

Confirmation of CoC APR Requirement

Operating Year Start Date 04/01/2013

Operating Year End Date 03/31/2014

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: 85713
Format: 12345 or 12345-1234
E-mail Address: margaret.kish@pima.gov
Confirm E-mail Address: margaret.kish@pima.gov
Phone Number: 520-243-6777
Format: 123-456-7890
Extension:
Fax Number:
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 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 \$184,518

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? Yes

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
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) 243-6777
Extension:
Fax:
Email Address: pamela.moseley@pima.gov
Confirm email address: pamela.moseley@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 LLC

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	166	166
(b) How many homeless programs participate in HMIS through data integration?	0	0
(c) Total unduplicated homeless system clients in HMIS	30,425	30,425
(d) Total new unduplicated homeless system clients in HMIS in operating year.	4,863	4,863
(e) Total number of users	126	126
(f) Total number of active users (logged into the system in the last 30 days)	122	126
(g) Total FTEs dedicated to HMIS	3	3

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	26	26
Transitional housing	52	52
Permanent supportive housing	33	33
Homeless Street Outreach	7	7
Homeless Prevention and Rapid Re-housing Programs	20	20
Services only programs (excluding outreach)	19	19
Other	3	3
Safe Haven	1	1
Permanent housing (e.g., Mod Rehab SRO, subsidized housing without services)	5	5
Total number of programs	166	166

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	No
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	No
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	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	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	Yes	Yes
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	No
HMIS XML Import	Yes	No
HMIS CSV Import	Yes	No

H4f. HMIS Functionality

Instructions:

Describe any current plans to enhance your HMIS software or begin using existing functionality.

Maximum Characters: 2000

Plans to enhance HMIS software include adding additional software modules to increase user options, data quality improvement through prompts, eligibility (matchgin) module, and customized reports. Additional software functionality include expanding bed management options, adding SPDAT tools, and turning on referral capabilities. These enhancements and expansion of existing functionality will prepare HMIS to support community-wide Coordinated Assessment activities.

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 Greater than 50%
Click save to update form.

If some electronic data sharing is allowed Limited
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: 126

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: 126

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: 51

Intermediate/advanced HMIS software features: No

Report writing / data analysis: No

**System administration training
for agency IT staff:** No

System security: No

Other Yes

Please describe: Data Quality Trainings

Identify Training Requirements: Required for all users

Frequency Offered: At least monthly

**Number of users that completed
training in the operating year:** 63

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

Monthly Data quality trainings are conducted during HMIS Committee meetings. Special trainings are held quarterly focusing on new HMIS functionality or improving current data collection flow.

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 type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	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?

<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

Data Completeness reports are run by HMIS Team and reviewed on a monthly basis at each HMIS Committee meetings. HMIS Team contacts agencies with data quality issues and develops a data cleanup plan.

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	518	268
Year round beds in HMIS	492	268
Year round units		91
Year round units in HMIS		91
# of persons in residential programs in HMIS	373	152
# of households in residential programs in HMIS	368	54
Bed coverage	95%	100%
Bed utilization	76%	57%
Unit utilization		59%

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	611	469
Year round beds in HMIS	611	469
Year round units		156
Year round units in HMIS		156
# of persons in residential programs	557	453
# of households in residential programs	542	137
Bed coverage	100%	100%
Bed utilization	91%	97%
Unit utilization		88%

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	664	421
Year round beds in HMIS	664	421
Year round units		140
Year round units in HMIS		140
# of persons in residential programs	633	386
# of households in residential programs	612	129
Bed coverage	100%	100%
Bed utilization	95%	92%
Unit utilization		92%

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	400	256
Year round beds in HMIS	400	256
Year round units		87
Year round units in HMIS		87
# of persons in residential programs	120	46
# of households in residential programs	119	19
Bed coverage	100%	100%
Bed utilization	30%	18%
Unit utilization		22%

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	616	533
Year round beds in HMIS	616	533
Year round units		178
Year round units in HMIS		178
# of persons in residential programs	339	318
# of households in residential programs	332	107
Bed coverage	100%	100%
Bed utilization	55%	60%
Unit utilization		60%

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	590	368
Year round beds in HMIS	590	368
Year round units		121
Year round units in HMIS		121
# of persons in residential programs	530	284
# of households in residential programs	508	94
Bed coverage	100%	100%
Bed utilization	90%	77%
Unit utilization		78%

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

There is a faith-based program that operates seasonal shelters during winter months but do not participate in HMIS. These shelters operate out of church space using a handful of volunteers, with no computers, Internet, or case managers. There have been discussions with CoC agencies who provide Street Outreach that could send their Outreach Workers to assist these shelters with HMIS data entry. Volunteers were coordinated to interview clients during Point-in-Time this year, but there were not enough volunteers to interview all of the clients. Our community will continue to identify options to improve our bed coverage.

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	2%	3%
Date of Birth	0%	0%
Race	2%	0%
Ethnicity	1%	0%
Gender	0%	0%
Veteran Status - Adults Only	1%	1%
Disabling Condition	1%	1%
Residence Prior to Program Entry	2%	0%
Zip Code of Last Permanent Address	11%	1%
Housing Status (at entry)	1%	1%

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	4%	2%
Date of Birth	0%	0%
Race	3%	0%
Ethnicity	2%	0%
Gender	0%	0%
Veteran Status - Adults Only	1%	0%
Disabling Condition	2%	1%
Residence Prior to Program Entry	1%	1%
Zip Code of Last Permanent Address	10%	1%
Housing Status (at entry)	1%	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
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%
8%
3%
2%
2%
2%
1%
0%
8%
8%

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)	\$184,518.00
HUD CDBG	\$0.00
HUD ESG	\$0.00
HUD HOPWA	\$0.00
HUD SHP administration	\$0.00
Local government	\$46,130.00
Local private	\$0.00
Participation fees from agencies	\$0.00
Other (Please specify below)	
	\$0.00
Total from all sources	\$230,648.00

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)	\$1,841
Software (software fees, user licenses, software support)	\$1,577
Services (training, hosting, programming)	\$44,440
Personnel (costs associated with staff)	\$124,588
Space and operations	\$0
Stipends to agencies	\$0
Other (Please specify below)	
Administration	\$12,072
Total:	\$184,518

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

Pima County shifted internal management for HMIS from CDNC to CSET in October, 2013. The HMIS Vendor consultant resigned on December 31, 2013, and CSET staff began full support of HMIS in January, 2014. The final HMIS budget is a reflection of the changes in operations for HMIS during this fiscal year. HUD Phoenix CPD representative Micheael P. Flores indicated that this budget shift was acceptable within the HMIS eligible expenditures detail and to reflect the budget as expended in the HMIS APR.

Submission Summary

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