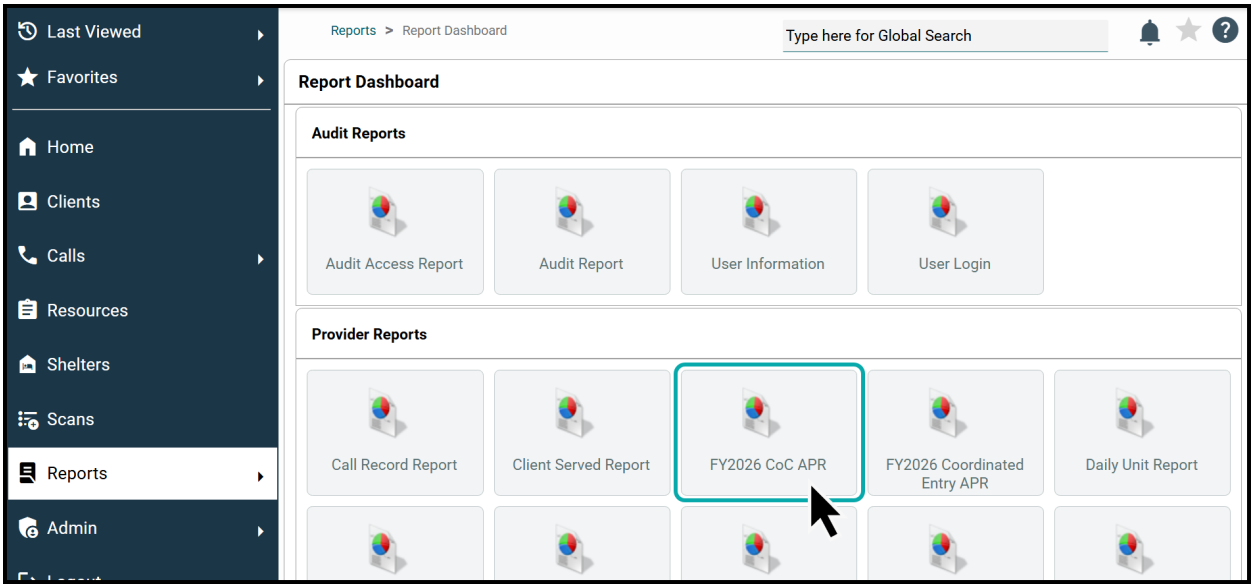
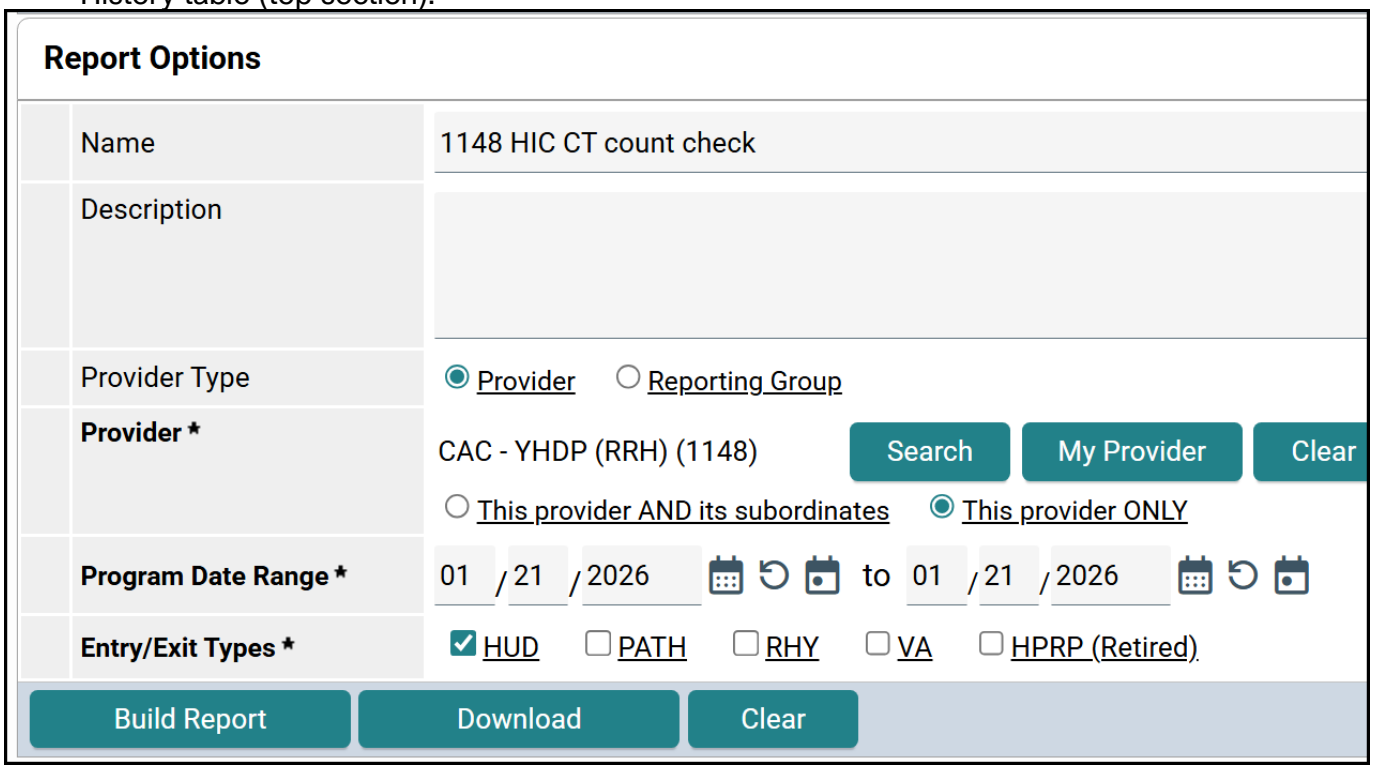
APR (Annual Performance Report)

