

## CREATE THE REPORT

1. Click the *Reports* tab, located on the green navigation toolbar. The screen will refresh and display the main *Reports* screen (See Figure 1-1)

**Note:** *The options that display on your Reports screen depend on your ServicePoint [user level](#) and if your organization has purchased additional modules.*

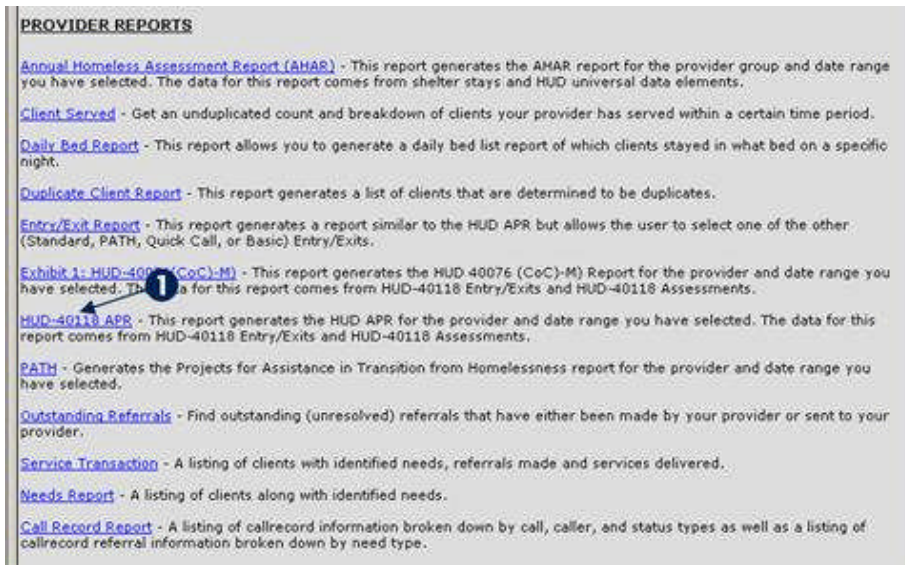


Figure 1-1

2. Click the **HUD-40118 APR** link. **(1)** The screen will refresh and display the **Report Options** screen. (See Figure 1-2)

**HUD Annual Progress Report (HUD-40118)**

**Report Options:**

Provider Group: **1** -Select-  Unduplicated **2**

Provider: **3** Helping Hand (#0)

Operating Year Date Range: **4** 04/21/2005 to 04/21/2006 (mm/dd/yyyy)

Legal Adult Age: **5** 18 (as defined by foster care law in your state)


**6** Build Report

Figure 1-2

3. If you are a System Administrator II, you can select a provider group on which to report from the **Provider Group** picklist **(1)**
4. If you are a System Administrator II, you can click the **Unduplicated** checkbox **(2)** to count each client only once.
5. If you are not using the provider group option, select a provider from the **Provider** picklist. **(3)**

**Note:** *You must either select a provider group or a provider; you cannot select both.*

6. Enter the date range for the operating year during which the desired housing or supportive services occurred in **Operating Year Date Range** fields. **(4)** These must be entered in mm/dd/yyyy format.

7. Enter the **Legal Adult Age** in your state into the field provided. **(5)** By default this age is set to 18.
8. Click **Build Report**.  The screen will refresh and display the report.
  - a: The **2. Persons Served during the operating year** section is divided into four sections that indicate the number of people who entered and left during the operating year. (See Figure 1-3)

2. Persons Served during the operating year.	Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a. Number on the first day of the operating year.	21	8	8	5
b. Number entering program during the operating year.	1	0	0	0
c. Number who left the program during the operating year.	0	0	0	0
d. Number in the program on the last day of the operating year. (a+b-c=d)	22	8	8	5

Figure 1-3

- b: The **3. Project Capacity** section identifies the total **Number of Singles Not in Families** and the total **Number of Families** who had basic entry/exits during the selected operating year. (See Figure 1-4)

3. Project Capacity.	Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a. Number on last day (from 2d, columns 1 and 4)	22			5

Figure 1-4

- c: The **4. Non-homeless persons. (Sec. 8 SRO projects only)** section indicates the total number of non-homeless clients housed by an SRO program during the selected operating year. (See Figure 1-5)

4. Non-homeless persons. (Sec. 8 SRO projects only)
How many income-eligible non-homeless persons were housed by the SRO program during the operating year?
24

Figure 1-5

- d: The **5. Age and gender** section divides the total number of people who entered the program during the selected operating year into categories of age and gender. (See Figure 1-6)

