



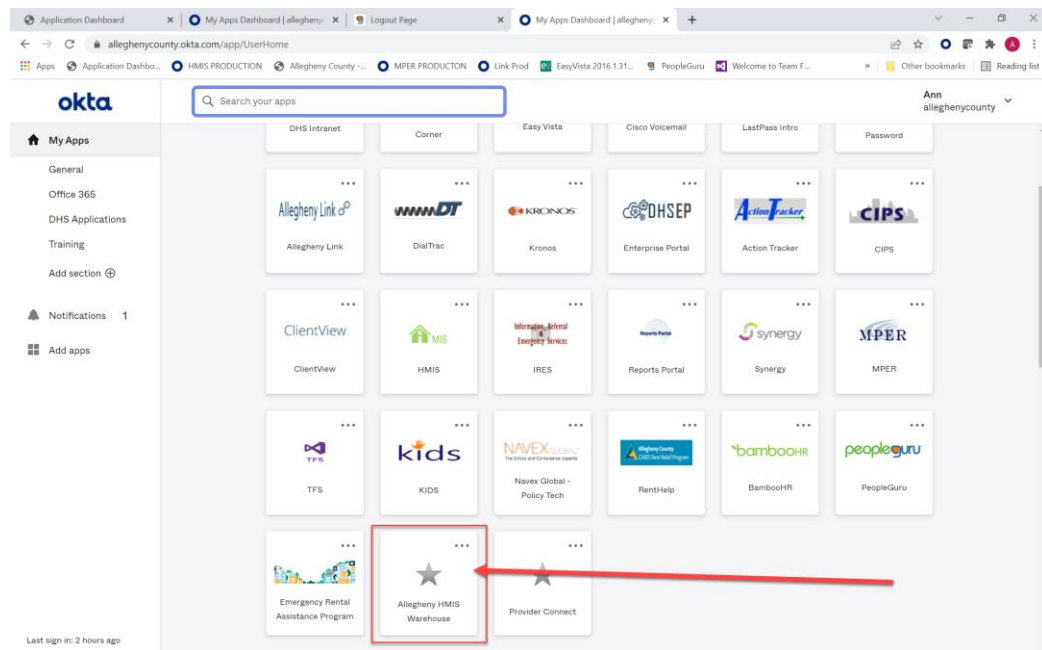
## Open Path HMIS Reporting – Generating an APR

This job aid is for the Open Path software used for HMIS reporting. It will walk the user step by step through how to generate an APR report, generate a Data Quality Report, and how to search for a client.

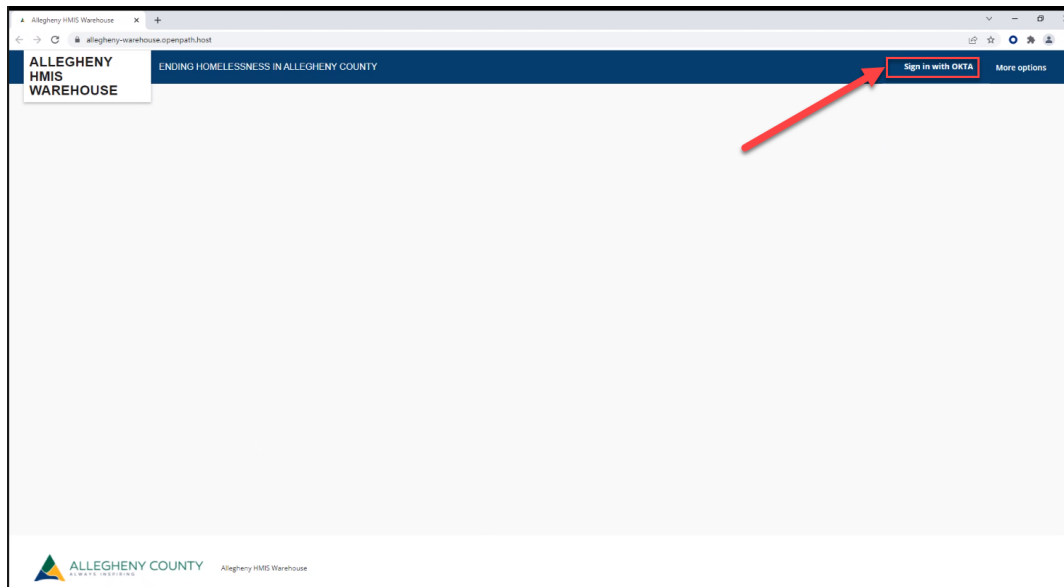
The company name who developed the reporting software is *Green River*, the software is named *Open Path*, and on the OKTA home screen, the chicklet to access the reporting software is *Allegheny HMIS Warehouse*. You may hear any of these names used to refer to the same reporting system.

