

Carefully select the answers to the questions on this form as they determine what questions you are required to answer for the APR. Selecting the incorrect answer will give you incorrect questions to complete.   Refer to the CoC APR Guidebook at www.hudhre.info for details on answering this and all questions in the APR.

Instructions:

After answering questions click "Save" and review the form. New questions may appear depending on the answers you give. Target subpopulation is only required if you identified a target population in Exhibit 2 of your grant application. (Target subpopulation does not mean who you served - rather it means who you were funded to serve.)

  Grants approved for an extension will now only submit one APR for the grant operating year, including the extension period. If you answer "Yes" to "Is this an APR for a grant that received a HUD-approved grant extension?" you will need to select "Save" on the bottom of the screen and two new fields will become visible where you will identify the time period for your extension. The extension start date should be the day after the date the grant would have ended if HUD had not approved an extension (e.g., if the grant had a one-year term ending 01/31/2010, the extension operating start date should be 02/01/2010). The extension end date should match the grant expiration date in LOCCS.

  At the end of question 3, you may be asked "Is this APR fulfilling the reporting obligation associated with a 20-year use requirement?" Projects that received funding for acquisition, new construction and rehabilitation (e.g. hard costs) are required to maintain the facility as a homeless program for a 20 year period, which is documented by submitting an APR each year.

Select "Yes" if this APR is fulfilling the reporting obligation associated with the 20-year use requirement under either of these conditions:
1) The original grant was only for hard costs (acquisition, new construction, rehabilitation), or
2) The original grant was for hard costs and soft costs (leasing, operations or supportive services) and the grantee declined to renew the soft costs at some point.

  Select "No" if this project is currently receiving SHP, S+C or SRO funding to support leasing, operations, or supportive services in this property, as the project is required to submit an APR to fulfill the reporting obligations associated with the current grant.

  If the answer to "Is this a final APR?" is "Yes," the grantee will be required to answer two additional questions related to the closeout of the grant. In the first question, the grantee will indicate whether it has completed its final draw in LOCCS. In the second question, the grantee will indicate whether or not it plans on renewing this project.

Type of Grant	SHP
Component Type	HMIS
Content depends on "Type of Grant" selection	
Click save to update form.	
CoC Number and Name	AZ-501 - Tucson/Pima County CoC
Amount of Contract or Award	$172,466

Operating Year Covered by this APR 1

Is this an APR for a grant that received a HUD-approved grant extension? Click save to update form. No

Is this a final APR? Click save to update form. Yes

Is this a corrected APR? No

Have you completed your final draw in LOCCS? No

Have you renewed this project? Yes

HMIS Dedicated Projects

These questions will collect basic information on the scope of the HMIS implementation, HMIS functionalities, HMIS program and bed coverage, training, and data quality.

A complete guidebook for HMIS Dedicated Projects can be found online at www.HUDHRE.info/apr. Included in the guidebook are detailed instructions for each HMIS project question in the APR, as well as key terms and definitions.

H1a. Lead Organization

Organization Name: Pima County CDNC
Street Address 1: 2797 E Ajo Way
Street Address 2:
City: Tucson
State: Arizona
Zip Code: 85713

H1b. Contact Person

Prefix:	Ms
First Name:	Margaret
Last Name:	Kish
Suffix:	
Phone:	(520) 243-6777
Extension:	
Fax:	(520) 243-6796
Email Address:	mkish@csd.pima.gov
Confirm email address:	mkish@csd.pima.gov

H1c. General Information

Select your HMIS implementation type:	Single CoC
List the CoC(s) covered by the HMIS implementation:	AZ-501 - Tucson/Pima County CoC
Number of HPRP Grantees included in the HMIS Implementation:	0
Type of HMIS Software you have:	Commercially available
Name of HMIS Software:	Bowman Systems
Are unduplicated counts generated out of a data warehouse?	No

H2. HMIS Implementation and Staffing

Instructions:

Report the scope of the implementation, as of the last day of the operating year. Refer to the "HMIS Dedicated Project APR Guidebook" for more guidance.