5. Age and gender.	Age	Male	Female	Other/Not given
<b>Single Persons (from 2b, column 1)</b>				
a.	62 and over	0	0	0
b.	51 - 61	1	0	0
c.	31 - 50	0	0	0
d.	18 - 30	0	0	0
e.	17 and under	0	0	0
	Not given	0	0	0
<b>Persons in Families (from 2b, columns 2 &amp; 3)</b>				
f.	62 and over	0	0	0
g.	51 - 61	0	0	0
h.	31 - 50	0	0	0
i.	18 - 30	0	0	0
j.	13 - 17	0	0	0
k.	6 - 12	0	0	0
l.	1 - 5	0	0	0
m.	Under 1	0	0	0
	Not given	0	0	0

Figure 1-6

- e: The **6a. Veterans Status** section indicates the number of veterans served during the selected operating year. The **Chronically Homeless** section indicates the number of chronically homeless individuals served during the selected operating year. (See Figure 1-7)

<b>6a. Veterans Status.</b>	
A veteran is anyone who has ever been on active military duty status.	0
<b>6b. Chronically Homeless.</b>	
How many participants were chronically homeless individuals?	0

Figure 1-7

f: The **7. Ethnicity** section divides the total number of people who entered the program during the selected operating year

categories of ethnicity. (See Figure 1-8)

<b>7. Ethnicity.</b>	
a. Hispanic or Latino	0
b. Non-Hispanic or Non-Latino	1

Figure 1-8

g: The **8. Race** section divides the total number of people who entered the program during the selected operating year into categories of race. (See Figure 1-9)

<b>8. Race.</b>	
a. American Indian or Alaskan Native	0
b. Asian	0
c. Black or African American	0
d. Native Hawaiian or Other Pacific Islander	0
e. White	1
f. American Indian/Alaskan Native & White	0
g. Asian & White	0
h. Black/African American & White	0
i. American Indian/Alaskan Native & Black/African American	0
j. Other Multi-Racial	0
k. Other/Unknown (all that do not match)	0

Figure 1-9

h: The **9a. Special Needs** section divides the total number of people who entered the program during the selected operating year into categories of special needs. The **9b. Disabled** section indicates the total number of people who entered the program during the selected operating year who were disabled. (See Figure 1-10)

<b>9a. Special Needs.</b>		
	<b>All</b>	<b>Chronic</b>
a. Mental illness	0	0
b. Alcohol abuse	1	0
c. Drug abuse	1	0
d. HIV/AIDS or related diseases	0	0
e. Developmental disability	0	0
f. Physical disability	0	0
g. Domestic violence	0	0
h. Other (please specify)	0	0
<b>9b. Disabled.</b>		
How many of the participants are disabled?		1

Figure 1-10

i: The **10. Prior Living Situation** section divides the total number of people who entered the program during the selected operating year into categories of their living situation prior to entering the program. (See Figure 1-11)

<b>10. Prior Living Situation.</b>		
	<b>All</b>	<b>Chronic</b>
a. Non-housing (street, park, car, bus station, etc.)	0	0
b. Emergency shelter	0	0
c. Transitional housing for homeless persons	0	
d. Psychiatric facility	0	
e. Substance abuse treatment facility	0	
f. Hospital	0	
g. Jail/prison	0	
h. Domestic violence situation	0	
i. Living with relatives/friends	0	
j. Rental housing	0	
k. Other (please specify)	1	

Figure 1-11

- j: The **11. Amount and Source of Monthly Income at Entry and Exit** section divides the total number of people entered the program during the selected operating year into income categories at their time of entry and exit from program. (See Figure 1-12)

11. Amount and Source of Monthly Income at Entry and Exit.				
Amount	A. Monthly Income at Entry		B. Monthly Income at Exit	
	All	Chronic	All	Chronic
a. No Income	0	0	0	0
b. \$1-150	0	0	0	0
c. \$151 - \$250	0	0	0	0
d. \$251 - \$500	0	0	0	0
e. \$501 - \$1000	0	0	0	0
f. \$1001 - \$1500	0	0	0	0
g. \$1501 - \$2000	0	0	0	0
h. \$2000 +	0	0	0	0
Source	C. Income Sources at Entry		D. Income Sources at Exit	
	All	Chronic	All	Chronic
a. Supplemental Security Income (SSI)	0	0	0	0
b. Social Security Disability Insurance (SSDI)	0	0	0	0
c. Social Security	0	0	0	0
d. General Public Assistance	0	0	0	0
e. Temporary Aid to Needy Families (TANF)	0	0	0	0
f. State Children's Health Insurance Program (SCHIP)	0	0	0	0
g. Veterans benefits	0	0	0	0
h. Employment Income	0	0	0	0
i. Unemployment Benefits	0	0	0	0
j. Veteran's Health Care	0	0	0	0
k. Medicaid	0	0	0	0
l. Food Stamps	0	0	0	0
m. Other (please specify)	0	0	0	0
n. No financial resources	0	0	0	0