**Please note that** the data in any report pulled reflects data as of 6 AM the current date. If changes are made in HMIS, to see the changes reflected in an Open Path report you will need to pull it the next business day

### Accessing Open Path

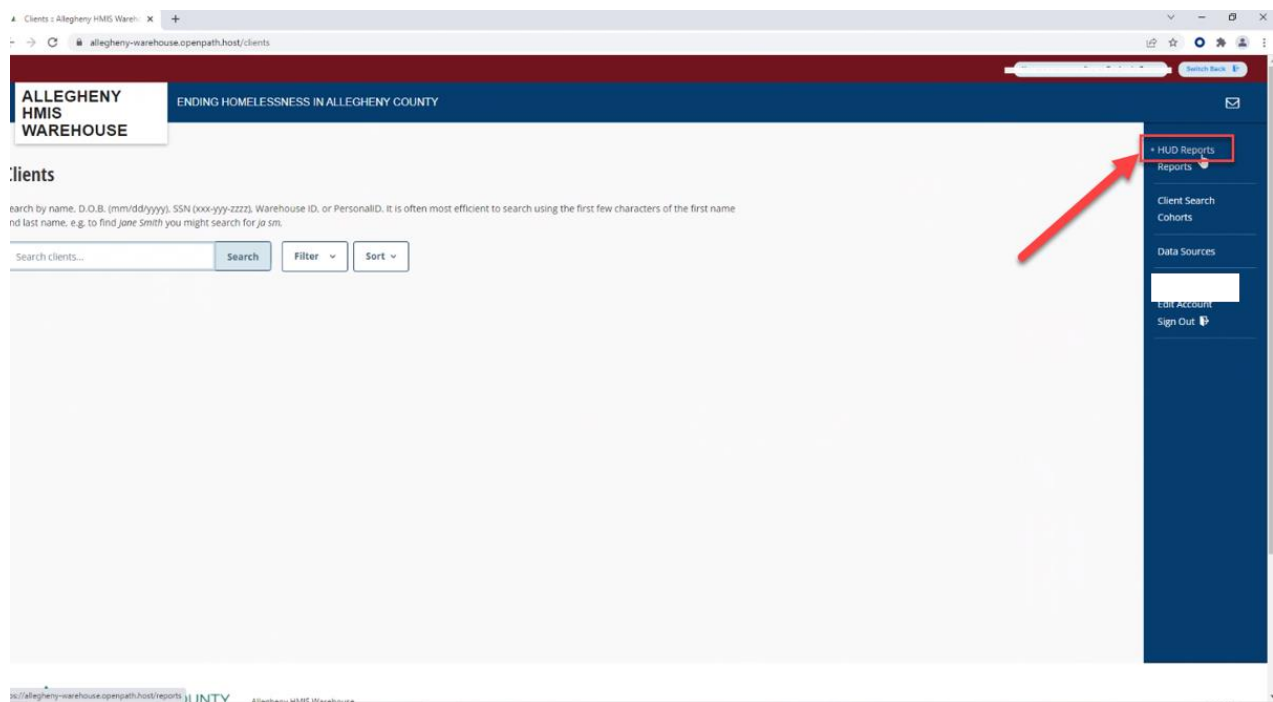


Log into OKTA and you will see the chicklet (box) for Allegheny HMIS Warehouse. This is the Open PATH HMIS reporting system. Click the Allegheny HMIS Warehouse.

