

Quarterly Program Status Reports & HMIS Reporting Manual

An Instructional Guide to completing Quarterly Program Status Reports Templates using HMIS Data Reporting Tools

Sonoma County Department of Health Services

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Contents

Reporting Date Periods.....	3
Cumulative Contract Year Reporting Dates	3
Quarterly Reporting Period Dates.....	3
HUD HMIS Data Pulls and Reporting Tools.....	3
HMIS Custom Reports.....	3
How to run HMIS Data Pulls for Annual Progress Reports (APRs) and Data Quality Reports (DQRs).....	4
Printing Annual Performance Reports (APRs) and Data Quality Reports (DQRs)	9
QUARTERLY REPORT	10
Downloading HMIS Custom Reports.....	12
1. Households (Unduplicated / Cumulative) Totals.....	13
2. Income Determination	14
3. Race/Ethnicity Data	15
4. HMIS Data Quality	15
Q2 – Personally Identifiable Information	16
Q3 – Universal Data Elements	17
Q4 – Income and Housing Data Quality	18
Q6 – Percentage of Project Records not entered in HMIS within 6 days.....	19
5. Performance Outcomes Project Goals	21
Permanent Housing (ES, PSH & RRH)	21
Income (ES, PSH & RRH)	22
Entry in to Coordinated Entry (SO ONLY)	25
Entry into Sheltered Locations (SO ONLY)	26
Addendum: Preparing HMIS Program Data for Quarterly Reporting	27
Comparison of Unduplicated Program Participant Totals	27

Reporting Date Periods

There is different date ranges used for various reporting periods. They include:

Cumulative Contract Year Reporting Dates

- Quarter 1: July 1 to September 30 of current year
- Quarter 2: July 1 to December 31 of current year
- Quarter 3: July 1 to March 31 of the following year
- Quarter 4: July 1 to June 30 of the following year

Quarterly Reporting Period Dates

- Quarter 1: July 1 to September 30 of current year
- Quarter 2: October 1 to December 31 of current year
- Quarter 3: January 1 to March 31 of current year
- Quarter 4: April 1 to June 30 of current year

HUD HMIS Data Pulls and Reporting Tools

Two reports using HUD HMIS Data Pulls are used to compile program data regarding an operating project:

1. Annual Performance Report (APR)
2. Data Quality Report (DQR)

HMIS Custom Reports

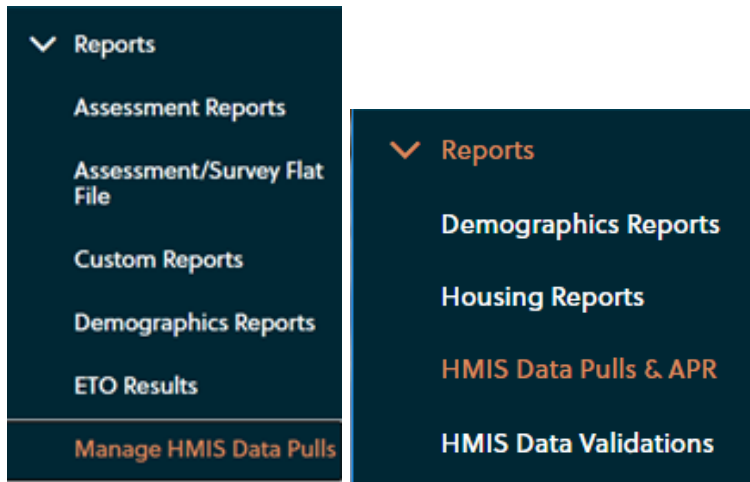
Four reports using HMIS Custom Reports are used to compile program data regarding the actual outcomes achieved by a project on a quarterly and cumulative basis. The names of these HMIS Custom Reports are:

1. *Quarterly Reports* (ES, RRH, PSH project types) –see page 10.
2. *Quarterly Reports (New Clients Only)* (SO project types only) –see page 10.
3. *Clients Exited to Permanent Destinations or Remaining Active in Program* (ES, PSH and RRH projects) –see page 21.
4. *The Number of Participants Entered into Coordinated Entry* (SO projects only) – see page 25.

How to run HMIS Data Pulls for Annual Progress Reports (APRs) and Data Quality Reports (DQRs)

Log in to HMIS and confirm you are in the correct Program to pull data from.

(Step 1.) From the Side Menu, expand the Reports tab and select the “**Manage HMIS Data Pulls**” or “**HMIS Data Pulls & APR**” option. The name of the Report option name may be different depending on your agency’s site labels in HMIS.



(Step 2.) A new screen in HMIS will open with 4 buttons on the top of the page. Select on the “**Create Data Pull**” button.



(Step 3.) Using the drop-down menu option, chose “This Program” for the Scope value.

Create HMIS Data Pull

Please select the scope, a date range, the files types you would like it

HUD Version: 2022 (v1.1 csv) ▼

Hash Status: Unhashed (Standard CSV) ▼

Scope: -- Select a Scope -- ▼

Grant Start Date: -- Select a Scope --

Grant End Date: This Program
This Site
A Program Group
Whole Enterprise

Include Readable CSV's:

Notify upon completion:

Refresh automatically:


Cancel Submit


(Step 4.) Enter the Grant Start and Grand End Dates for the data range and select the “**Submit**” button. (**Note:** The Grant Start/End Dates of the HMIS Data Pull should be for a complete 12-month period- both quarterly and cumulative reporting dates will be within this 12-month period. You will be able to change the APR & DQR reporting period dates on a separate query.)

