



**2007
HUD 40118
APR REPORT
UPDATE**

AVAILABLE IN SERVICEPOINT v4.04

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OVERVIEW

An updated version of the HUD 40118 APR report, OMB Approval No. 2506-0145 (exp 11/30/2009), was released by HUD in early 2007. This update was intended to serve as clarification only — adding extra details to questions that may not have been stated clearly in prior versions of the HUD APR.

Upon reviewing this new APR and having several subsequent discussions with HUD officials, it was determined that this new APR contained more than just clarifications and had several major logic changes within it.

This document will go through each of those changes and detail out how *ServicePoint's* HUD 40118 report has been updated to account for these changes.

Note: *Since this new APR is deemed by Bowman as a major report change, we have included both the old and new versions of the HUD APR report in ServicePoint.*

COMPARISONS/DIFFERENCES BETWEEN OLD AND NEW APRs

The following areas of the new 2007 HUD APR had either wording or logic changes in them:

- ▶ Definition of Families
- ▶ Definition of Disabling Condition
- ▶ Definition of Left the Program
- ▶ Explanatory notes for Question 2 (new participants)
- ▶ New Guidance for Question 2
- ▶ Explanatory notes for Question 12a & 12 b
- ▶ Question 15 Services

DEFINITION OF FAMILIES

The definition of Families and Singles has changed in the new 2007 APR.

The new definition of family states *“Families – A family is a household composed of two or more related persons, at least one who is a child accompanied by an adult or a juvenile parent.”*

The old APR definition of a family was *“Family means a household composed of two or more related persons, at least one of whom is an adult. Caregivers are not reported on in the APR.”*

These 2 definitions are clearly different.

HUD changed the APR’s definition of families to be more in line with the AHAR’s definition of families. Also, the Juvenile Parent condition has been added so that all types of family compositions can be captured.

In the below comparisons, you’ll see where 2 groups of clients have changed.

Note: *The below examples assume all clients entered at same time.*

Old APR definition

2 more related persons with 1 being Adult

- ▶ 30 year old Man and 29 year old Wife = Family
- ▶ 25 year old Mom and 15 year old son = Family

- 17 year old Sister and 16 year old Brother = 2 Singles
- 16 year old Mom and 1 year old baby = 2 Singles

New APR definition

2 or more related persons with 1 being a Child AND 1 being Adult OR 1 being Juvenile Parent

- 30 year old Man and 29 year old Wife = 2 Singles
- 25 year old Mom and 15 year old son = Family
- 17 year old Sister and 16 year old Brother = 2 Singles
- 16 year old Mom and 1 year old baby = Family (Juvenile Parent)

DEFINITION OF DISABLING CONDITION

The definition for Disabling Condition has changed in the new APR to reference several sections of Social Security Acts and Developmental Disability and Bill of Rights Acts.

Discussions with HUD officials have determined that the updated definition is consistent with the HUD Data Standards and it is in the McKinney Vento law. So, there is no change to report methodology.

DEFINITION OF LEFT THE PROGRAM

The definition of Left the Program has been expanded to include an extra paragraph about one group of clients returning to program within *30 days* should not be counted as Leaving the Program. But there is another paragraph that has similar language as the old APR that specifies about clients returning within *90 days* should not be counted as Leaving the Program.

Also there is wording in the new APR about counting a person who returns after 90 days as a *new participant*. The same wording is in the old APR as well. However this wording conflicts with new wording that has been added to the new APR's question 2 (explained later).

In prior versions of *ServicePoint's* HUD APR report, we have left the judgment of starting a new Entry/Exit or continuing a previous Entry/Exit in the hands of the case workers. Also, based on the "new participant" text in the old APR, prior versions of *ServicePoint* would view subsequent Entry/Exits for a client as a "new participant" and thus count the additional Entry/Exits as though they were a new client giving a "participation" count.

Discussions with HUD officials have determined that the definition of Left the Program, returning clients, and new participants is only used to give data-entry guidance to shelters on when to continue an Entry/Exit or to start a new one. Also, the 90-day rule only applies to Shelter Plus Care.

For reporting purposes of the new APR, it was determined that a new guidance for answering Question 2 should be followed (explained later).

EXPLANATORY NOTES FOR QUESTION 2 (NEW PARTICIPANTS)

Explanatory notes for Question 2 in the New APR details out several times to not count clients more than once even if he/she entered the program more than once during the year.

As mentioned above in the “Left the Program” section, this seems to conflict with both the old APR and the new APR’s definition mentioning to count clients returning at later dates as *new participants*.

