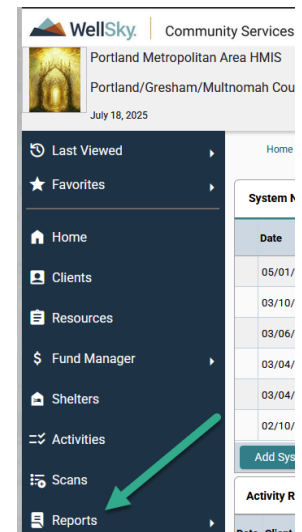




Running APR (Annual Performance Report) in HMIS

1. Sign in to Wellsky HMIS and navigate to “Reports” tab
2. Select “CoC APR”
3. Create appropriate name for report
4. If running on only one provider, select Provider Type “Provider” and search to find appropriate provider in Provider field
5. Set program date range. If running for CoC grant, set for calendar year (1/1/2024 - 12/31/2024 for CoC NOFO run in 2025).
6. Select all Entry/Exit Types- this corresponds to the “Type” field at project entry. In practice almost all clients for a provider likely have the same Type, and there should only be an assessment assigned to that type. There is no reason to attempt to draw this distinction when pulling an APR, unless different entry types is a feature of this specific program
7. Click on “Build Report” to run



Running APR for more than one provider

1. Follow steps above, except choose “Reporting Group” for Provider Type
2. If it is not clear whether the selected Reporting Group is appropriately configured for your list of providers, run the APR and check the “Project Identifiers in HMIS” section at the top against your list of HMIS Providers (hint: if running for CoC grant, look for “CoC” in reporting group name)
3. If Reporting Group is not appropriately configured, contact your agency HMIS admin. If they are unable to help, reach out to hmishelp@multco.us

Report Options

Name: demo APR

Description:

Provider Type: ☒ Provider ☐ Reporting Group

Provider *: Transition Projects (TP) - SSVF - RRH (VA) (6350) [Search] [My Provider] [Clear]

☐ This provider AND its subordinates ☒ This provider ONLY

Program Date Range *: 01 / 01 / 2024 to 12 / 31 / 2024

Entry/Exit Types *: ☒ Basic ☒ HUD ☒ PATH ☒ RHY ☒ VA ☒ HPRP (Retired)

[Build Report] [Download] [Clear]

Project Start Data - (98) nix, bo

Household Members

This Client is not a member of any Households.

Project Start Data - (96) nix, bo

Provider *: Transition Projects (TP) - SSVF - RRH (VA) (6350) [Search] [My Provider] [Clear]

Type *: -Select- (dropdown menu open showing: Basic, HUD, PATH, RHY, VA)

Project Start Date *: 2025 [calendar icon] [clock icon] 9 : 10 : 05 AM [dropdown arrow]

[Save & Continue] [Cancel]

CoC APR Report Results - Date Ran: 07/18/2025 09:31:05 AM - Report ID: 531797																		
4a - Project Identifiers in HMIS																		
#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Organization Name		Org. ID	Project Name		Project ID	HMIS Project Type		RRH Subtype	Coordinated Entry Access Point	Affiliated with a residential project		Project IDs of Affiliation		CoC Number				
New Avenues for Youth: Roads to Housing-PSH		3089	New Avenues for Youth: Roads to Housing-PSH Project Identifiers in HMIS		3089	PH - Permanent Supportive Housing (disability required for entry) (HUD)			No					OR-501				
Insights - Agency		2354	zz_Insights: Roads to Housing - PH		3102	PH - Permanent Supportive Housing (disability required for entry) (HUD)			Missing					OR-501				
Native American Youth and Family Center (NAYA) - Agency		2459	zz_NAYA: HYC Roads to Housing-PSH		3101	PH - Permanent Supportive Housing (disability required for entry) (HUD)			No					OR-501				
Janus Youth Programs: Homeless Youth Continuum		2416	zz_Outside In: Roads to Housing-PSH		3100	PH - Permanent Supportive Housing (disability required for entry) (HUD)			Missing					OR-501				

Accessing APR after Running

1. At the top of the page go to “Report Run History”. If “Report Status” is “Running”, wait another minute and select “Refresh”.

Reports > FY2024 CoC APR

Type here for Global Search



▶ Report Run History

Report ID	Date Ran (Run-time)	Report Type Name		User Creating	Running Provider	Running User	Report Status
 531792	07/18/2025 09:20:46 AM (0.00 mins)	COCAPR	demo APR	Dane Fredericks	Portland/Gresham/Multnomah County (OR-501)	Dane Fredericks	Running

2. When ready, report will look like this. Click on the magnifying glass to load APR to bottom of page

▶ Report Run History							
Report ID	Date Ran (Run-time)	Report Type Name		User Creating	Running Provider	Running User	Report Status
531792	07/18/2025 09:20:46 AM (0.75 mins)	COCAPR	demo APR	Dane Fredericks	Portland/Gresham/Multnomah County (OR-501)	Dane Fredericks	Completed

3. Scroll down to view report details
4. To share APR as csv, click on “Download” below report prompts. Note that these nested CSVs are intended for upload to be read into a database, and are therefore difficult to make sense of as spreadsheets.
5. To share in a more useable format, use the keyboard shortcut ctrl + p (or cmd + p for Mac) and select “Save to PDF”

FY2024 CoC APR - Community Services

https://wscs.wellsky.com/pdxmetroarea_hmis/com.bowmansystems.sp5...

Report Run History

Report Options

Name
demo APR

Description

Provider Type
☐ Provider ☒ Reporting Group

Provider *
Transition Projects (TPP) - SSVP
- RRH (VA) (6350)
☐ This provider AND its subordinates ☒ This provider ONLY

Program Date Range *
01/01/2024 to 12/31/2024

Entry/Exit Types *
☒ Basic ☒ HUD ☒ PATH ☒ RHY ☒ VA ☒ HPRP (Retired)

CoC APR Report Results - Date Ran: 07/18/2025 09:20:46 AM - Report ID: 531792

4a - Project Identifiers in HMIS

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
Organization Name	Org ID	Project Name	Project ID	HMS Project Type	RRH Subtype	Coordinated Entry Access Point	Attributed with a residential project	Project ID of Affiliation	CoC Number	Geocode	Victim Service Provider	HMS Software Name and Version Number	Report Start Date	Report End Date	Total Active Clients	Total Active Households											
Transition Projects (TPP) - Agency	19	Transition Projects (TPP) - SSVP - RRH (VA)	6350	PH - Rapid Re-housing	RRH - Housing with or without services	No			OR-501, 411008, WA-508, 531668, OR-506, 419067, OR-507, 419005		Wellsky Community Services	2024-01-01	2024-12-31	774	573												

Showing 1-1 of 1

Print

29 sheets of paper

Destination
Save to PDF

Orientation
☒ Portrait ☐ Landscape

Pages
All

Color mode
Color

More settings

Print using the system dialog...