HUD Version: 2022 (v1.1 csv) ▼

Hash Status: Unhashed (Standard CSV) ▼

Scope: This Program ▼

Grant Start Date: 7/1/2022 

Grant End Date: 6/30/2023 

Include Readable CSV's:

Notify upon completion:

Refresh automatically:

Cancel Submit

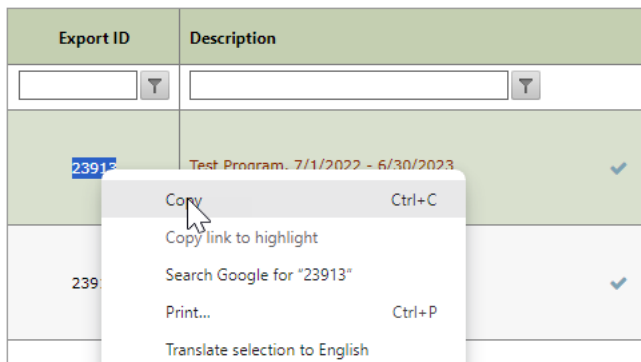
Your Data Pull will be added to the reports queue page.

Export ID	Description	Version	Hash Status	Included	Requested On	Requested By	Refresh automatically?	Date Completed	Take Action
23913	Test Program, 7/1/2022 - 6/30/2023 Queued for processing.	2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV	9/6/2023 12:11:42 PM	Adam Siegenthaler	<input type="checkbox"/>		Open Download Delete

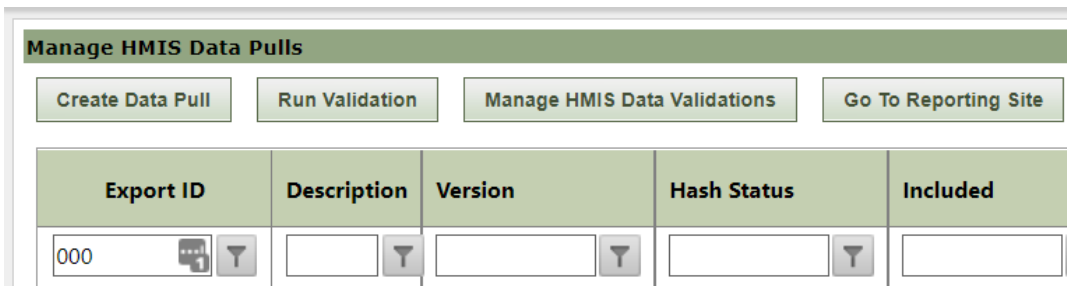
Once completed a blue check box will appear in the Description column and a date will appear in the Date Completed column.

Export ID	Description	Version	Hash Status	Included	Requested On	Requested By	Refresh automatically?	Date Completed	Take Action
23913	Test Program, 7/1/2022 - 6/30/2023	2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV	9/6/2023 12:11:42 PM	Adam Siegenthaler	<input type="checkbox"/>	9/6/2023	Open Download Delete

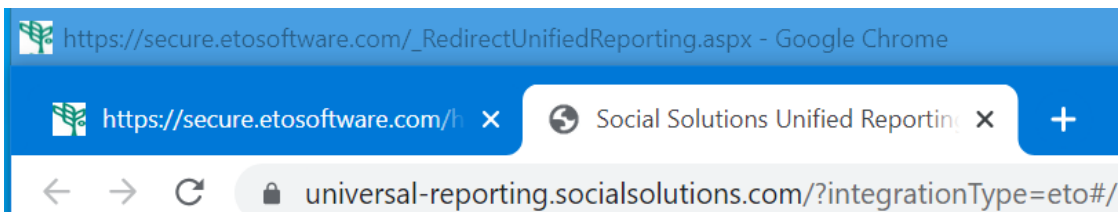
(Step 5.) Highlight, right-mouse button select and copy the Export ID number into the Clipboard.



(Step 6.) Once the Data Pull is complete select the “Go to Reporting Site” button.



This will open a new window and new tab on the web browser named “Social Solutions Unified Reporting.”

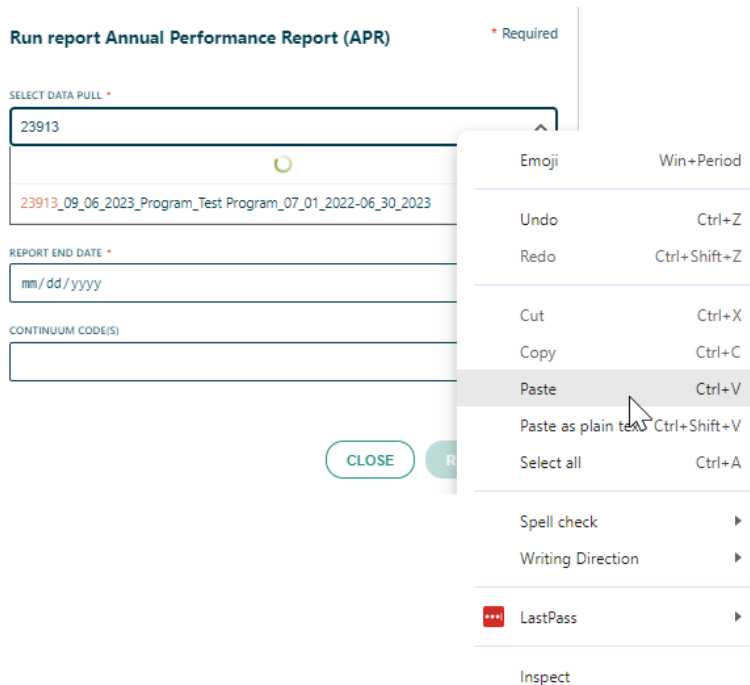


(Note: Steps 7 - 12 are to be repeated for the Cumulative Year-to-Date and Quarterly reporting periods. Use a single HMIS Data Pull Export ID number to create two APRs: **1** Cumulative and **1** Quarterly date ranges, and one DQR: **1** Cumulative date range.)

