

Preliminary October Training Notes

*Dates and Times for Training: 10/20/2026 at 11:00AM – 12PM, 10/22/2026 at 2:00PM – 3:00PM
(times added to hold in Calendar)*

October Training Focus: Reviewing and Troubleshooting Your APR

- Go over best practices, data quality, and how this affects individual providers and the COC as a whole

Overview:

- Best practice: regularly run, review, and troubleshoot APRs
 - a) Run the APR quarterly to review
 - How to run the APR from our warehouse, not the provider source system
 - Screenshots
 - For different source systems, please request an individual meeting/offline talk - this training is focused on the point of view of the APR
 - b) identify issues with the APR
 - Common APR issues (more detail in data quality section)
 - If you can't identify and resolve the issues, then:
 - submit a help-desk ticket and/or reach out to our team
 - How best to do each (help desk screenshots)
 - c) fix the issues
 - Updating the data in your source system
 - Uploading to update the data in the warehouse
- Best practice: monthly uploads
 - When uploads are due
 - How to communicate any technical issues delaying uploads
 - How we will notify you if there are any issues with the warehouse
 - How to understand error messages
- Establishing shared understanding: what is data quality?
 - In HUD/HMIS terms, the following components
 - Accuracy
 - Completeness
 - Consistency
 - Timeliness - of uploads; needs to be accurate up front as we are submitting reports multiple times a year
- Data quality impact on performance: why should you care?
 - Evaluation
 - Ranking during the NOFO
 - How it affects the COC on the whole by making us less competitive as a COC; this affects what \$ is avail for grantees overall
 - We need to be able to show trends - our COC is unique in the US because we are one of the only COCs accepting uploads from multiple source systems, whereas other COCs do not;
 - In terms of competitiveness on the federal level, we have a right to shelter and that affects our metrics in terms of extended stays - we all have to work together to demonstrate the trends that will show our effectiveness and the need of our COC