As with the Left the Program explanation, it was determined that a new guidance for answering Question 2 should be followed (explained next).

NEW GUIDANCE FOR QUESTION 2

Discussions with HUD officials surrounding the “Left the Program” and “new participant” topics resulted in a new guidance for answering Question 2 of the new APR.

In the HUD 40118 APR report, HUD’s intention is to get a de-duplicated count of clients—meaning a client should only show up once in the report. This specifically relates to APR Question 2a & 2b. If a client has multiple Entry/Exits that overlap the reporting period, only the first Entry/Exit should be used when pulling the client into APR Question 2a or 2b. So, looking at all the client ids that are included in APR Question 2a & 2b, they should all be distinct.

The new guidance for Question 2 covers the following topics

- ▶ Only count clients once in Question 2
- ▶ Only first Entry/Exit overlapping the Operating Year
- ▶ Family status based on related Entries on or before client’s Entry Date
- ▶ Once a family, always a family
- ▶ Family still in program till all “family” members leave program
- ▶ Juvenile Parents are still children

Only Count Clients Once

As mentioned above, it is HUD’s intention with the APR to get a de-duplicated count of clients. So, a client should only show up in Question 2 once, no matter how many Entry/Exits they might have.

First Entry/Exit

When determining which row of Question 2 (row A or Row B) a client should show up in, the first overlapping Entry/Exit for that client should be used.

Family Status

When determining Family Status for each client, only the related Entry/Exits (share the same group id) that have an Entry Date on or before the client's Entry Date should be considered—basically looking at the family composition in the program at a particular Point in Time (Entry Date) for each individual client.

Once a Family, Always a Family

It was determined that HUD wants the numbers in Question 2A through 2D to add up. For this to occur, it was decided that statuses of persons should carry through the report. Once a family, always a family. Once a Child in a Family, always a Child in a Family. So, if a Child in Family leaves the program before his parents, line 2C will show a Child in Family leaving.

Family Still in Program

It was determined that for column 4 “# of Families” to correctly add up, methodology for rows A, B, and C will need to be updated.

A particular Family will only be counted in row A or row B now depending on the client with the earliest Entry Date who constituted the “family status.” If a family group shows up in row A, it will not show up in row B.

A family will not be counted as leaving in row C unless all related members who came in after the family status was established have also left the program.

Juvenile Parents are still children

It was determined that juvenile parents are still children and should show up in the Children in Families column along with their infant child. This also means that they *will not* be counted in the rest of the APR report questions that are specific to “participants” – the HUD definition of a participant is a Single or an Adult in Family.

A FEW REAL-WORLD EXAMPLES:

Example 1:

- ◆ 30 yr old Man enters program before Operating Year
- ◆ His 29 yr old Wife and their 2 Children join him after the start of the Operating Year (these 3 enter on same day)
- ◆ 29 yr old Mom and 1 child leave the program before the end of the Operating Year

Question	# of Singles	# of Adults in Family	# of Children in Families	# of Families
2a Number on First Day	1	0	0	0
2b Number entered during Op Year	0	1	2	1
2c Number left during Op Year	0	1	1	0
2d Number on Last Day	1	0	1	1

Example 2:

In the above scenario if the wife and both children left then the numbers would be:

Question	# of Singles	# of Adults in Family	# of Children in Families	# of Families
2a Number on First Day	1	0	0	0
2b Number entered during Op Year	0	1	2	1
2c Number left during Op Year	0	1	2	1
2d Number on Last Day	1	0	0	0

Example 3:

In the above scenario if only 1 child left the results would be:

Question	# of Singles	# of Adults in Family	# of Children in Families	# of Families
2a Number on First Day	1	0	0	0
2b Number entered during Op Year	0	1	2	1
2c Number left during Op Year	0	0	1	0
2d Number on Last Day	1	1	1	1

Example 4:

- ▶ 16 year old Juvenile Parent & baby enter program (on same day) before Operating Year
- ▶ Both leave during the Operating Year

Question	# of Singles	# of Adults in Family	# of Children in Families	# of Families
2a Number on First Day	0	0	2	1
2b Number entered during Op Year	0	0	0	0
2c Number left during Op Year	0	0	2	1
2d Number on Last Day	0	0	0	0

Example 5:

Same as example 4, except only the baby leaves.