(Step 7.) Select the Play button icon that corresponds to the report you want to run i.e., “**Data Quality Report**” or “**Annual Performance Report (APR)**”



(Step 8.) right-mouse button and Paste the Export ID number into the Select Data Pull field and select the data pull created from the drop-down list.



(Step 10.) Enter the Report Start Date and Report End Dates required fields.

(Step 11.) Select the “Run Report” Button.

Run report Annual Performance Report (APR) * Required

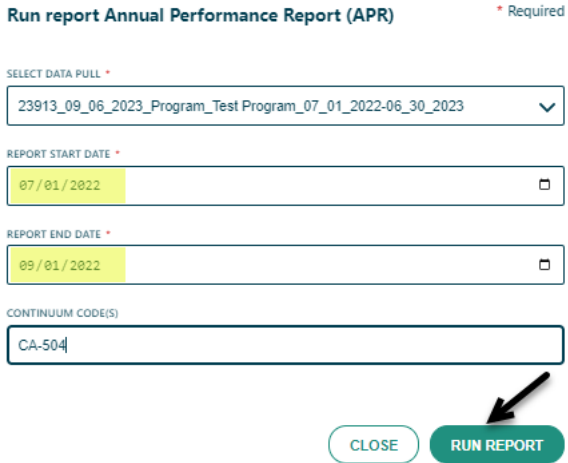
SELECT DATA PULL *
23913_09_06_2023_Program_Test Program_07_01_2022-06_30_2023

REPORT START DATE *
07 / 01 / 2022

REPORT END DATE *
09 / 01 / 2022

CONTINUUM CODE(S)
CA-504

CLOSE RUN REPORT



(Step 12.) Select the report name when the status shows “completed” to open.

ALL REPORTS

Data Quality Report Run History

Export ID 23913 | Program Test Program | 07/01/2022 - 06/30/2023
CREATED September 13, 2023 12:11 PM BY Adam Siegenthaler STATUS completed









Printing Annual Performance Reports (APRs) and Data Quality Reports (DQRs)

(Step 1.) Select the **Expand All** button in the upper-right hand corner to open all sections of the APR or DQR report.

Refresh Data  Export  Print  **Expand All** 

(Step 2.) Select the **Print** button.

On the Print Report Run screen, verify that every report section is fully expanded before saving the report as a PDF. Fully expanded DQR reports are **3 pages**, and APR reports are **27 pages** when all report sections fully expanded. (**Note: DQR and APR reports saved as PDFs but not fully expanded will be returned for re-submission and may delay the verification of program performance outcomes recorded in the Quarterly Report Templates.**)

Print	3 pages	Print	27 pages
Destination	 Save as PDF 	Destination	 Save as PDF 
Pages	All 	Pages	All 
Layout	Portrait 	Layout	Portrait 

(Step 3.) Select the Print button and Save the APR or DQR as a PDF.

(Step 4.) Save the PDF with report type, Program(s) name, and reporting date range.

QUARTERLY REPORT

All project types will need to run the HMIS Custom report, *QUARTERLY REPORT*, for income and race questions on the Quarterly Reports template regardless of the programs' project type in HMIS.

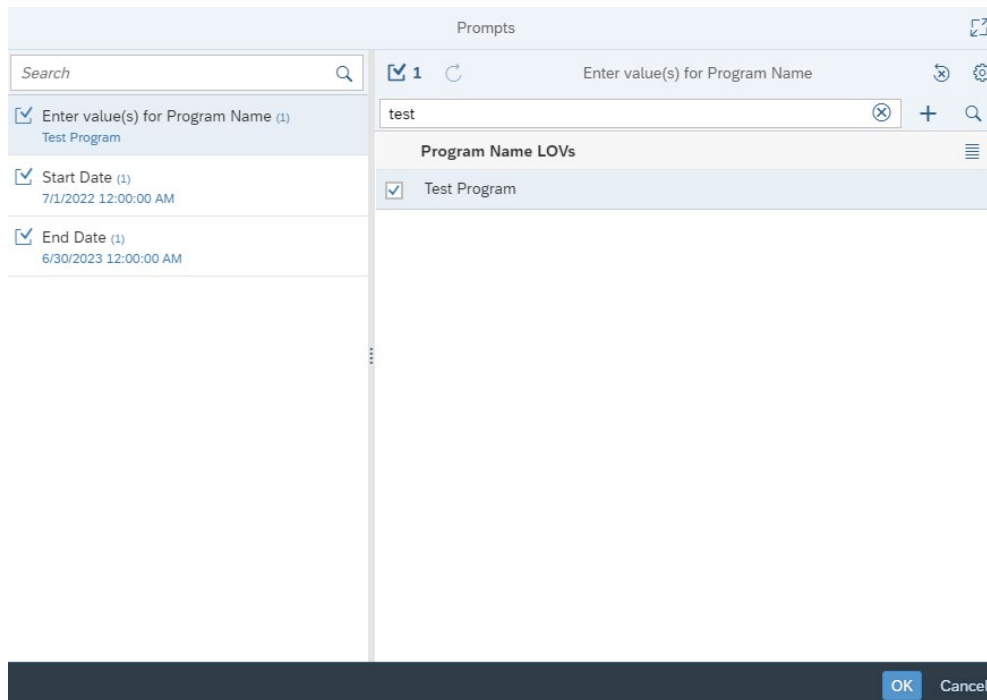
(Step 1.) From the Side Menu, expand the Reports tab and select “**View Reports (New)**”, or the “**WEBi Reports (New)**”. The name of the Report option may be different depending on the agency's site in HMIS.