Figure 1-12

- k: The **12a. Length of Stay in Program (Participants who left during the operating year)** section divides the number of people who left the program during the selected operating year into the amounts of time they spent in program during the operating year. The **12a. Length of Stay in Program (Participants who did not leave during operating year)** section divides the total number of people who did not leave the program during the selected operating year into the amounts of time they spent in the program during the operating year. (See Figure 1-13)

12a. Length of Stay in Program. (Participants who left during operating year)		
	All	Chronic
a. Less than 1 month	0	0
b. 1 to 2 months	0	0
c. 3 - 6 months	0	0
d. 7 months - 12 months	0	0
e. 13 months - 24 months	0	0
f. 25 months - 3 years	0	0
g. 4 years - 5 years	0	0
h. 6 years - 7 years	0	0
i. 8 years - 10 years	0	0
j. over 10 years	0	0
12b. Length of Stay in Program. (Participants who did not leave during operating year)		
	All	Chronic
a. Less than 1 month	0	0
b. 1 to 2 months	1	0
c. 3 - 6 months	1	0
d. 7 months - 12 months	3	2
e. 13 months - 24 months	13	4
f. 25 months - 3 years	12	0
g. 4 years - 5 years	0	0
h. 6 years - 7 years	0	0
i. 8 years - 10 years	0	0
j. over 10 years	0	0

Figure 1-13

- l: The **13. Reasons for Leaving** section divides the total number of people who left the program during the selected operating year into the reasons why they left the program. (See Figure 1-14)

13. Reasons for Leaving.		
	All	Chronic
a. Left for a housing opportunity before completing program	0	0
b. Completed program	0	0
c. Non-payment of rent/occupancy charge	0	0
d. Non-compliance with project	0	0
e. Criminal activity / destruction of property / violence	0	0
f. Reached maximum time allowed in project	0	0
g. Needs could not be met by project	0	0
h. Disagreement with rules/persons	0	0
i. Death	0	0
j. Other (please specify)	0	0
k. Unknown/disappeared	0	0

Figure 1-14

The 14. Destination sec divides the total number of pec who left the program during selected operating year into locations they went after they the program (See Figure 1-15)

14. Destination.		
	All	Chronic
<b>PERMANENT (a - h)</b>		
a. Rental house or apartment (no subsidy)	0	0
b. Public Housing	0	0
c. Section 8	0	0
d. Shelter Plus Care	0	0
e. HOME subsidized house or apartment	0	0
f. Other subsidized house or apartment	0	0
g. Homeownership	0	0
h. Moved in with family or friends	0	0
<b>TRANSITIONAL (i - j)</b>		
i. Transitional housing for homeless persons	0	0
j. Moved in with family or friends	0	0
<b>INSTITUTION (k - m)</b>		
k. Psychiatric hospital	0	0
l. Inpatient alcohol/drug treatment facility	0	0
m. Jail/prison	0	0
<b>EMERGENCY SHELTER (n)</b>		
n. Emergency shelter	0	0
<b>OTHER (o - q)</b>		
o. Other supportive housing	0	0
p. Places not meant for human habitation (e.g. street)	0	0
q. Other (please specify)	0	0
<b>UNKNOWN</b>		
r. Unknown	0	0

Figure 1-15

n: The 15. Supportive Services section includes a list of services provided to clients during their time at the progr (See Figure 1-16)

15. Supportive Services.				
NOTE: The below services were given to participants who left during the operating year. Add the following counts into the appropriate category for question 15.				
	Service	Service Code	All	Chronic
1.	Food	BD	1	0
2.	Congregate Meals	BD-500.150	2	1
3.	Housing/Shelter	BH	1	0
4.	Emergency Shelter	BH-180	2	1
5.	Homeless Shelter	BH-180.850	1	0
6.	Local Transportation	BT-450	1	0
7.	Health Care	L	1	1

Figure 1-16

More:

Null Data