HMIS Implementation and Staffing

Scope of HMIS Implementation	CoC	Entire HMIS Implementation
(a) Total Homeless System Programs in HMIS	137	137
(b) How many homeless programs participate in HMIS through data integration?	0	0
(c) Total unduplicated homeless system clients in HMIS	25,562	25,562
(d) Total new unduplicated homeless system clients in HMIS in operating year.	4,199	4,199
(e) Total number of users	161	161
(f) Total number of active users (logged into the system in the last 30 days)	122	122
(g) Total FTEs dedicated to HMIS	2	2

H3. HMIS Participation by Program Type

Instructions:

For this CoC, please identify the total number of homeless system and participating homeless system programs in the CoC.

Number of Programs Participating in HMIS

Type of CoC programs	Total number of CoC programs	Total number of CoC programs participating in HMIS
Emergency shelter	17	17
Transitional housing	51	51
Permanent supportive housing	34	34
Homeless Street Outreach	5	5
Homeless Prevention and Rapid Re-housing Programs	8	8
Services only programs (excluding outreach)	16	16
Other	1	1
Safe Haven	1	1
Permanent housing (e.g., Mod Rehab SRO, subsidized housing without services)	4	4
Total number of programs	137	137

H4a. HMIS Functionality - General

Instructions:

Indicate which system functionalities are currently implemented as part of your HMIS and whether you use this functionality. Refer to the "HMIS Dedicated Project APR Guidebook" for more guidance and a description of the functionality.

HMIS Functionality - General

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
Client intake	Yes	Yes
Case management	Yes	Yes
Service tracking	Yes	Yes
Outreach tools	Yes	Yes
Resource directory	Yes	No
Online referral	Yes	No
Program eligibility and screening	Yes	Yes
Daily bed register	Yes	Yes
Bed utilization report	Yes	Yes
Interagency data sharing	Yes	Yes
Custom reporting	Yes	Yes

H4b. HMIS Functionality - Reporting

Instructions:

Indicate which system functionalities are currently implemented as part of your HMIS and whether you use this functionality. Refer to the "HMIS Dedicated Project APR Guidebook" for more guidance and a description of the functionality.

HMIS Functionality - Reporting

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
HUD's Annual Performance Report	Yes	Yes
HPRP Quarterly Performance Report	Yes	Yes
Annual Homeless Assessment Report	Yes	Yes
Housing Inventory	Yes	Yes
AHAR XML	Yes	No

H4c. HMIS Functionality - Data Quality

Instructions:

Indicate which system functionalities are currently implemented as part of your HMIS and whether you use this functionality. Refer to the "HMIS Dedicated Project APR Guidebook" for more guidance and a description of the functionality.

HMIS Functionality - Data Quality

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
Unduplication management	Yes	Yes
Missing values report	Yes	Yes
Unduplication quality report	Yes	Yes
Data timeliness report	Yes	No

H4d. HMIS Functionality - Security

Instructions:

Indicate which system functionalities are currently implemented as part of your HMIS and whether you use this functionality. Refer to the "HMIS Dedicated Project APR Guidebook" for more guidance and a description of the functionality.

HMIS Functionality - Security

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
Encrypted data transmissions	Yes	No
Encrypted data storage	Yes	No
Password rotation	Yes	Yes
Password format enforcement	Yes	Yes
Lock after inactivity	Yes	Yes
Simultaneous access prevention	Yes	Yes
Multi-Mode or Workstation Authentication	No	No
Failed login lockout	Yes	Yes
Automated disabling of user ids	Yes	Yes
Audit logs	Yes	Yes

H4e. HMIS Functionality - Data Exchange

Instructions:

Indicate which system functionalities are currently implemented as part of your HMIS and whether you use this functionality. Refer to the "HMIS Dedicated Project APR Guidebook" for more guidance and a description of the functionality.

HMIS Functionality - Data Exchange

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
HUD HMIS XML Export	Yes	Yes
HUD HMIS CSV Export	Yes	Yes
HMIS XML Import	No	No
HMIS CSV Import	No	No

H4f. HMIS Functionality

Instructions:

Describe any current plans to enhance your HMIS software or begin using existing functionality.
Maximum Characters: 2000

Additional software modules such as eligibility and fund management, begin using existing functionality for workflow, photo and scan capabilities.