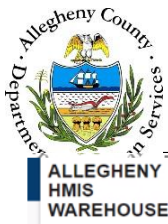


The Allegheny HMIS Warehouse will open up. You will need to select **Sign in with OKTA** on the upper right side of the screen and sign in.

## How to Generate an APR



To generate an APR, click **HUD Reports** on the top right.



## HUD Reports

Point in Time (PIT)

Longitudinal System Analysis

Housing Inventory Count (HIC)

**Annual Performance Report**

Consolidated Annual Performance and Evaluation Report

Coordinated Entry Annual Performance Report

Data Quality Report

Annual PATH Report

System Performance Measures

## Annual Performance Report

The APR contains 24 questions, labeled 4 through 27. Each question contains one or more tables of data. Questions can be run individually below, or can be run all together. Each report run can be downloaded as a zip file suitable for upload to HUD by following the link in the **Status** column on subsequent pages.

See the history of all report runs and download zip files

**Generate New Full APR**

Question	Last Run	Status
Question 4 HMIS Information		
Question 5 Report Validations		
Question 6 Data Quality		
Question 7 Persons Served		
Question 8 Households Served		
Question 9 Contacts and Engagements		
Question 10 Gender		
Question 11 Age		

Under the HUD Reports section on the left, select Annual Performance Report; then select **Generate New Full APR**.

**ALLEGHENY HMIS WAREHOUSE**  
ENDING HOMELESSNESS IN ALLEGHENY COUNTY  
APR Reports

### Annual Performance Report

**Required Options**

Start Date \*

End Date \*

Report Year

CoC Codes \*

Oct 1, 2020

Sep 30, 2021

APR FY 2022

Pittsburgh, McKeesport, Penn Hills/Allegheny County

PA-600

**Projects to Include**

Please note, the following options are additive. If you choose a single project and a project type, the report will run for all projects in the project type and the chosen project. If you choose a data source and project type, the report will run for all projects in the chosen data source and chosen project type.

Projects

Select all

Choose Projects

Data Sources

Select all

Choose Data Sources

Project Types

Select all

Choose Project Types

Project Groups

Select all

Choose Project Groups

No Projects Included

**Limits**

Sub population

All Clients

Age ranges

Any Age

Limit to heads of household

☐

Genders

Any Gender

Races

Any Race

Ethnicities

Any Ethnicity

Under the Required Options: Select the date range you wish to run the report for.

The report year will default to the current fiscal year and the CoC code will default to PA-600 (Pittsburgh, McKeesport, Penn Hills/Allegheny County).



**ALLEGHENY HMIS** **ENDING HOMELESSNESS IN ALLEGHENY COUNTY**

APR Reports

Calendar: October 2020

End Date: Sep 30, 2021

Report Year: APR FY 2022

CoC Codes: Pittsburgh, McKeesport, Penn Hills/Allegheny County

**Projects to Include**

Please note, the following options are additive. If you choose a single project and a project type, the report will run for all projects in the project type and the chosen project. If you choose a data source and project type, the report will run for all projects in the chosen data source and chosen project type.

Projects: Choose Projects (Select all)

Project Types: Choose Project Types (Select all)

Data Sources: Choose Data Sources (Select all)

Project Groups: Choose Project Groups (Select all)

**Limits**

Sub population: All Clients

Age ranges: Any Age

Races: Any Race

Ethnicities: Any Ethnicity

Limit to heads of household: ☐

You can use the calendar function to select the date range or type in the dates.

Under Projects to Include, select which programs/projects to include. You can select one program or multiple. You can also run the APR by project type to pull in all RRHs or PSH programs run by the agency.

**ALLEGHENY HMIS WAREHOUSE** **ENDING HOMELESSNESS IN ALLEGHENY COUNTY**

APR Reports

Calendar: October 2020

End Date: Sep 30, 2021

Report Year: APR FY 2022

CoC Codes: Pittsburgh, McKeesport, Penn Hills/Allegheny County

**Annual Performance Report**

**Required Options**

Start Date: Oct 1, 2020

End Date: Sep 30, 2021

Report Year: APR FY 2022

CoC Codes: Pittsburgh, McKeesport, Penn Hills/Allegheny County

**Projects to Include**

Please note, the following options are additive. If you choose a single project and a project type, the report will run for all projects in the project type and the chosen project. If you choose a data source and project type, the report will run for all projects in the chosen data source and chosen project type.

