



Monthly Agency Leads Meeting

San Francisco, July 2025

Today's Agenda

Welcome!

System Updates

Data Standards 101

Understanding APRs

Announcements

Wrap Up & Future Meeting Discussion

Welcome!

- >What was the first job that you ever had?
- > Please share your name, pronouns, and agency when responding.



System Updates

- Welcome back Holly from Maternity Leave!
- 2026 Data Standards changes are coming!
 - More information later in the presentation
- Upcoming changes to San Francisco APR reporting for programs in consolidated grants.



Data Standards 101



- >HMIS Data Standards are established by the US Department of Housing and Urban Development (HUD).
- >Purpose is to identify and standardize data elements required in an HMIS (Homeless Management Information System)
- >Updates are made every 2 years and the previous update was made in 2023.

Data Standards 101: Change Examples

Language Updates:

- Domestic Violence Victims changed to **“Domestic Violence Survivors”**
- Client refused changed to **“Client prefers not to answer”**

Changes to Existing Data Elements:

- **Name:** Clients may provide their Preferred Name; “Legal Name” optional if not required by funding.
- **Race and Ethnicity:** Merged into one data element and additional options added (Hispanic/Latina/e/o, Middle Eastern/North African)



Data Standards 101: Change Examples



Changes/Updates by Funding Type:

- **Sexual Orientation:** CoC PSH projects must provide this information for improved support
- **VA (Veterans Affairs):** Additions and alterations to branches, financial aid and targeting criteria

Retiring Data Elements:

- **Ethnicity**
- **Well Being**
- **Last Permanent Address**

Data Standards 101: What this All Means

- You will receive updates from HSH and from Bitfocus regarding the upcoming 2026 Data Standards changes
 - HUD has not yet confirmed what the changes will be
 - We will inform you all of what they will be and how it may effect ongoing data collection
- HSH and Bitfocus will make the necessary changes to the ONE System data elements



What Are APRs?



- >APR = Housing & Urban Development (HUD) Continuum of Care (CoC) Annual Performance Report
- >Updated regularly to align with HUD Data Standards
- >Comprehensive view of the ONE System client data and program outcomes
- >Required to be submitted by direct recipients of HUD funding
- >Utilize the online Sage Reporting Repository to submit

Why APRs matter

This report can help answer key program evaluation and improvement questions

- **Who** have we served and for **how long**?
- What has **changed** for the people we have served?
- What data are we **missing**?

APR Data

Where APR Data comes from

- **Enrollments**
 - At enrollment collect and enter as much accurate information as possible
- **Annual Assessments**
 - Confirm and update any changes or new health, income, benefit and insurance information
- **Exits**
 - At exit, exit destination is a key field in your APR as is ensuring that health, income, benefits and insurance information is up to date



APR Reports

Run these reports to check for program data quality

- **[GNRL 106] Program Roster**
 - Who's stayed in the program during the reporting period
 - List program stay information for clients within the selected programs and who have the selected status
- **[HUDX-225] HMIS Data Quality Report [FY 2024]**
 - Comprehensive data review that shows what data is missing or incomplete
- **[HUDX-227] Annual Performance Report [FY 2024]**
 - CSV version of this report is submitted in SAGE
 - Can also be run as a web page to view data before submission

APR Submission Reminders



Timeline for APR Submission

- You will receive an email from Bitfocus staff **90 days** before the APR submission date to inform you that it is due.
 - Email will contain the HUD submission deadline, pdf versions of the [HUD-225] Data Quality and [HUD-227] APR reports, general APR resources and HSH guidance on submission
- The HSH CoC team will need to **review your APRs before the final HUD submission deadline**, so please make sure you are reviewing and fixing your data on time, so they have a chance to review

APR Submission Process

The screenshot shows the SAGE HMS Reporting Repository interface. At the top, it says "Sage HMS REPORTING REPOSITORY" and "CA-501: City and County of San Francisco Project Applicant". Below this, there are fields for Project, Grant, Type (PSH), Report (APR), Period (7/1/2024 - 6/30/2025), and Your user level here (Data Entry and Account Admin). A "back" button is on the left, and a "HELP" icon is on the right. The main heading is "Upload a CSV-APR FY2024". Below this, it says "Sage requires a CSV-APR FY2024 generated by your HMS (or comparable data base for DV providers) in a .zip file, to be uploaded to the system. Follow the steps below to load your CSV-APR file and/or to create a printable version of your CSV-APR FY2024." The steps are: 1. Download the CSV-APR from your HMS or comparable database and save it to your computer. 2. Click the browse button below. Your computer's file directory will appear. Find the CSV-APR Report you saved and double click on it. 3. Click on "Upload and Test" button to upload the file from your computer to Sage. 4. A results message will show: If there are no errors in the file Sage will show you the contents of Q4 and Q5 of the APR. Scroll down to Step 3 and Save this Upload. If there are errors, you will need fix the problem(s) in your HMS or comparable database and download a new CSV-APR. You can enter your email address and click "Go" if you want a copy of the errors sent to you. If you want to test another CSV, repeat the process outlined above. There is a "Choose File" button with "No file chosen" text next to it, and an "Upload and Test" button at the bottom.

APRs are submitted through SAGE

- Currently, all programs will upload their APRs CSVs individually to SAGE.
 - Download the [HUD-227] APR from ONE as a **CSV-Upload** type
 - You can test your APR CSV submission on the SAGE website to see if it will be accepted before uploading it fully.
 - Once you have uploaded your APR CSV to SAGE, **alert HSH** so they can review your submission data
- Bitfocus and HSH are currently reviewing this submission process.

Helpful Resources



ONESF Help Center Website

- onesf.bitfocus.com

Bitfocus Help Center

- help.bitfocus.com

Bitfocus Helpdesk

- onesf@bitfocus.com
- 415.429.4211



Don't forget about Office Hours!

- ONE System Office Hours occur every 4th Tuesday of the month at 2pm
- Available to everyone who is a user of the ONE System
- No problem too big, no question too small!
- Register at [bitfocus.zoom.us/meeting/register/tZcrce-rqTouHNZejrOoeyxlgx7faH4_LdNK#/registration](https://bitfocus.zoom.us/join/tZcrce-rqTouHNZejrOoeyxlgx7faH4_LdNK#/registration)

Announcements

Monthly Office Hours:

- August 26 @2pm
- September 22 @2pm

Next Agency Leads Meetings:

- August 25 @10:30am
- September 23 @ 10:30am

Registration Links: onesf.bitfocus.com



Thank You From Your SF Team!



Holly Aversano
Senior Project
Administrator
hollya@bitfocus.com



Paul Devencenzi
Deputy Project
Administrator
pauld@bitfocus.com