It's easy to run the APR for a quick data quality check for Clients enrolled in (or exited from) your project during any given date range. Here's how!



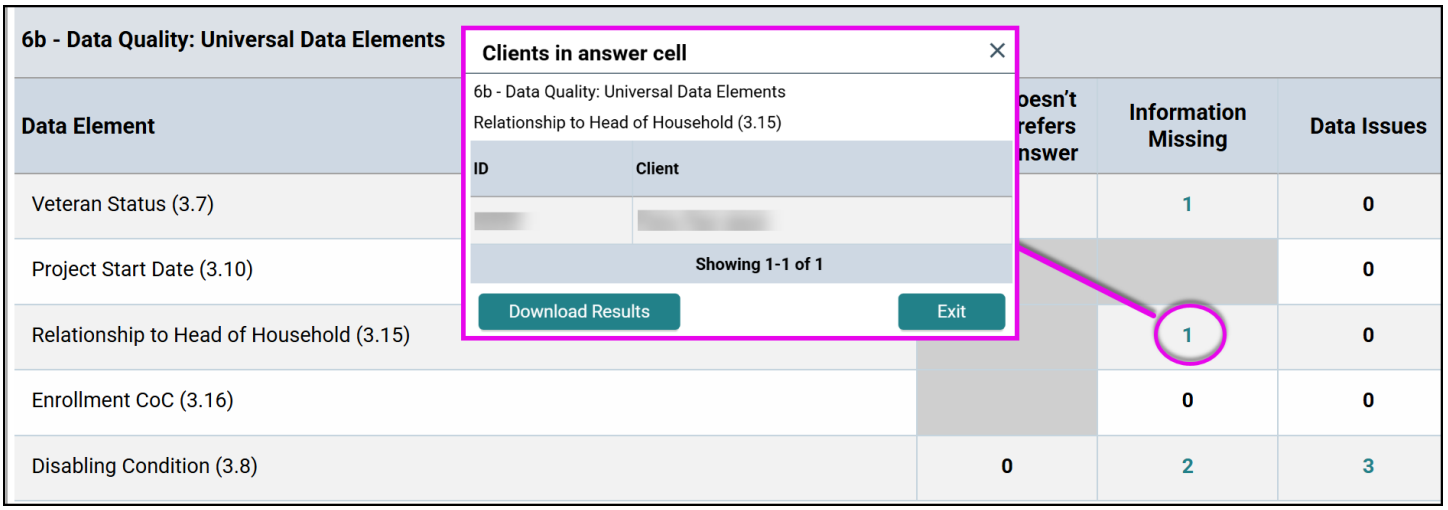
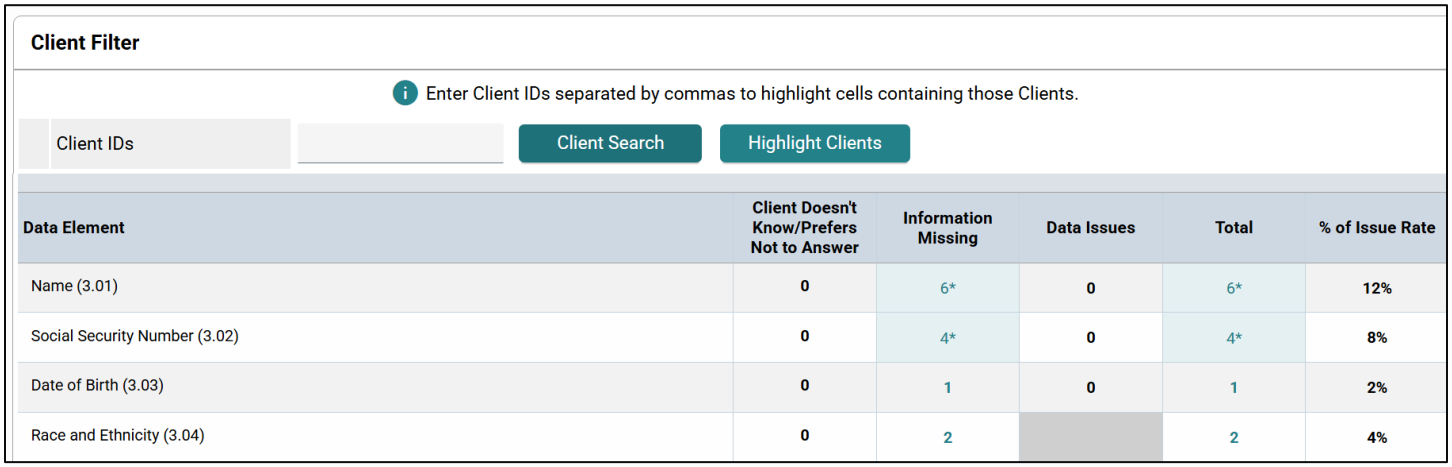
Go to **Reports** in your main navigation menu, and select "FY20xx CoC APR." In the **Report Options** section, input your desired criteria and click the "Build Report" button.

- ***Provider***: will pre-fill your default project — you may also select from your list of EDA-access projects.
- ***Program Date Range***: set to desired range; wider time periods may take longer to load.
- ***Entry/Exit Type***: Select "HUD" (or if you're RHY, select "RHY," or if you're VOA or VA, select "VA")
- ***Name***: is optional, but naming your report may be useful later as it displays in your Report Run History table (top section).



In the **Report Run History** table at the top of the page, the Report Status column will show "Running" in blue. Take a few deep breaths or click the “Refresh” button until the status changes to "Completed" (in teal). Finally, click the magnifying glass to view the report. Your report will display beneath Report Options, and your browser may need a few moments to load.

Numbers in the teal blue color are links. When clicked, the associated Clients are listed in a pop-up window.



The APR is a long page, but don’t be discouraged; you’ll get the hang of the format before you know it. Use Find on Page (Ctrl + F) to look for a specific data element, or search the report for specific Clients using their ID number in **Client Filter.** The “Highlight Clients” button will indicate everywhere that person is included.