H5. Electronic Data Sharing between Contributory HMIS Organizations (CHOs)

Instructions:

Options for electronic data sharing among CHOs:
All - Occurs among all HMIS-participating providers
Greater than 50% - Occurs among most HMIS-participating providers
Less than 50% - Occurs among some HMIS-participating providers
Case by Case Basis - Is permitted on a case by case basis for particular clients
Not Permitted - Is not permitted within the HMIS implementation

Options for "If some electronic data sharing is allowed between CHOs and an authorized CHO can access:
All - All client data from those programs
Limited - A limited set of data from those programs, which includes information needed to find an existing client record (to avoid creating a duplicate client record) and basic demographic and/or service use information about a client once located
Identifiers only - Only data needed to find an existing client record to avoid creating a duplicate record

Refer to the "HMIS Dedicated Project APR Guidebook" for more detailed instructions.

Please select the option that best describes your community's approach to interagency electronic data sharing.

Electronic data sharing among CHOs   All
Click save to update form.

If some electronic data sharing is allowed between CHOs, an authorized CHO can access   Required Data Only

H6. User Training Type, Requirements, Frequency and Completion

Instructions:

Refer to the "HMIS Dedicated Project APR Guidebook" for guidance and more detailed instrcutions.

Has training been defined and/or conducted?
Click save to update form.   Yes

Does your HMIS Training provided cover the following criteria?
After all selections are made click save to update form.

Standard Operating Procedures (SOP):   Yes

Identify the Training Requirements: Required for all users

Frequency Offered: At least monthly

Number of users that completed training in the operating year: 30

Privacy and client consent policies and procedures: Yes

Identify Training Requirements: Required for some users

Frequency Offered: At least monthly

Number of users that completed training in the operating year: 30

Basic HMIS software features: Yes

Identify Training Requirements: Required for some users

Frequency Offered: At least monthly

Number of users that completed training in the operating year: 60

Intermediate/advanced HMIS software features: Yes

Identify Training Requirements: Required for some users

Frequency Offered: Unplanned or as needed

Number of users that completed training in hte operating year: 17

Report writing / data analysis: Yes

Identify Training Requirements: Optional

Frequency Offered: Unplanned or as needed

Number of users that completed training in the operating year: 3

System administration training for agency IT staff: Yes

Identify Training Requirements: Required for some users

Frequency Offered: Unplanned or as needed

Number of users that completed training in the operating year: 17

System security: Yes

Identify Training Requirements: Required for all users

Frequency Offered: At least monthly

Number of users that completed training in the operating year: 30

Other No

H7. Follow-Up Training Requirements

Instructions:

Refer to the "HMIS Dedicated Project APR Guidebook" for guidance and more detailed instructions.

Beyond the start-up training requirements specified in Q6, are HMIS users required to complete any refresher or additional HMIS training in later periods?

	X	Yes
		No

If yes, please describe your additional HMIS training requirements:
Maximum Characters: 2000

Monthly HMIS Committee meeting training topics such as chronic homelessness, disabling condition, capturing earned income and mainstream resources.

H8. HMIS Data Timeliness Procedures

Instructions:

Refer to the "HMIS Dedicated Project APR Guidebook" for guidance and more detailed instructions.

Are CHOs required to enter HMIS data within a specific timeframe after client intake, contact, or exit?

	Yes
X	No

If yes, describe the policies and procedures you have established to ensure that data timeliness is followed:
Maximum Characters: 2000

H9. HMIS Data Quality Procedures

Instructions:

Refer to the "HMIS Dedicated Project APR Guidebook" for guidance and more detailed instructions.

Do you have standard operating procedures for monitoring data stored in HMIS for quality, including completeness and/or accuracy?

X	**Yes**
	No

If yes, please describe data quality policies and procedures used to monitor data.
Maximum Characters: 2000

Monthly review of data completeness by HMIS Committee, Quarterly System Administrator cleanup, APR data clean up.