(Step 2.) On the View Reports page, expand the “Custom Reports” Category and select on the “Quarterly Report” option. For the Street Outreach (SO) Project Type, use the HMIS Custom Report- “Quarterly Report (New Clients Only)”.



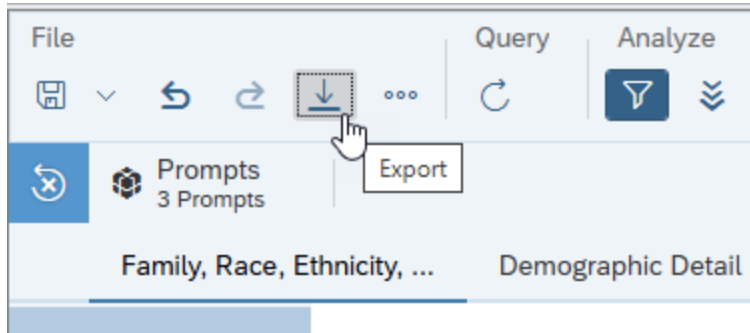
(Step 3.) Remove the pre-populated Program Name. Enter in the Program Name, Start Date and End Dates for the cumulative report period. Select the OK button to start and run the report.



(Step 4.) The completed report will be populated and divided into 3 tables used to complete the questions in the Quarterly Status Report template.

Downloading HMIS Custom Reports

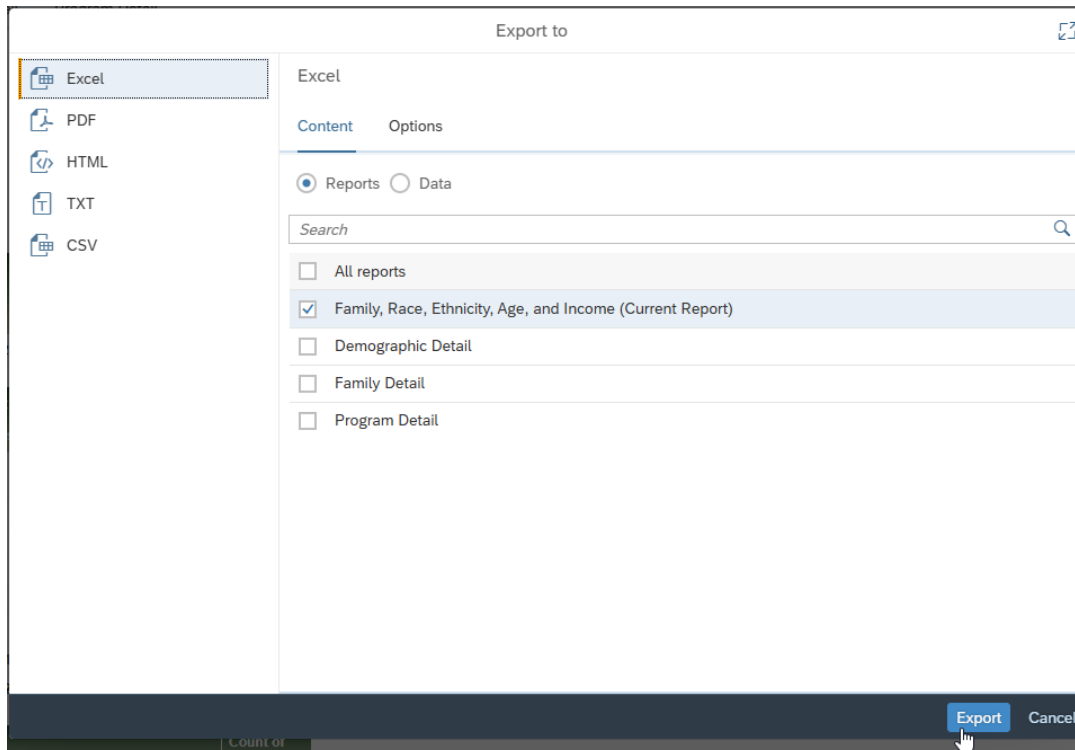
(Step 1.) Select the Export icon from the File menu options.



(Step 2.) On the Export to pop-up window, select the Excel option.

(Step 3.) Check the box next to “Family, Race, Ethnicity, Age, and Income” for the first page of content. (**Note: Do not include a program participants’ Personally Identifiable Information (PII) Demographic, Family or Program details in the Excel export.**)

(Step 4.) Select the Export button to download.



(Step 5.) Save the Excel document as “Quarterly Report (<HMIS Site Name>, <HMIS Program Name> for <MM/DD/YYYY> to <MM/DD/YYYY>)”.

1. Households (Unduplicated / Cumulative) Totals

Use the HUD Annual Performance Report (APR) to answer section 1 on Quarterly Report templates for Emergency Shelter, Rapid Re-Housing, Permanent Supportive Housing & Street Outreach HUD Project Types.