Projects: Select none

Project Types: Choose Project Types (Select all)

Data Sources: Choose Data Sources (Select all)

Project Groups: Choose Project Groups (Select all)

**Limits**

Sub population: All Clients

Age ranges: Any Age

Races: Any Race

Ethnicities: Any Ethnicity

Limit to heads of household: ☐

**1 Project Included**

When a project/s has been selected, it will appear on the right hand side.



**Limits**

Sub population All Clients	Age ranges Any Age	Select all	<input type="checkbox"/> Limit to heads of household
Genders Any Gender	Races Any Race	Select all	Ethnicities Any Ethnicity

Select all Select all Select all

**Queue Report**

The Limits section allows the user to focus on data by different populations served: sub-populations, age, gender, race, ethnicity, and by heads of household only. The Limits section is optional.

allegheny-warehouse.openpath.host/hud\_reports/apr/new

### Annual Performance Report

**Required Options**

Start Date: Oct 1, 2020 End Date: Sep 30, 2021 Report Year: APR FY 2022 CoC Codes: Pittsburgh, McKeesport, Penn Hills/Allegheny County

**Projects to Include**

Please note, the following options are additive. If you choose a single project and a project type, the report will run for all projects in the project type and the chosen project. If you choose a data source and project type, the report will run for all projects in the chosen data source and chosen project type.

Projects: Select none Data Sources: Choose Data Sources Select all

Project Types: Choose Project Types Select all Project Groups: Choose Project Groups Select all

**Limits**

Sub population: All Clients Age ranges: Any Age Select all ☐ Limit to heads of household

Genders: Any Gender Select all Races: Any Race Select all Ethnicities: Any Ethnicity Select all

**Queue Report**

Click the **Queue Report** to run the APR report



The screenshot shows the 'Annual Performance Report' page in the Allegheny HMIS Warehouse. The status is 'Queued to start'. The report range is 'Oct 1, 2020 - Sep 30, 2021'. The CoCs are 'PA-600'. The household type is 'All household types'. The projects are 'All Projects'. The sub-population is 'All Clients'. The included questions are listed in a grid. A 'Generate New Full APR' button is visible in the top right.

The report may take a few minutes to begin generating (the Status will read *Queued to start*); when it has begun generating, you'll see the status change to *Started*.

The screenshot shows the 'Annual Performance Report' page in the Allegheny HMIS Warehouse. The status is 'Completed in 1 minute Feb 23, 2022 11:38 am'. A red arrow points to the completion time and date. The report range is 'Oct 1, 2020 - Sep 30, 2021'. The CoCs are 'PA-600'. The household type is 'All household types'. The projects are 'All Projects'. The sub-population is 'All Clients'. The included questions are listed in a grid. A 'Generate New Full APR' button is visible in the top right.

When the report has generated, you will see the status change to *Completed*. You will also receive an email notification that the APR is ready.

Click the blue hyperlink displaying the generation time and date to open the APR report.



ALLEGHENY HMIS WAREHOUSE

ENDING HOMELESSNESS IN ALLEGHENY COUNTY

Annual Performance Report

Annual Performance Report

APR FY 2022

Run by [User] at Feb 22, 2022 1:48 pm with the following options:

Report Range: Oct 1, 2021 - Sep 30, 2021

CoCs: PA-001

Household Type: All household types

Projects: [Empty]

Sub-Population: All Clients

Results included in this download will include the following:

Question 4, Question 5, Question 6, Question 7, Question 8, Question 9, Question 10, Question 11, Question 12, Question 13, Question 14, Question 15, Question 16, Question 17, Question 18, Question 19, Question 20, Question 21, Question 22, Question 23, Question 25, Question 26, Question 27

Download Report

Download Zip File

On the top right, there are two buttons displaying the option to Download the report or download it as a zip file.