H10a. HMIS Bed and Unit Participation Chart - Emergency Shelters

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Point in Time counts of Emergency Shelters for the last Wednesday in January of the operating year

	Without Children	With Children
Year round beds	390	275
Year round beds in HMIS	343	240
Year round units		88
Year round units in HMIS		70
# of persons in residential programs in HMIS	330	140
# of households in residential programs in HMIS	327	44
Bed coverage	88%	87%
Bed utilization	96%	58%
Unit utilization		63%

H10b. HMIS Bed and Unit Participation Chart - Transitional Housing

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Point in Time counts of Transitional Housing for the last Wednesday in January of the operating year

	Without Children	With Children
Year round beds	609	568
Year round beds in HMIS	540	540
Year round units		186
Year round units in HMIS		186
# of persons in residential programs	362	416
# of households in residential programs	355	136
Bed coverage	89%	95%
Bed utilization	67%	77%
Unit utilization		73%

H10c. HMIS Bed and Unit Participation Chart - Permanent Supportive Housing

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Point in Time counts of Permanent Supportive Housing for the last Wednesday in January of the operating year

	Without Children	With Children
Year round beds	971	471
Year round beds in HMIS	677	300
Year round units		184
Year round units in HMIS		184
# of persons in residential programs	530	216
# of households in residential programs	494	70
Bed coverage	70%	64%
Bed utilization	78%	72%
Unit utilization		38%

H10d. HMIS Bed and Unit Participation Chart - Emergency Shelters

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Point in Time counts of Emergency Shelters for the last Wednesday in July of the operating year

	Without Children	With Children
Year round beds	419	223
Year round beds in HMIS	387	223
Year round units		70
Year round units in HMIS		70
# of persons in residential programs	251	108
# of households in residential programs	251	33
Bed coverage	92%	100%
Bed utilization	65%	48%
Unit utilization		47%

H10e. HMIS Bed and Unit Participation Chart - Transitional Housing

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Point in Time counts of Transitional Housing for the last Wednesday in July of the operating year

	Without Children	With Children
Year round beds	542	542
Year round beds in HMIS	530	514
Year round units		179
Year round units in HMIS		179
# of persons in residential programs	380	475
# of households in residential programs	373	148
Bed coverage	98%	95%
Bed utilization	72%	92%
Unit utilization		83%

H10f. HMIS Bed and Unit Participation Chart - Permanent Supportive Housing

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Point in Time counts of Permanent Supportive Housing for the last Wednesday in July of the operating year

	Without Children	With Children
Year round beds	895	389
Year round beds in HMIS	638	280
Year round units		151
Year round units in HMIS		151
# of persons in residential programs	516	243
# of households in residential programs	481	75
Bed coverage	71%	72%
Bed utilization	81%	87%
Unit utilization		50%

H10g. Explanation of Barriers

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

If you did not have 100% bed coverage in any of the inventory types, for all of the above categories, then please explain your barriers and plan for improving your bed coverage.

Maximum Characters: 2000

The CoC currently only conducts a HIC/PIT count once a year in
January (or February in 2013) to account for any adjustments in the number of
beds in HMIS. Since the CoC does not conduct a HIC/PIT during the summer
months, the most current January 2012 HIC data was used, which typically has
a higher number of beds available than during the summer. To submit a more
accuratge HIC for teh next APR, the CoC will conduct a HIC/PIT count in July
and adjust the counts in
HMIS. Currently, two faith-based emergency shelters are not using HMIS. The
DV shelter provides emergency shelter and transitional housing.

H11a. HMIS Data Quality - Residential Programs

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Universal Data Elements for Residential Programs

Data Element	% Don't Know / Refused	% Missing
First Name		0%
Last Name		0%
SSN	3%	1%
Date of Birth	0%	0%
Race	2%	0%
Ethnicity	1%	0%
Gender	0%	0%
Veteran Status - Adults Only	1%	0%
Disabling Condition	1%	1%
Residence Prior to Program Entry	1%	0%
Zip Code of Last Permanent Address	8%	1%
Housing Status (at entry)	1%	3%

H11b. HMIS Data Quality - Street Outreach/SSO Programs

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Universal Data Elements for Street Outreach/SSO Programs:

Data Element	% Don't Know / Refused	% Missing
First Name		0%
Last Name		0%
SSN	3%	1%
Date of Birth	0%	0%
Race	2%	0%
Ethnicity	1%	0%
Gender	0%	0%
Veteran Status - Adults Only	1%	0%
Disabling Condition	1%	0%
Residence Prior to Program Entry	1%	1%
Zip Code of Last Permanent Address	10%	0%
Housing Status (at entry)	0%	0%

H11c. HMIS Data Quality - Program Descriptor Data Elements

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Program Descriptor Elements

Data Element	% Missing
Program Name	0%
Site Configuration Type	4%
Site Address	4%
Geocode	6%
Site Type	4%
Housing Type	4%
CoC Number	2%
Program Type Code	0%
Bed and Unit Inventory Information **Residential homeless system programs only**	13%
Target Population B	23%

H12. HMIS Funding

Instructions:

Specify the amount ($) of funding sources expended in association with this SHP HMIS dedicated grant during this operating year.

HMIS Project Funding Sources

Funding Source	Amount
HUD SHP grant (dedicated HMIS project)	$181,084.17
HUD CDBG	$0.00
HUD ESG	$1,500.00
HUD HOPWA	$0.00
HUD SHP administration	$0.00
Local government	$42,917.50
Local private	$0.00
Participation fees from agencies	$0.00
Other (Please specify below)	
	$0.00
Total from all sources	$225,501.67

H13. SHP HMIS Dedicated Grant Expenditures

Instructions:

Please indicate the SHP HMIS dedicated grant expenditures by type for the operating year.

SHP HMIS Dedicated Grant Expenditures

Expenditure Type	Expenditure Amount
Equipment (server, computers, printers)	$0
Software (software fees, user licenses, software support)	$42,918
Services (training, hosting, programming)	$47,250
Personnel (costs associated with staff)	$126,710
Space and operations	$0
Stipends to agencies	$0
Other (Please specify below)	
	$0
Total:	$216,878

H14. HMIS Narrative (Optional)

Instructions:

Provide any other information that you think is important for understanding your HMIS implementation. Maximum characters: 2000

Provide any other information that you think is important for understanding your HMIS implementation.
Maximum Characters: 2000

Submission Summary

Page	Last Updated
Confirmation of CoC APR Requirement	05/28/2013
Q1. Contact Information	05/28/2013
Q3. Project Information	05/28/2013
H1a. Lead Organization	05/28/2013
H1b. Contact Person	05/28/2013
H1c. General Information	05/28/2013
H2. HMIS Implementation and Staffing	06/27/2013
H3. HMIS Participation by Program Type	06/27/2013
H4a. HMIS Functionality	05/29/2013
H4b. HMIS Reporting	05/29/2013
H4c. Data Quality	05/29/2013
H4d. Security	05/29/2013
H4e. Data Exchange	05/29/2013
H4f. HMIS Functionality	06/27/2013
H5. Electronic Data Sharing	05/29/2013
H6. User Training Type	05/29/2013
H7. Follow-Up Training Requirements	05/29/2013
H8. HMIS Data Timeliness Procedures	05/29/2013
H9. HMIS Data Quality Procedures	06/27/2013
H10a. HMIS Bed and Unit Participation Chart - ES	07/01/2013
H10b. HMIS Bed and Unit Participation Chart - TH	07/01/2013
H10c. HMIS Bed and Unit Participation Chart - PH	07/01/2013
H10d. HMIS Bed and Unit Participation Chart - ES	06/27/2013

H10e. HMIS Bed and Unit Participation Chart - TH	06/27/2013
H10f. HMIS Bed and Unit Participation Chart - PH	06/27/2013
H10g. Explanation of Barriers	07/01/2013
H11a. HMIS Data Quality - Residential	06/07/2013
H11b. HMIS Data Quality - Street Outreach/SSO	05/29/2013
H11c. HMIS Data Quality	06/07/2013
H12. HMIS Funding	06/19/2013
H13. Expenditures by Type	06/19/2013
H14. HMIS Narrative	No Input Required