Input the values from the APR to the corresponding rows on the Quarterly Report template.

Report Validation Table on APR

Table on Quarterly Status Report

Q5a - Report Validations Table

Category	Count of Clients for DQ	Count of Clients
Total number of persons served	38	38
Number of adults (age 18 or over)	37	37
Number of children (under age 18)	1	1
Number of persons with unknown age	0	0
Number of leavers	8	8
Number of adult leavers	8	8
Number of adult and head of household leavers	8	8
Number of stayers	30	30
Number of adult stayers	29	29
Number of veterans	4	4
Number of chronically homeless persons	11	11
Number of youth under age 25	1	1
Number of parenting youth under age 25 with children	0	0
Number of adult heads of household	36	36
Number of child and unknown-age heads of household	0	0
Heads of households and adult stayers in the project 365 days or more	10	10

Households (Unduplicated / Cumulative)	Total
Total Number of Unduplicated Households served in FY 23-24	
Total Number of Unduplicated Persons Served in FY 23-24	
Number of Adults counted in the number of unduplicated persons	
Number of Children counted in the number of unduplicated persons	



The values on the Report Validation Table (APR) must match the values shown on the custom Quarterly Report. –See page 27.

Use the HMIS custom report – “Quarterly Report” to answer sections 2-3 on the Quarterly Status Report template for Emergency Shelter (ES), Rapid Re-Housing (RRH) & Permanent Supportive Housing (PSH) HUD Project Types. For the Street Outreach (SO) HUD Project Type, use the HMIS custom report- “Quarterly Report (New Clients Only)”

2. Income Determination

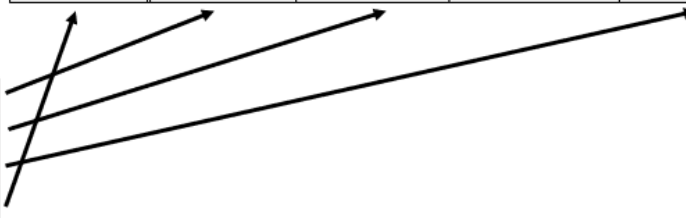
Income levels without a corresponding value **will not appear** on the HMIS custom Quarterly Report and should be reported as null (0) values on the Quarterly Status Report. In the example below, there are no results on the HMIS custom Quarterly Report for Program Participants reporting “51% to 80% (Low Income)” and the value for the income level on the Quarterly Status Report template is recorded as a null (0) value.

Table on HMIS Custom Report

Local Income Level (CDBG, ESG and CSF Grantees)	Count of Clients
0-30% (Extremely Low)	60
31-50% (Very Low)	1
Refused to Answer (defaults to 81%+)	1
Sum:	62

Table on Quarterly Status Report

Cumulative No. of Persons Assisted	Below 30% (Extremely Low)	31% to 50% (Very Low)	51% to 80% (Low Income)	Over 80% (Non-low Moderate)
62	60	1	0	1



3. Race/Ethnicity Data

Race/Ethnicity data without a corresponding value **will not appear** on the custom HMIS Quarterly Report and should be reported as a null value (0) on the Quarterly Status Report. In the example below, there are no results on the HMIS report for Program Participants reporting “Client Doesn’t Know”, “Client prefers not to answer”, “Data Not Collected”, or “Middle Eastern or North African” for Race and Ethnicity in HMIS. On the Quarterly Status Report template there is null values (0s) entered for those missing responses for Race/Ethnicity Data.

Table on Quarterly Status Report Template

<i>RACE/ETHNICITY DATA</i>	(Total) No. of persons served per category.
American Indian, Alaska Native, or Indigenous	9
Asian or Asian American	3
Black, African American, African	17
Client Doesn't Know	0
Client prefers not to answer	0
Data Not Collected	0
Hispanic/Latina/e/o	20
Middle Eastern or North African	0
Multiple Races	19
Native Hawaiian or Pacific Islander	2
White	170
SUM	240

Table on custom HMIS Quarterly Report

Race and Ethnicity (HUD)	Count of Clients	Race Split
American Indian, Alaska Native, or Indigenous	9	3.75%
Asian or Asian American	3	1.25%
Black, African American, or African	17	7.08%
Hispanic/Latina/e/o	20	8.33%
Multiple Races	19	7.92%
Native Hawaiian or Pacific Islander	2	0.83%
White	170	70.83%
Sum:	240	100.00%

4. HMIS Data Quality

Complete a Data Quality Report (DQR) for the Cumulative Reporting Period date range. **Convert the decimal values in the DQR to percentages. (Note: Quarterly Status Reports that do not report HMIS Data Quality as whole percentages will be returned to the submitter for correction and resubmission.)**

Q2 – Personally Identifiable Information

To find the error rate percentage, use the decimal value for Overall Score in the “% Of Error Rate” column and convert to a percentage. In the example below for Overall Score, the decimal value **0.1667 becomes 16.67% or 17%.**

Q2. Personally Identifiable Information					
DATA ELEMENT	CLIENT DOESN'T KNOW/REFUSED	INFORMATION MISSING	DATA ISSUES	TOTAL	% OF ERROR RATE
Name (3.01)	0	0	0	0	0.0000
Social Security Number (3.02)	0	1	2	3	0.0714
Date of Birth (3.03)	0	0	0	0	0.0000
Race (3.04)	1	1		2	0.0476
Ethnicity (3.05)	1	3		4	0.0952
Gender (3.06)	0	0		0	0.0000
Overall Score				7	0.1667

Enter in the value as a percentage on the “% Error Rate:” line in Quarterly Status Report.

