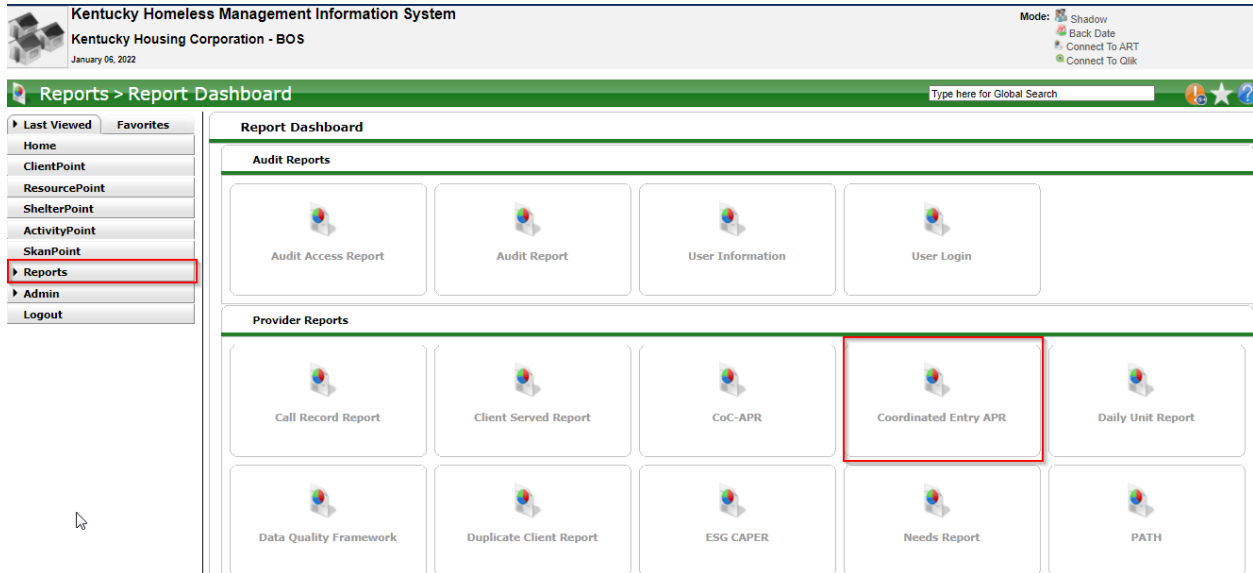


Coordinated Entry APR Guidance Document

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 Use Previous Parameters

Name:

Description:

CoC Code*:

Scope: System-wide Project-Focused

Provider Type: Provider Reporting_Group

Provider*:

Program Date Range*: to

Entry/Exit Types*: Basic Basic Center Program Entry/Exit HUD PATH Quick Call RHY Standard Transitional Living Program Entry/Exit VA HPRP (Retired)

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	
<input type="button" value="Magnifying Glass"/>	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
<input type="button" value="Magnifying Glass"/>	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
<input type="button" value="Magnifying Glass"/>	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
<input type="button" value="Magnifying Glass"/>	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

Report Options 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?

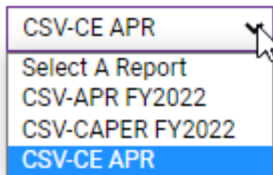
[Create an account](#)

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:

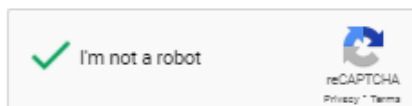
If there are no errors in the file Sage will tell you the CSV passed. Click the "Create Report" button and Sage will produce a printable version of your CE APR.


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 
reCAPTCHA
Privacy Terms

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'.