ALLEGHENY HMIS WAREHOUSE

ENDING HOMELESSNESS IN ALLEGHENY COUNTY

Annual Performance Report

Annual Performance Report

APR FY 2022

Run by [User] at Feb 22, 2022 1:48 pm with the following options:

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Download Report

PDF

Excel or CSV

Recent Downloads

Clicking the **Download Report** button will allow you to select to download it as a PDF, excel or CSV, and also to view recent downloads.





While the download is occurring, you'll see a processing notice. It may take a few minutes to download.

When report is ready, click the **Download** button in the pop-up. The report will appear on the bottom left of the screen.





Annual Performance Report

APR FY 2022

Download Report

Download Zip File

DOWNLOAD PDF

Processing complete. Your file is available for download.

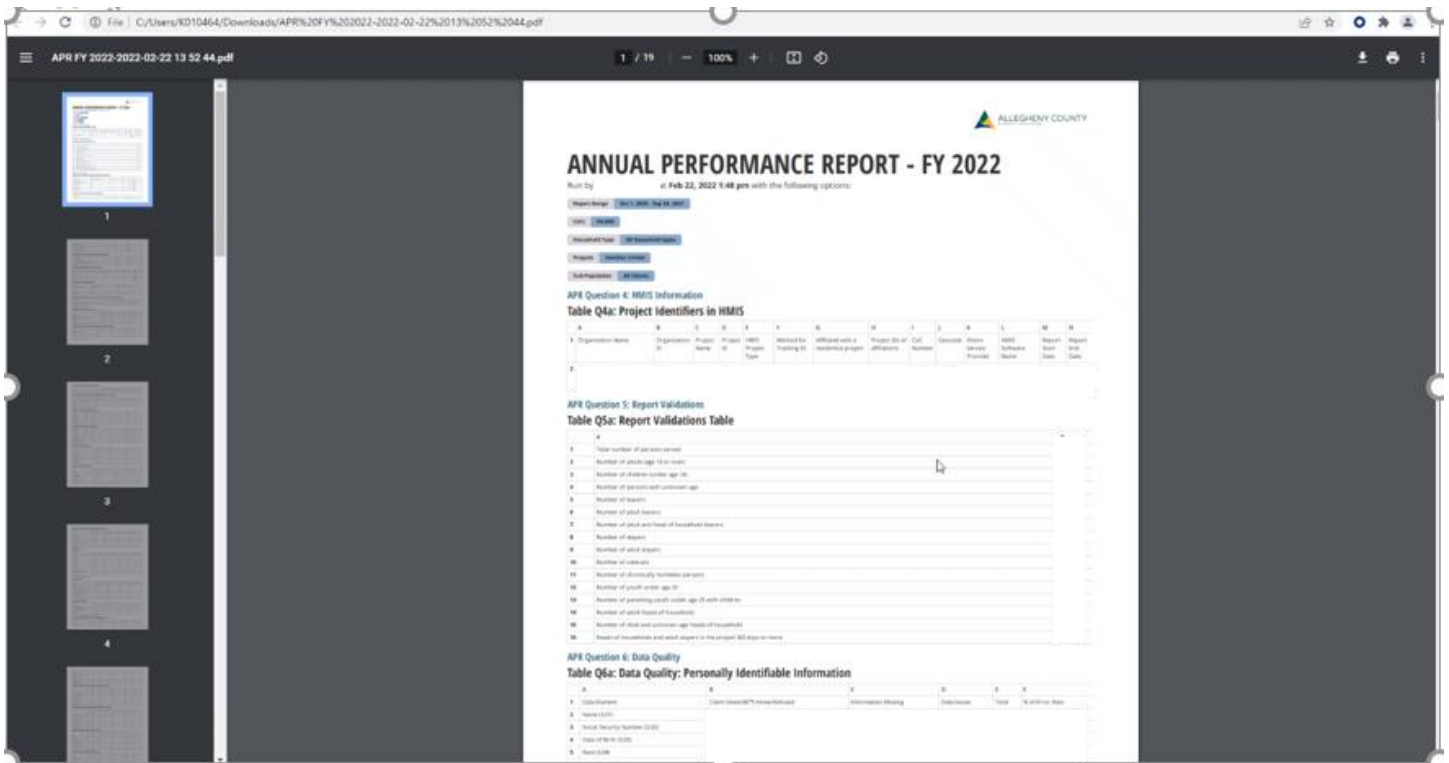
Download

Results included in this download will include the following:

Question 4, Question 5, Question 6, Question 7, Question 8, Question 9, Question 10, Question 11, Question 12, Question 13, Question 14, Question 15, Question 16, Question 17, Question 18, Question 19, Question 20, Question 21, Question 22, Question 23, Question 24, Question 25, Question 26, Question 27

APR FY 2022-2023...pdf

Click the downloaded report to open it.



