

## Confirmation of CoC APR Requirement

**Operating Year Start Date** 04/01/2011

**Operating Year End Date** 03/31/2012

## 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  
**Grant Number:** AZ0039B9T011003  
**Prefix:** Ms.  
**First Name:** Pamela  
**Middle Name:**  
**Last Name:** Moseley  
**Suffix:**  
**Title:** Special Populations Program Coordinator  
**Street Address 1:** 2797 E. Ajo Way  
**Street Address 2:**  
**City:** Tucson  
**State:** Arizona  
**Zip Code:** 85713  
**Format:** 12345 or 12345-1234  
**E-mail Address:** pamela.moseley@pima.gov  
**Confirm E-mail Address:** pamela.moseley@pima.gov  
**Phone Number:** 520-243-6750  
**Format:** 123-456-7890  
**Extension:**  
**Fax Number:** 520-243-6796  
**Format:** 123-456-7890

### 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](http://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** \$181,089

**Operating Year Covered by this APR** 1

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

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

**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](http://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:** Pamela  
**Last Name:** Moseley  
**Suffix:**  
**Phone:** (520) 243-6750  
**Extension:**  
**Fax:** (520) 243-6756  
**Email Address:** pamelamoseley@pima.gov  
**Confirm email address:** pamelamoseley@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:** 2

**Type of HMIS Software you have:** Commercially available

**Name of HMIS Software:** ServicePoint

**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	118	118
(b) How many homeless programs participate in HMIS through data integration?	0	0
(c) Total unduplicated homeless system clients in HMIS	21,363	21,363
(d) Total new unduplicated homeless system clients in HMIS in operating year.	4,991	4,991
(e) Total number of users	158	158
(f) Total number of active users (logged into the system in the last 30 days)	116	116
(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	16	16
Transitional housing	48	48
Permanent supportive housing	26	26
Homeless Street Outreach	2	2
Homeless Prevention and Rapid Re-housing Programs	2	2
Services only programs (excluding outreach)	21	21
Other	0	0
Safe Haven	1	1
Permanent housing (e.g., Mod Rehab SRO, subsidized housing without services)	2	2
<b>Total number of programs</b>	<b>118</b>	<b>118</b>

## 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	No	No
Resource directory	Yes	Yes
Online referral	Yes	No
Program eligibility and screening	No	No
Daily bed register	Yes	Yes
Bed utilization report	No	No
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	Yes

## 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	No	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	Yes
Encrypted data storage	Yes	Yes
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	No	No
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**

May begin using Referral functionality, especially if coordinated intake is implemented.

## **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** Case by Case Basis  
**Click save to update form.**

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

## H6. User Training Type, Requirements, Frequency and Completion

**Instructions:**

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

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

**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:** 88

**Privacy and client consent policies and procedures:** Yes  
**Identify Training Requirements:** Required for all users  
**Frequency Offered:** At least monthly  
**Number of users that completed training in the operating year:** 88

**Basic HMIS software features:** Yes  
**Identify Training Requirements:** Required for all users  
**Frequency Offered:** At least monthly  
**Number of users that completed training in the operating year:** 88

**Intermediate/advanced 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:** 41

**Report writing / data analysis:** Yes  
**Identify Training Requirements:** Required for some users  
**Frequency Offered:** At least monthly  
**Number of users that completed training in the operating year:** 114

**System administration training for agency IT staff:** Yes  
**Identify Training Requirements:** Required for some users  
**Frequency Offered:** At least every 6 months  
**Number of users that completed training in the operating year:** 25

**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:** 88

**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?**

<input checked="checked" type="checkbox"/>	Yes
<input type="checkbox"/>	No

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

Refresher training as needed. Advanced training on custom reporting, case management, and other advanced functions.

## 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?**

<input checked="checked" type="checkbox"/>	Yes
<input type="checkbox"/>	No

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

Maximum Characters: 2000

For emergency shelters, within 24 hours. For other program types, within 48 hours.

## 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?**

<input checked="checked" type="checkbox"/>	Yes
<input type="checkbox"/>	No

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

System administrators review data quality at least monthly. Users are all trained on and are encouraged to check their own data quality regularly.

## 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	378	179
Year round beds in HMIS	348	179
Year round units		58
Year round units in HMIS		58
# of persons in residential programs in HMIS	437	122
# of households in residential programs in HMIS	437	44
Bed coverage	92%	100%
Bed utilization	126%	68%
Unit utilization		76%

## 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	448	674
Year round beds in HMIS	448	674
Year round units		218
Year round units in HMIS		218
# of persons in residential programs	436	511
# of households in residential programs	430	163
Bed coverage	100%	100%
Bed utilization	97%	76%
Unit utilization		75%

## 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	796	352
Year round beds in HMIS	560	274
Year round units		114
Year round units in HMIS		114
# of persons in residential programs	568	257
# of households in residential programs	532	104
Bed coverage	70%	78%
Bed utilization	101%	94%
Unit utilization		91%

## 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	358	186
Year round beds in HMIS	328	186
Year round units		60
Year round units in HMIS		60
# of persons in residential programs	330	128
# of households in residential programs	330	39
Bed coverage	92%	100%
Bed utilization	101%	69%
Unit utilization		65%

## 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	543	724
Year round beds in HMIS	543	716
Year round units		231
Year round units in HMIS		228
# of persons in residential programs	480	525
# of households in residential programs	524	175
Bed coverage	100%	99%
Bed utilization	88%	73%
Unit utilization		77%

## 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	685	321
Year round beds in HMIS	487	270
Year round units		85
Year round units in HMIS		85
# of persons in residential programs	460	275
# of households in residential programs	441	85
Bed coverage	71%	84%
Bed utilization	94%	102%
Unit utilization		100%

## 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

Biggest lack of coverage is in PSH as the participants in the VASH program have not yet agreed to use HMIS. We are in discussions with them and expect to have their participation in the near future. Also in discussions with the remaining ES provider, a faith-based shelter.

## 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	4%	1%
Date of Birth	0%	1%
Race	3%	1%
Ethnicity	1%	1%
Gender	0%	1%
Veteran Status - Adults Only	1%	3%
Disabling Condition	2%	3%
Residence Prior to Program Entry	2%	3%
Zip Code of Last Permanent Address	7%	3%
Housing Status (at entry)	0%	6%

## 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	2%	4%
Date of Birth	0%	0%
Race	0%	1%
Ethnicity	0%	2%
Gender	0%	0%
Veteran Status - Adults Only	0%	4%
Disabling Condition	6%	3%
Residence Prior to Program Entry	6%	3%
Zip Code of Last Permanent Address	6%	20%
Housing Status (at entry)	7%	2%

## 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
Program Name
Site Configuration Type
Site Address
Geocode
Site Type
Housing Type
CoC Number
Program Type Code
Bed and Unit Inventory Information Residential homeless system programs only
Target Population B

% Missing
0%
0%
2%
0%
0%
0%
0%
0%
0%
0%

## 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)	\$180,459.70
HUD CDBG	\$0.00
HUD ESG	\$0.00
HUD HOPWA	\$0.00
HUD SHP administration	\$0.00
Local government	\$46,024.34
Local private	\$0.00
Participation fees from agencies	\$0.00
Other (Please specify below)	
	\$0.00
<b>Total from all sources</b>	<b>\$226,484.04</b>

## 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)	\$0
Services (training, hosting, programming)	\$172,466
Personnel (costs associated with staff)	\$7,994
Space and operations	\$0
Stipends to agencies	\$0
Other (Please specify below)	
	\$0
<b>Total:</b>	<b>\$180,460</b>

## 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

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