Question	# of Singles	# of Adults in Family	# of Children in Families	# of Families
2a Number on First Day	0	0	2	1
2b Number entered during Op Year	0	0	0	0
2c Number left during Op Year	0	0	1	0
2d Number on Last Day	0	0	1	1

Example 6:

- ▶ 30 yr old Man enters program before Operating Year
- ▶ His 29 yr old Wife joins him a few days/weeks later still before the Operating Year
- ▶ During the Operating Year, their 10 year old child joins them
- ▶ The man leaves the program before the end of the Operating Year

Question	# of Singles	# of Adults in Family	# of Children in Families	# of Families
2a Number on First Day	2	0	0	0
2b Number entered during Op Year	0	0	1	1
2c Number left during Op Year	1	0	0	0
2d Number on Last Day	1	0	1	1

Example 7:

- 30 yr old Man and 29 year old wife enter program (on same day) before Operating Year
- Before the Operating Year, but at a later date, their 10 year old child joins them
- During the Operating Year, another child joins them
- During the Operating Year, the Mother and both children leave the program

Question	# of Singles	# of Adults in Family	# of Children in Families	# of Families
2a Number on First Day	2	0	1	1
2b Number entered during Op Year	0	0	1	0
2c Number left during Op Year	1	0	2	1
2d Number on Last Day	1	0	0	0

EXPLANATORY NOTES FOR QUESTION 12A & 12 B

The new APR has new wording about calculating Length of Stay. It mentions if a client has more than one Entry/Exit, that the differences between all the Entry/Exits should be calculated and added together for a cumulative length of stay. This definition is new and is borrowed from the AHAR report’s definition.

Also this definition seems to conflict with the “new participant” definition mentioned above.

Discussions with HUD officials have determined that HUD is trying to capture where some overnight shelters have persons coming backing each night as one total length of time. The “new participant” scenario has been addressed in prior topics of this document.

Since the new APR now looks at Length of Stay based on a cumulative total from a series of Entry/Exits, it was discussed “how should the APR determine the starting point of the Entry/Exits when doing its calculations?” As an example, what if a client has been in and out of the program over the course of 5 years. Which Entry/Exits should be included in the Length of Stay calculation?

It was determined that the first Entry/Exit that overlaps the Operating Year should be the starting point when determining Length of Stay. It was noted that by taking the first overlapping Entry/Exit as a starting point, it might make some clients (like the 5-year client above) look like they have only been in the program for only a few months to a year instead of 5 plus years.

Future APRs may expand upon or add clarity to this topic, but for now the direction is to only use episodes (Entry/Exits) that overlap the Operating Year when determining Length of Stay.

QUESTION 15 SERVICES

With the new guidance for APR Question 2 limiting to distinct clients and also looking at all overlapping Entry/Exits per client to determine Length of Stay, the methodology for Question 15 of *ServicePoint’s* HUD 40118 report will need to be updated slightly.

Prior versions of *ServicePoint's* HUD 40118 report would look at subsequent Entry/Exits for clients as “new participations.” So, the services the client received during the subsequent Entry/Exits’ period were viewed as though a separate participant was receiving those services.

Methodology for *ServicePoint's* new HUD 40118 has been updated to find a distinct count service types per client for any service that overlaps any of the client’s Entry/Exits that overlap the Reporting Period.

SUMMARY OF CODE CHANGES TO SERVICEPOINT’S HUD REPORT

The following is a bulleted list of code changes made to *ServicePoint's* HUD report:

- Added new dynamic question “Is Juvenile Parent?” which is used in Family status determination for Question 2.
- Updated Question 2 to only include clients once in either row A or Row B based on the client’s first Entry/Exit overlapping the Operating Year.
- Updated Question 2 to only look at Related Entry/Exits (share same group id) that have Entry dates on or before the client’s Entry Date when determining Family Status.
- Updated Question 2 Family Status code to use new APR definition of Family – 2 or more related persons with 1 being a Child AND 1 being Adult or Juvenile Parent.
- Updated Question 2 Number of Families” code to use “once family, always family” methodology.
- Since all Entry/Exits for a client that overlap the Reporting Period will be used when determining Length of Stay, the client’s last Entry/Exit that overlaps the reporting period will be used for questions dealing with Exit conditions.
- Update report methodology to calculate a cumulative length of stay for each client based on all their Entry/Exits that overlap the Operating Year.
- Since Length of Stay is now based on multiple Entry/Exits per client, instead of just one continuous stay, the length of stay formula will now take the total of the distinct nights stayed and divide that by 30 to come up with the Number of Months.
- Updated Question 15 methodology to find a distinct count service types per client for any service that overlaps any of the client’s Entry/Exits that overlap the Reporting Period.

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