The report will display the date range, program/provider, person who ran it, and other parameters selected at the top of the report with APR questions below.

**Table Q6c: Data Quality: Income and Housing Data Quality**

	A	B	C
1	Data Element	Error Count	% of Error Rate
2	Destination (3.12)	0	0.0000
3	Income and Sources (4.02) at Start	1	0.0222
4	Income and Sources (4.02) at Annual Assessment	1	0.0270
5	Income and Sources (4.02) at Exit	0	0.0000

Under each Question/table, clicking the number in each column will open up a drilled down report of all clients who meet that criteria.

Clicking the number in the Error Count column for any question will open up a report of all clients whose records have an error for that question.



APR Question 23 B39

Download

Client	First name	Last name	First date in program	Last date in program	Head of household	Destination	Housing assessment	Prior living situation	Head of household	Household type	Household members	Move in date	Project type	Pr tra m
1														

Drilling down will display the client name and information, but clicking the “I” symbol under the client’s name will open up a pop-up of the client’s personal ID (MCI ID) and name to assist the user in identifying the client to make any updates in HMIS.

**ALLEGHENY HMIS WAREHOUSE**

ENDING HOMELESSNESS IN ALLEGHENY COUNTY

APR Question 6 Results

APR Question 6 B3

Download

Client	First name	Last name	First date in program	Last date in program	Head of household	SSN	Name quality	DOB quality	SSN quality	Race	Ethnicity	Gender	multi	Veteran status	Relationship to hoh	Enrollment CoC	Disabling condition	Income from any source at start	Income sources at start
1																			

HUD Reports Reports

All Assigned Clients

My Agency's Clients

Client Search

Cohorts

Data Sources

HMIS Source Data

Project Groups

In the drilled down section, the **Download** button at the top right will download all errors into an excel and drill down to show which clients have errors and for what data elements and collection points



## Client Search

To access the **Client Search**, click the **Client Search** hyperlink on the right side of the screen.

Enter the client's name, SSN, or MCI ID in the Client Search section and click the *Search* button.

You will see the search results displayed below. Select a result to go into the client record.

**Please Note:** Search results are limited and will not display clients that were never served by the user's agency.



DEPARTMENT OF HUMAN SERVICES  
ALLEGHENY COUNTY, PENNSYLVANIA



HOMELESS MANAGEMENT INFORMATION SYSTEM

Client ID:

PA-600

Dashboard Enrollment Details History HUD LOT

Last Seen Last Seen Location Days in Last 3 Years Enrolled in

Homeless Span Veteran Disabled

Consent

None on file

Demographics

ID	Name	SSN	Age	Gender	Race	Ethnicity	Veteran Status

Current Program Enrollments

No current enrollments

Recent Unsheltered Contacts

No current enrollments

Residential Enrollments

Showing 1 enrollment of 2 total enrollments

Project Name < Organization Name	Entry	Exit	Most Recent Day Served	Days Served	Adjusted Days	Months Served	Household Members
				Totals:	1298	1298	43

PA-600 PA-600

The Dashboard tab will show you the client's demographics, enrollments, unsheltered contacts and enrollment history with the provider.