- i. Please state the % error rate from **Q2** on the DQR (Data Quality: Personally Identifiable Information). If it shows more than a **5% error** rate, please indicate why:

% Error Rate: _____

Reason if Errors over 5% _____

Q3 – Universal Data Elements

To find the error rate percentage, unlike Question 2, manually add up the decimal values found in the “% Of Error Rate” column and then convert the total to a percentage. In the example below for Universal Data Elements, the decimal values **0.0043 + 0.0000 + 0.0135 + 0.0000 + 0.0299= 0.0477 becomes 4.77% or 5%.**

DATA ELEMENT	ERROR COUNT	% OF ERROR RATE
Veteran Status (3.07)	13	0.0043
Project Start Date (3.10)	0	0.0000
Relationship to Head of Household (3.15)	48	0.0135
Client Location (3.16)	0	0.0000
Disabling Condition (3.08)	106	0.0299

Enter in the value as a percentage on the “% Error Rate:” line in Quarterly Status Report.

- ii. Please state the % error rate from **Q3** on the DQR (Data Quality: Universal Data Elements). **Please remember to ADD all the numbers from all the rows.** If it shows more than a **5% error** rate, please indicate why:

% Error Rate: _____

Reason if Errors over 5% _____

Q4 – Income and Housing Data Quality

To find the error rate percentage, same as Question 3 above, add up the decimal values found in the “% Of Error Rate” column. In the example below for Income and Housing Data Quality, the decimal values **0.0532 + 0.0159 + 0.3707 + 0.0238 = 0.4636 becomes 46.36% or 46%.**

DATA ELEMENT	ERROR COUNT	% OF ERROR RATE
Destination (3.12)	101	0.0532
Income and Sources (4.02) at Start	48	0.0159
Income and Sources (4.02) at Annual Assessment	162	0.3707
Income and Sources (4.02) at Exit	40	0.0238

Enter in the value as a percentage on the “% Error Rate:” line in Quarterly Status Report.

- iii. Please state the % error rate from **Q4** on the DQR (Data Quality: Income and Housing Data Quality). **Please remember to ADD all the numbers from all the rows** if it shows more than a **5% error** rate, please indicate why:

% Error Rate: _____

Reason if Errors over 5% _____

Q6 – Percentage of Project Records not entered in HMIS within 6 days.

The HMIS Timeliness Percentage is calculated using the table inside the report template. Enter the following two totals found in the Timeliness section of the Data Quality Report:

1. The total of all *Number of Project Start Records* and *Number of Project Exit Records* (10 number values). In the example below the total number of Start and Exit records is **72**.
2. The total of *Number of Project Start Records* and *Number of Project Exit Records* entered at “7-10 days” and “11+ days” intervals (4 number values). In the example below the total number of Start and Exit records is **45**.

TIME FOR RECORD ENTRY	NUMBER OF PROJECT START RECORDS	NUMBER OF PROJECT EXIT RECORDS
< 0 days	0	0
0 days	7	14
1-3 days	4	0
4-6 days	2	0
7-10 days	0	0
11+ days	40	5

(Step 1.) Enter in the values into rows 1 and 2 on the table in the report template.

1. Add the total number of all Project Entry and Exit Records listed in Q6 and enter in the box to the right. (Add all 10 numbers listed)	72
2. Add the numbers listed in “7-10 days” row and “11+ days” row and enter in the box to the right. (Add all 4 numbers listed)	45
Percentage of Project Records not entered in HMIS within 6 days (HMIS Timeliness percentage automatically calculates when you right click and select “Update Field)	!Zero Divide

(Step 2.) Right mouse-button select on the field “!Zero Divide” and then select the menu option “Update Field”. (**Note: The updated field should be a number value and not ‘!Zero Divide’ saved on the template.**)

1. Add the total number of all Project Entry and Exit Records listed in Q6 and enter in the box to the right. (Add all 10 numbers listed)	72
2. Add the numbers listed in “7-10 days” row and “11+ days” row and enter in the box to the right. (Add all 4 numbers listed)	45
Percentage of Project Records not entered in HMIS within 6 days (HMIS Timeliness percentage automatically calculates when you right click and select “Update Field)	!Zero Divide

(Step 3.) The field will update with Percent of Project Records not entered in HMIS within 6 days.

1. Add the total number of all Project Entry and Exit Records listed in Q6 and enter in the box to the right. (Add all 10 numbers listed)	72
2. Add the numbers listed in “7-10 days” row and “11+ days” row and enter in the box to the right. (Add all 4 numbers listed)	45
Percentage of Project Records not entered in HMIS within 6 days (HMIS Timeliness percentage automatically calculates when you right click and select “Update Field)	63%

5. Performance Outcomes Project Goals

Permanent Housing (ES, PSH & RRH)

Outcome Goal- The number of program participants who retain permanent housing at program exit or at the end of the contract period. (For programs with PSH and RRH project types.)

Outcome Goal- The number of program participants who exit the program for a permanent housing destination at program exit or year-end. (For programs with ES project types.)

Use the HMIS Custom Report – Clients Exited to Permanent Destinations or Remaining Active in Program

Run the HMIS Custom report with the Quarterly Reporting Period Dates and Cumulative Contract Year Dates date ranges. Report the Actual Outcomes for the quarter and for the year-to-date on the report template.

