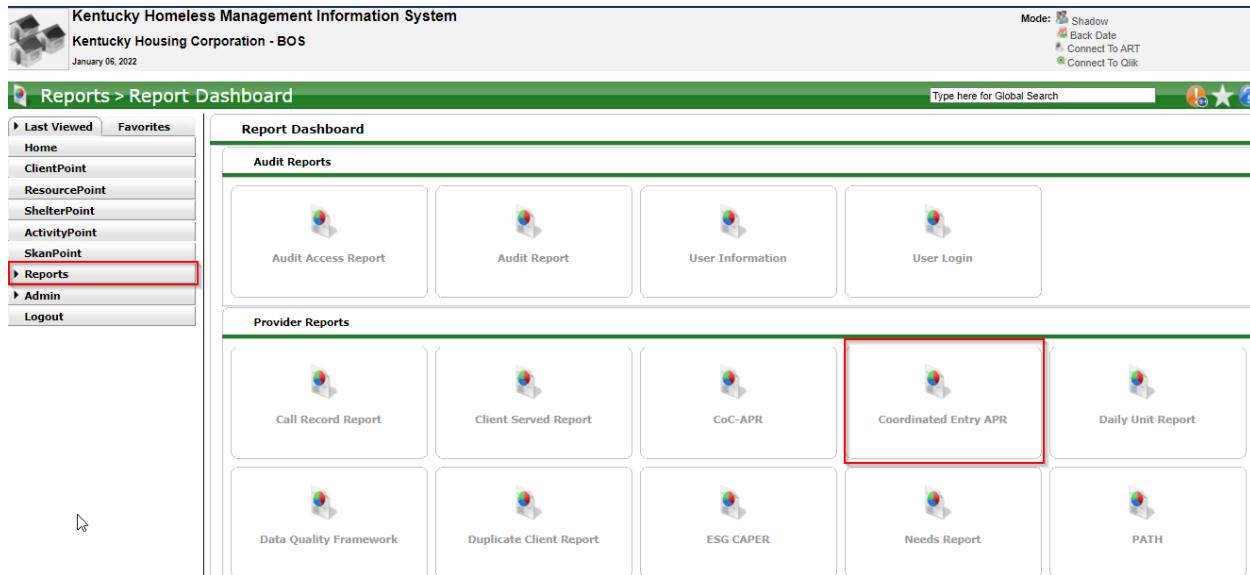


Coordinated Entry APR Guidance Document

Under the **Reports** tab, on the left side of your screen you will be able to locate the **Coordinated Entry APR**



Once you select the report you will be able to select from the prompts.

CoC Code- KY-500 Balance of State

Scope-Project-Focused

Provider Type-Provider

Provider-Click Search and search for the BOS-Coordinated Entry Project (2992)

Program Date Range- Enter your reporting date range for your APR

Entry/Exit Types- Select the HUD, RHY and VA projects to ensure that all the projects are being captured.

Report Options

Name	<input type="text"/>		Use Previous Parameters
Description	<input type="text"/>		
CoC Code*	<input type="text" value="KY-500 Balance of State"/>		
Scope	<input type="radio"/> System-wide <input checked="" type="radio"/> Project-Focused		
Provider Type	<input checked="" type="radio"/> Provider <input type="radio"/> Reporting Group		
Provider*	<input type="text" value="BOS-Coordinated Entry Project (2992)"/>		
Program Date Range*	<input type="text" value="01/01/2021"/> to <input type="text" value="12/31/2021"/>		<input type="button" value="Search"/> <input type="button" value="My Provider"/> <input type="button" value="Clear"/>
Entry/Exit Types*	<input type="checkbox"/> Basic <input type="checkbox"/> Basic Center Program Entry/Exit <input checked="" type="checkbox"/> HUD <input type="checkbox"/> PATH <input type="checkbox"/> Quick Call <input checked="" type="checkbox"/> RHY <input type="checkbox"/> Standard <input type="checkbox"/> Transitional Living Program Entry/Exit <input checked="" type="checkbox"/> VA <input type="checkbox"/> HPRP (Retired)		
<input type="button" value="Build Report"/> <input type="button" value="Download"/> <input type="button" value="Clear"/>			

Click **Build Report**, the **Report** will show in the **Report Run History** screen, you can click the **Refresh** button then the **magnifying glass** to view your report.

Report Run History

Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
156587	01/06/2022 02:29:06 PM (0.01 mins)	CEAPR	Northern KY LPC CE APR	Kayla Sexton	Kentucky Housing Corporation - BOS	Kayla Sexton	Completed
156586	01/06/2022 02:26:21 PM (0.40 mins)	CEAPR	Northern KY LPC CE APR	Kayla Sexton	Kentucky Housing Corporation - BOS	Kayla Sexton	Completed
156584	01/06/2022 02:03:29 PM (0.01 mins)	CEAPR	Northern KY LPC CE APR	Kayla Sexton	Kentucky Housing Corporation - BOS	Kayla Sexton	Completed
156472	01/05/2022 09:44:44 AM (0.01 mins)	CEAPR	Northern KY LPC CE APR	Kayla Sexton	Kentucky Housing Corporation - BOS	Kayla Sexton	Completed

Showing 1-4 of 4

Use Previous Parameters

Once your report has ran, you can download the CSV file (make sure you save it somewhere you can easily locate it)

Once you have it saved to your computer, you can upload into SAGE.

To ensure that you have the correct format and your report passes all validations you can **Test run a report** on SAGE's website www.sagehmis.info

New User?

[Create an account](#)

Test run a report

[Upload a CSV-APR or CSV-CAPER to generate a paper report](#)

On the drop down menu you can select the CSV-CE-APR



Please select a report that you wish to test from the dropdown list below:

CSV-CE APR

Select A Report

CSV-APR FY2022

CSV-CAPER FY2022

CSV-CE APR

Locate and Upload your file and click **Upload and Test**



Test a CSV-CE APR

Sage requires a CSV-CE APR generated by your HMIS (or comparable data base for DV providers) in a .zip file, to be uploaded to the system. Follow the steps below to test your CSV-APR file and/or to create a printable version of your CSV-CE APR.

1. Download the CSV-CE APR from your HMIS or comparable database and save it to your computer. Remember where you place it – so you can find it.
2. Click the browse button below. Your computer's file directory will appear. Find the CSV-CE APR Report you saved and double click on it.
3. Check the box next to "I am not a Robot" and complete the verification steps if necessary.
4. Click on "Upload and Test" button to upload the file from your computer to Sage.
5. A results message will show:
If there are no errors in the file Sage will tell you the CSV passed. Click the "Create Report" button and Sage will produce a printable version of your CE APR.
If there are errors, you will need to fix the problem(s) in your HMIS or comparable database and download a new CSV-CE APR.
You can enter your email address and click "Go" if you want a copy of the errors sent to you. Refer to the Sage guidebook in the Resources tab for additional instructions.
6. If you want to test another CSV, repeat the process outlined above.

Choose File CSV-CEAPR_FY2022_1641845836033.zip

I'm not a robot



Upload and Test

You want your upload to pass all report validations, as shown below.



Results

✓ The upload has passed all validations.

Review the Project Identifiers and Report Validations, then click 'Create Report'.