ALLEGHENY HMIS WAREHOUSE

ENDING HOMELESSNESS IN ALLEGHENY COUNTY

Client Search

PA-600

Client ID:

Dashboard Enrollment Details History HUD LOT

Current Living Situations

No Current Living Situations on file

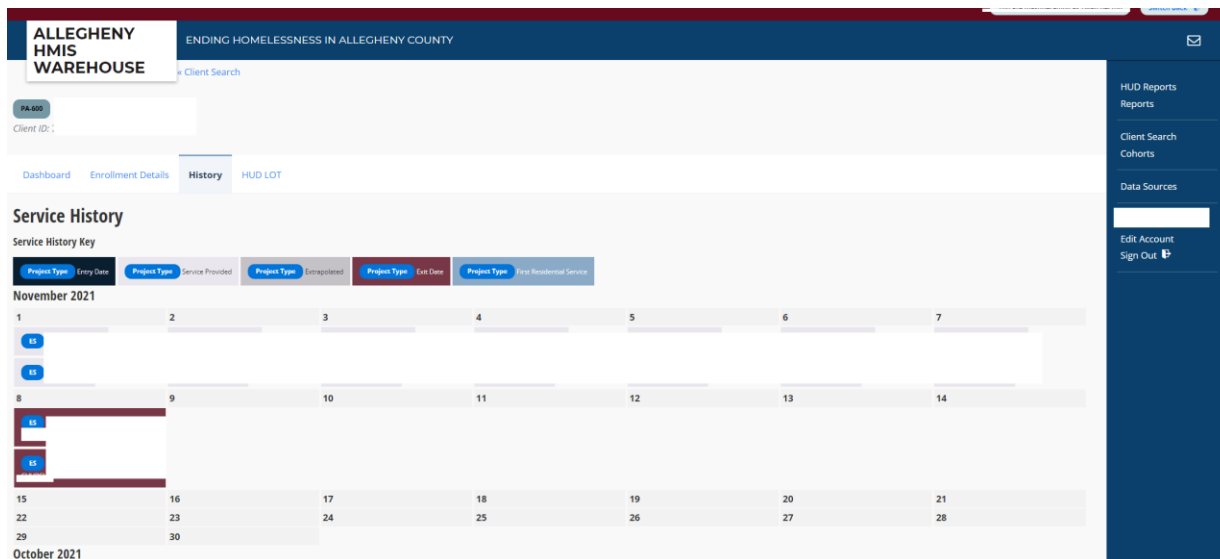
Health and DV

Project	Entry Date	Information Date	Domestic Violence	Currently Fleeing?	Pregnancy Status	Due Date
PA-600						
PA-600						
PA-600						
PA-600						
PA-600						
PA-600						
PA-600						
PA-600						
PA-600						
PA-600						

Disabilities



The Enrollment Details will show the client's information at multiple data collection points during the program enrollment for Health and DV, Disabilities, Enrollment, Employment and Education, Services, Income and Benefits, Coordinated Entry assessments, and Coordinated Entry events.



The Service History tab will show the client's first involvement and exit with the program as a calendar view.

The screenshot shows the 'HUD LOT' tab in the HMIS Warehouse. It displays a table titled 'SHAMSO AHMED - Client-Level System Use & Length of Time Homeless Report'. The table shows the client's system use and length of time homeless for the month of February 2022. The table has columns for 'Month & Year', 'Documented street/shelter', 'Self-reported street/shelter', 'Documented break entering TH/PH', and 'Self-reported/potential break'. The data shows that the client was documented as street/shelter homeless from 6/2021 to 11/2021, and self-reported as street/shelter homeless from 6/2021 to 11/2021. The client was documented as breaking into TH/PH on 11/2021, and self-reported as potentially breaking into TH/PH on 11/2021.

Month & Year	Documented street/shelter	Self-reported street/shelter	Documented break entering TH/PH	Self-reported/potential break
2/2022				
1/2022				
12/2021				
11/2021	✓	✓		
10/2021	✓	✓		
9/2021	✓	✓		
8/2021	✓	✓		
7/2021	✓	✓		
6/2021	✓	✓		

The HUD LOT Tab will display the client's system use and documented (via HMIS) length of time homeless.



***For more information...***

For assistance, please contact the Allegheny County Service Desk at [ServiceDesk@AlleghenyCounty.US](mailto:ServiceDesk@AlleghenyCounty.US) or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access I-Service, go to: <https://servicedesk.alleghenycounty.us>

This and other Job Aids can be found at: <http://s3.amazonaws.com/dhs-application-support/index.htm>