Use the values found in column labeled “Count of Clients Housed.”

Perm Housing Exit/Retention Rate	Count of Clients	Count of Clients Housed
84.85%	33	28

Enter in the values on lines in Quarterly Status Report template.

- The number who achieved permanent housing *this quarter*:
- The number who achieved permanent housing *this year*:

Income (ES, PSH & RRH)

Program participants (individual adults) who retain or increase income from any source including benefits or employment at program exit or at the end of the contract period. (For programs with ES, PSH and RRH Project Types.)

Run 2 APRs for the Quarterly Reporting Period Dates, and Cumulative Contract Year Dates, date ranges. Report the Actual Outcomes for both the quarterly and cumulative (year-to-date) periods on the Quarterly Status Report template.

Use the values located in two sections of the HUD Annual Performance Report (APR): Q19a1- Client Income Change- Income Source- by Start and Latest Status and Q19a2- Client Income Change- Income Source- by Start and Exit to report the Performance Outcome of the number of adults who increased or retained income via employment, or other benefits, during their project enrollments for the quarter and year:

Enter in the values on lines in Quarterly Status Report template.

- *The number who retained or increased income via **employment** this quarter:*
- *The number who retained or increased income via **employment** this year:*
- *The number who retained or increased income via **benefits** this quarter:*
- *The number who retained or increased income via **benefits** this year:*

The number who increased income via employment this quarter and year:

Add the 4 values: (Number of Adult with Earned Income/Retained Income Category and Same \$ at Annual Assessment as at Start) **plus** (Number of Adult with Earned Income/Performance Measure: Adults who Gained or Increase Income from Start to Annual Assessment, Average Gain) **plus** (Number of Adult with Earned Income/Retained Income Category and Same \$ at Exit as at Start) **plus** (Number of Adult with Earned Income/Performance Measure: Adults who Gained or Increase Income from Start to Exit, Average Gain) columns.

Using the example below, **0+0+3+0= 3 Adults increased income via employment.**

Q19a1 - Client Cash Income Change - Income Source - by Start and Latest Status

Income Change by Income Category (Universe: Adult Stayers with Income Information at Start and Annual Assessment)	Had Income Category at Start and Did Not Have It at Annual Assessment	Retained Income Category But Had Less \$ at Annual Assessment Than at Start	Retained Income Category and Same \$ at Annual Assessment as at Start	Retained Income Category and Increased \$ at Annual Assessment	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment	Did Not Have the Income Category at Start or at Annual Assessment	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Annual Assessment, Average Gain	Performance measure: Percent of persons who accomplished this measure
Number of Adults with Earned Income (i.e., Employment Income)	1	0	0	0	0	0	1	0	0.0000
Average Change in Earned Income	-1000.00	0.00		0.00	0.00			0.00	
Number of Adults with Other Income	0	0	0	0	1	0	1	1	1.0000
Average Change in Other Income	0.00	0.00		0.00	1200.00			1200.00	
Number of Adults with Any Income (i.e., Total Income)	0	0	0	1	0	0	1	1	1.0000
Average Change in Overall Income	0.00	0.00		200.00	0.00		200.00	200.00	

Q19a2 - Client Cash Income Change - Income Source - by Start and Exit

Income Change by Income Category (Universe: Adult Leavers with Income Information at Start and Exit)	Had Income Category at Start and Did Not Have It at Exit	Retained Income Category But Had Less \$ at Exit Than at Start	Retained Income Category and Same \$ at Exit as at Start	Retained Income Category and Increased \$ at Exit	Did Not Have the Income Category at Start and Gained the Income Category at Exit	Did Not Have the Income Category at Start or at Exit	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Exit, Average Gain	Performance measure: Percent of persons who accomplished this measure
Number of Adults with Earned Income (i.e., Employment Income)	0	0	3	0	0	26	29	0	0.0000
Average Change in Earned Income	0.00	0.00		0.00	0.00			0.00	
Number of Adults with Other Income	0	0	8	0	2	19	29	2	0.0690
Average Change in Other Income	0.00	0.00		0.00	635.00			635.00	
Number of Adults with Any Income (i.e., Total Income)	0	0	11	0	2	16	29	2	0.0690
Average Change in Overall Income	0.00	0.00		0.00	635.00		43.79	635.00	

The number who increased income via benefits this quarter and year:

Add the 4 values: (Number of Adult with Other Income/Retained Income Category and Same \$ at Annual Assessment as at Start) **plus** (Number of Adult with Other Income/Performance Measure: Adults who Gained or Increase Income from Start to Annual Assessment, Average Gain) **plus** (Number of Adult with Other Income/Retained Income Category and Same \$ at Exit as at Start) **plus** (Number of Adult with Other Income/Performance Measure: Adults who Gained or Increase Income from Start to Exit, Average Gain) columns. Using the example below, **0+1+8+2= 11 Adults increased income via benefits.**

Q19a1 - Client Cash Income Change - Income Source - by Start and Latest Status

Income Change by Income Category (Universe: Adult Stayers with Income Information at Start and Annual Assessment)	Had Income Category at Start and Did Not Have It at Annual Assessment	Retained Income Category But Had Less \$ at Annual Assessment Than at Start	Retained Income Category and Same \$ at Annual Assessment as at Start	Retained Income Category and Increased \$ at Annual Assessment	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment	Did Not Have the Income Category at Start or at Annual Assessment	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Annual Assessment, Average Gain	Performance measure: Percent of persons who accomplished this measure
Number of Adults with Earned Income (i.e., Employment Income)	1	0	0	0	0	0	1	0	0.0000
Average Change in Earned Income	-1000.00	0.00		0.00	0.00			0.00	
Number of Adults with Other Income	0	0	0	0	1	0	1	1	1.0000
Average Change in Other Income	0.00	0.00		0.00	1200.00			1200.00	
Number of Adults with Any Income (i.e., Total Income)	0	0	0	1	0	0	1	1	1.0000
Average Change in Overall Income	0.00	0.00		200.00	0.00		200.00	200.00	

