

Viewing the CoC Annual Performance Report

View the read-only HUD Annual Performance Report, by completing the following steps:

1. From the AWARDS Opening Menu page, click Fiscal/Program. The Fiscal/Program Reports Menu page is displayed.
2. Click CoC Annual Performance Report. The HUD Annual Performance Report (APR) page is displayed.

Program	Date Range
Training Housing Program	From: 07/01/2010 To: 06/30/2011

Show Individual Detail?

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3. Click the Program drop-down arrow and select the program for which the report is to be viewed.
4. In the Date Range fields, type a "From" and "To" operating year date range for which the report is to be viewed.
5. If necessary, click the Show Individual Detail? Check box to include individual client-level detail at the bottom of the APR report page.
6. Click CONTINUE. The APR is displayed on the HUD Annual Performance Report (APR) page.

The process of viewing a HUD Annual Performance Report is now complete.

Understanding Data Quality Question 7B of the AWARDS APR

Question 7b evaluates the number of data elements that are missing or unknown for all clients. Clients who answered "Don't Know," "Unknown," or "Refused" are counted in the first column. Clients who skipped a question or left a question blank are counted in the second column of "Missing Data." A high percentage of missing or unknown data may signify that a program has a problem with collecting complete and accurate data.

Some data elements are only collected and evaluated for adults and unaccompanied youth, while other data elements are collected and evaluated for all household members, including children. The data elements that are only collected for adults and unaccompanied youth are: "Residence Prior to Program Entry," "length of stay at previous residence", "Zip Code of Last Permanent Address," and "Veteran Status."

Use the Individual Detail option to determine which clients are missing data. An "8" signifies "Don't Know" or "Unknown," while a "9" signifies "Refused." If a client initially refuses to answer a question or does not know the answer, HUD expects the staff of that program to work with the client over time to identify the answer and to update the intake information with the correct information.