

# Ohio Balance of State Continuum of Care Annual Performance Report: Sage Submission Process

## **Purpose of this Listserv Message**

This listserv message provides information about the HUD APR submission process using the Sage HMIS Reporting Repository.

## **Target Audience**

All CoC-funded projects in the Ohio BoSCoC.

## **Background**

Homeless assistance programs within the Ohio BoSCoC that receive federal funding through the U.S. Department of Housing and Urban Development's (HUD) Continuum of Care Homeless Assistance Program are required to complete Annual Performance Reports (APRs). CoC Programs include Shelter Plus Care (S+C), Permanent Housing-Permanent Supportive Housing, Permanent Housing-Rapid Re-housing, Transitional Housing, and Supportive Services Only. These reports are due within 90 days of the end of the program's operating year.

In March 2017 HUD issued a notice announcing that beginning April 1, 2017, all CoC homeless assistance grant recipients will be required to submit their APR data through the Sage HMIS Reporting Repository instead of through e-snaps. HUD switched to Sage from e-snaps to allow recipients to submit data from their Homeless Management Information System (HMIS) or comparable database via a Comma Separated Value (CSV) import to eliminate the manual data entry requirement. Grant and financial information that is also required as part of the APR submittal will now be populated into the recipient's Sage APR from the applicable grant application information in e-snaps and from the Line of Credit Control System (LOCCS).

## **HUD APR Submission Process**

Currently, HUD has the following resources available on the HUD Exchange to assist recipients in creating and submitting the CoC APR in Sage. Recipients should review these materials prior to beginning the APR process.

### *Sage CoC APR Guidebook for CoC Grant-Funded Programs*

This document provides step-by-step instructions on the CoC APR process, including details on creating an account, completing grant and financial sections of the APR, and uploading HMIS data via CSV import:

<https://www.hudexchange.info/resource/5315/sage-coc-apr-guidebook-for-coc-grant-funded-programs/>

### *CoC APR: Sage HMIS Reporting Repository Templates/Full APR Submission Tables*

This document provides an overview of each component of the APR to help users understand what they will be reporting in the Sage repository:

<https://www.hudexchange.info/resources/documents/Sage-Template-CoC-Full-APR.pdf>

### *Sage Training Video: How to Create an Account*

This video provides guidance on the first step of the Sage APR process: creating a Sage account:

<https://www.hudexchange.info/trainings/courses/sage-training-video-how-to-create-an-account/>

**Note: Recipients will no longer be required to submit a draft version of their APR to COHHIO for review prior to submission to HUD.**

### **Creating the HMIS CSV Report for Upload to Sage**

The client data used to report in the APR is collected in the CoC's HMIS or a comparable database and is uploaded to Sage via a CSV file that has been saved in a single .ZIP file folder. Sage will not accept manual data entries on the required statistical information. HUD has not provided any other mechanism to enter data into Sage or upload data into Sage.

The Ohio BoSCoC conducted a training webinar on April 17, 2017, to instruct recipients on running and downloading the CoC-APR from ServicePoint. A recording of the webinar is located on COHHIO's website at <http://hmis.cohhio.org/index.php?pg=kb.page&id=127>. After downloading the report from HMIS, the recipient should upload the .ZIP file folder to Sage using the directions provided in the Sage APR Guidebook referenced above.

Please note that uploaded data cannot be manually revised in Sage. If, after uploading your data, you receive an error message or otherwise determine that data needs to be corrected before completing the Sage APR submittal, you must make the corrections in your HMIS and upload a revised version of the CSV file in Sage.

Comparable databases used by victim service providers: HUD expects that all databases used to collect client data be compliant with HMIS data standard fields in order to be able to generate a CSV report that can be uploaded to Sage. If your system does not meet those requirements, you should contact HUD for further instructions using the *HUD Exchange Ask a Question* portal.

### **Questions**

Questions about this listserv message can be directed to Barbara Miller, CoC Coordinator, at [barbaramiller@cohhio.org](mailto:barbaramiller@cohhio.org).

For technical assistance with HMIS, please contact the COHHIO HMIS Help Desk at [hmis@cohhio.org](mailto:hmis@cohhio.org).