Q19a2 - Client Cash Income Change - Income Source - by Start and Exit

Income Change by Income Category (Universe: Adult Leavers with Income Information at Start and Exit)	Had Income Category at Start and Did Not Have It at Exit	Retained Income Category But Had Less \$ at Exit Than at Start	Retained Income Category and Same \$ at Exit as at Start	Retained Income Category and Increased \$ at Exit	Did Not Have the Income Category at Start and Gained the Income Category at Exit	Did Not Have the Income Category at Start or at Exit	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Exit, Average Gain	Performance measure: Percent of persons who accomplished this measure
Number of Adults with Earned Income (i.e., Employment Income)	0	0	3	0	0	26	29	0	0.0000
Average Change in Earned Income	0.00	0.00		0.00	0.00			0.00	
Number of Adults with Other Income	0	0	8	0	2	19	29	2	0.0690
Average Change in Other Income	0.00	0.00		0.00	635.00			635.00	
Number of Adults with Any Income (i.e., Total Income)	0	0	11	0	2	16	29	2	0.0690
Average Change in Overall Income	0.00	0.00		0.00	635.00		43.79	635.00	

Entry in to Coordinated Entry (SO ONLY)

Outcome Goal- The number of participants entered in to Coordinated Entry.

Use the HMIS Custom Report- The Number of Participants Entered into Coordinated Entry

Run the HMIS Custom report with the Quarterly Reporting Period Dates and Cumulative Contract Year Dates date ranges. Report the Actual Outcomes for the quarter and for the year-to-date on the report template.

Use the value found in column labeled, “Number of Clients Enrolled in CE.”

% of Clients Enrolled in CE	Number of Clients Active in Program	Number of Clients Enrolled in CE
34.48%	29	10

Enter in the values on lines in Quarterly Status Report template.

- *The number who entered into CE **this quarter**:*
- *The number who entered into CE **this year**:*

Entry into Sheltered Locations (SO ONLY)

Outcome Goal- The number of unsheltered participants entered a sheltered location other than permanent housing.

Use APR Report Sections Q23c – Exit Destination- Temporary Destinations

Subtotal of Temporary Destinations, excluding values for “Place not meant for habitation.” Run the APR report with the Quarterly Reporting Period Dates and Cumulative Contract Year Dates date ranges. Report the Actual Outcomes for the quarter and for the cumulation (year-to-date) period on the report template. Using the example below, **1+0+4+0+0+1+0= 6 Participants entered into a sheltered location other than permanent housing.**

Temporary Destinations	
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	1
Moved from one HOPWA funded project to HOPWA TH	0
Transitional housing for homeless persons (including homeless youth)	4
Staying or living with family, temporary tenure (e.g. room, apartment, or house)	0
Staying or living with friends, temporary tenure (e.g. room, apartment, or house)	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	8
Safe Haven	0
Hotel or motel paid for without emergency shelter voucher	1
Host Home (non-crisis)	0

Enter in the values on lines in Quarterly Status Report template.

- *The number who entered into sheltered location **this quarter**:*
- *The number who entered into sheltered location **this year**:*

Addendum: Preparing HMIS Program Data for Quarterly Reporting

Comparison of Unduplicated Program Participant Totals

Compare the following categories on the HUD Annual Performance Report's (APR's) Report Validation Table with the column header labels on the custom Quarterly Report for the cumulative period:

1. *Total number of persons served* compared to *Total Number of Unduplicated Persons Served*.
2. *Number of adults (age 18 or over)* compared to *Number of Adults*.
3. *Number of children (under age 18)* compared to *Number of Children*.
4. *Number of adult heads of household* compared to *Total Number of Unduplicated Households served*.

HUD (APR) Report Validation Table

Quarterly Report Table

CATEGORY	COUNT OF CLIENTS FOR DQ
Total number of persons served	21
Number of adults (age 18 or over)	21
Number of children (under age 18)	0
Number of persons with unknown age	0
Number of leavers	7
Number of adult leavers	7
Number of adult and head of household leavers	7
Number of stayers	14
Number of adult stayers	14
Number of veterans	2
Number of chronically homeless persons	14
Number of youth under age 25	0
Number of parenting youth under age 25 with children	0
Number of adult heads of household	21
Number of child and unknown-age heads of household	0
Heads of households and adult stayers in the project 365 days or more	7

Total Number of Unduplicated Households served	Total Number of Unduplicated Persons Served	Number of Adults	Number of Children
21	21	21	0

If the values of Counts of Client for DQ and Unduplicated Totals do not match, Review the HMIS Data Validation Error (DVE) and HUD HMIS Data Quality Report (DQR) reports using this [HMIS Data Quality Reports Instruction Guide](#) for the cumulative grant period. Correct any errors associated with the client records then refresh or re-run these reports for data quality and validation. HMIS Data Quality Accurate, current, and timely data entered in an HMIS-participating project is vital to trusted reporting of a program's performance and outcome measurements via Quarterly Status Report submissions.