



GUIDE: GENERATING COC-APR DATA FROM SERVICEPOINT™

Version 1.0

Guide for Generating CoC-APR Data from ServicePoint

Service Provider Type: ES, TH, PH-PSH, PH-RRH, SSO
Household Type: All Household Types

SUMMARY:

This guide is designed to assist End Users with generating the CoC-APR “canned” report that is accessed through the ServicePoint Report Dashboard. It can be used by all HMIS participating service providers that follow an Entry/Exit workflow when recording client data.

**This report should be used in place of the ART 625 APR. **

INSTRUCTIONS:

Step 1: Log into ServicePoint, <https://sp.lsndc.org>

Step 2: From the *Home Page Dashboard*, click on **REPORTS** in the left menu.

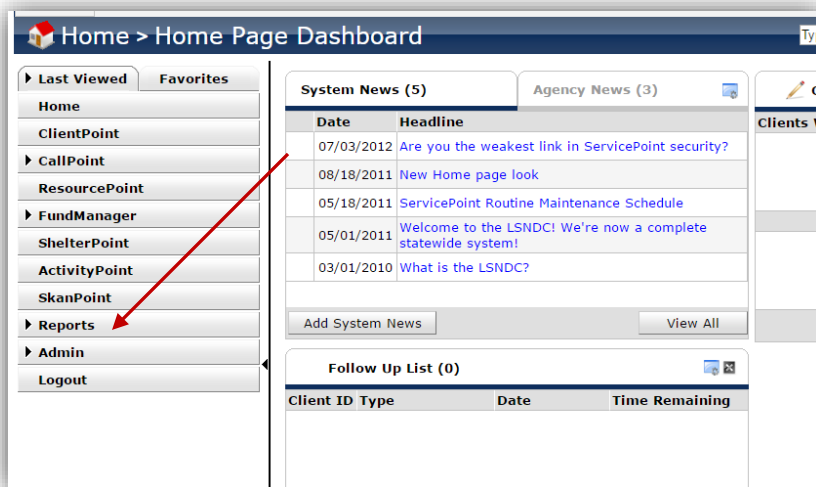


FIGURE 1

Step 3: Under *Provider Reports*, click on the tile labeled **CoC-APR**.

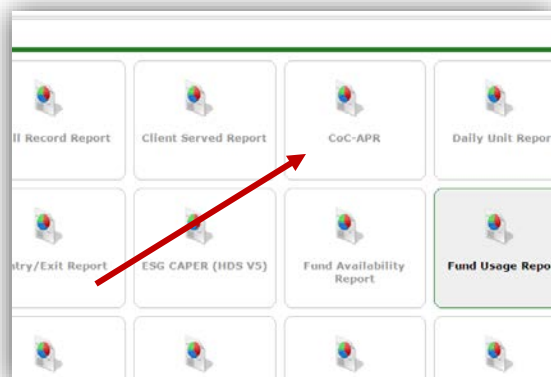


FIGURE 2

Step 4: Select the appropriate *Report Options* for (A) **Provider Type**, (B) **Provider**, (C) **Program Date Range**, and (D) **Entry/Exit Types** for the project.

FIGURE 4

Step 5: Once the appropriate parameters for the project have been selected, your prompts will look similar to Figure 5. Click on the **Build Report** button.

FIGURE 5

Step 6: Review counts of persons comprising each variable. Each number highlighted in blue is a hyperlink. Click on the **number** to view a list of client IDs that comprise the count.

5a - Report Validation Table		
Report Validation Table		
1. Total Number of Persons Served		3
2. Number of Adults (age 18 or over)		2
3. Number of Children (under age 18)		1
4. Number of Persons with Unknown Age		0
5. Number of Leavers		0
6. Number of Adult Leavers		0
7. Number of Adult and Head of Household Leavers		0
8. Number of Stayers		3
9. Number of Adult Stayers		2
10. Number of Veterans		0
11. Number of Chronically Homeless Persons		0
12. Number of Youth Under Age 25		0

Clients in answer cell	
5a - Report Validation Table	
1. Total Number of Persons Served	
ID	Client
8357019	Bear, BooBoo
8357018	Bear, Cindy
8346060	Bear, Yogi
Showing 1-3 of 3	
Download Results	
Exit	

FIGURE 6