

Section 5. Reporting HOPWA Accomplishments in IDIS

At the time of the printing of this manual, there are significant barriers to accurately reporting accomplishments for HOPWA/HOPWA-C Grantees. With the introduction of Grants Based Accounting, Formula Grantees may use multiple sets of Projects/Activities based on the allocations drawn during each 12-month program year/operating period. Due to the challenge of delineating households served by specific allocations within each 12-month program year, as of March 4, 2016, HOPWA Formula and Competitive Grantees should no longer utilize IDIS for the reporting of annual HOPWA household output and outcome accomplishment data. HOPWA/HOPWA-C Grantees will continue to report the aggregate total (across allocations) of all HOPWA funds expended during each program year/12-month operating period in the paper CAPER/APR, as well as all household outputs and outcome data.

Summary of Data Reporting Requirements for HOPWA/HOPWA-C Grantees:

Data Element	Reporting Mechanism
1. Expenditures for each HOPWA-funded activity	(Aggregated across allocations per Project Sponsor); Paper CAPER/APR
2. Households served with HOPWA funds	(Per Project Sponsor) Paper CAPER/APR
3. Housing Stability Outcomes	(Per Project Sponsor) Paper CAPER/APR
4. Access to Care	(Aggregated across Sponsors) Paper CAPER/APR
5. Beneficiary Information (Age/Gender/Race/Ethnicity, Prior Living Information)	(Aggregated across Sponsors) Paper CAPER/APR

When the required changes are made to IDIS (or other operating system) to capture accurate HOPWA reporting, HOPWA & HOPWA/C Grantees will be expected to report the housing outcomes of households served with each allocation. Grantees should begin preparing now for this transition in data collection and reporting.

The sections below detail the work-arounds that Grantees can follow to allow IDIS activities to be completed. For most screens, users can leave all fields blank (not even entering "0"). For charts where both household and expenditure data is requested, users should be careful NOT to enter any information in the expenditure column, for this will trigger an error message requesting that the user also enter household information.

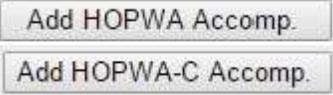
5.1 Housing and Non-Housing Service Activities

This section provides detailed information on how to complete the accomplishment screens for each of the housing and non-housing service activity in IDIS.

To complete the accomplishment screens in IDIS, complete the following steps below. These instructions continue from [Section 3.3](#), wherein the user has navigated to the **Edit Activity** screen. The steps below are the common steps for each Housing/Non-Housing Service Activity. Activity-Specific steps are listed in Table 2.

When the performance data is ready for HUD review, the user will need to click **Yes** in the field labeled **Final Data for Final Report** before saving and notify both their local HUD field office and the Office of HIV/AIDS Housing at HOPWA@hud.gov that the report is ready for review.

The steps below will guide the user to enter the necessary data to enable IDIS to save the accomplishment screens.

Steps to follow (Common to all Activities)	What image/icon to look for
1. From the Edit Activity screen, click Add HOPWA Accomp. or Add HOPWA-C Accomp. in the column labeled Accomplishment .	<p>Accomplishment</p>  <p><i>Note: Image has been modified.</i></p>
2. Type the Accomplishment Year in the Accomplishment Year field. See Appendix C for the Grant terms for the 2015-2016 Accomplishment Year. Example: "2015" or "2016".	<p>Accomplishments</p> <p>*Accomplishment Year: <input type="text"/></p>
3. Click Yes in the field Final Data for Annual Report . Do not click Yes until all of the data entry fields following it are completed and verified.	<p>Final Data for Annual Report:</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
4. Accomplishment Narrative	<p>HOPWA Formula and Competitive Grantees are not required to enter their narrative in IDIS at this time.</p>
5. Enter the total number of Households served with HOPWA Funds / Units developed with HOPWA Funds (<i>UNITS reported in Facility Based Development ONLY</i>)	<p>HOPWA/HOPWA-C Grantees should enter "0" in this row.</p>
6. Performance Outcomes/ Client Outcomes (Housing Status) (STRMU ONLY) chart. (IDIS Screens are inconsistent with the label of this chart.)	<p>For all Housing Service Activities, this chart should be left entirely blank.</p> <p>STRMU Accomplishment Screen:</p> <p>Client Outcomes (Housing Status)</p> <p>All Other Housing Service Accomplishment Screens:</p> <p>Performance Outcomes</p>
7. Total Funds Drawn To Date	<p>No action needed – field will populate automatically from IDIS draw downs. This will include any funds drawn before or after the accomplishment/operating year ended.</p>
8. Enter Total Funds Spent/Expended for ... during the Program Year . (IDIS Screens are inconsistent between "Spent" vs. "Expended")	<p>For all HOPWA/HOPWA-C Activities, this chart should be left blank.</p>

<p>9. Click Save. The system returns the user to the Edit Activity screen. Clicking Cancel returns the user to the Search Activities screen.</p>	
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5.1a: Activity-Specific Notes

Appendix H shows the Accomplishment Screens for all Housing and Non-Housing Service Activities:

- [Figure 42](#): Tenant Based Rental Assistance
- [Figure 43](#): Facility Based Housing Subsidy Assistance
- [Figure 44](#): Facility Based Housing Development
- [Figure 45](#): Short-Term Rent, Mortgage and Utility Assistance
- [Figure 46](#): Permanent Housing Placement
- [Figure 47](#): Supportive Services
- [Figure 48](#): Housing Information Services
- [Figure 49](#): Resource Identification
- [Figure 50](#): Stewardship
- [Figure 51](#): Administration

Category & Data Field	Activity-Specific Notes
TBRA:	
Households served with HOPWA funds	Enter "0" to be able to save the accomplishment screen.
Total Funds Expended for ... during the Program Year.	This field is not required.
Facility-Based Housing Assistance/Development:	
Total # of Units by Bedroom Type	Enter "0" in any column to be able to save the accomplishment screen.
Site Expenditures	This chart is not required.
Total Number of Households whose tenure exceeded 24 months:	This field is not required.
Milestones:	Facility Based Housing Development: This field is not required.
Wait List/ Placed into Service	Facility Based Housing Development: This field is not required.
Performance Outcomes	Facility Based Housing Development: This chart is not required.
Lead Based Paint Requirement	Facility Based Housing Assistance & Development: Click the radial button next to Otherwise exempt to be able to save the Accomplishment screen.
STRMU:	
STRMU Activity Breakdown (with Site Expenditures)	This chart is not required.

# of Households that received HOPWA Assistance this year and two prior years/ this year and prior year	This field is not required.
Supportive Services:	
Listing of Supportive Services	Leave the entire Accomplishment screen blank. Entering any expenditure data requires household data to also be entered.
Of those households served with HOPWA-funded Case Management...	This chart is not required.
Stewardship:	
Number of Actual Units in Stewardship during the operating year:	HOPWA/HOPWA-C Grantees should enter "0" in this field.

5.1b Troubleshooting Individual Activity Accomplishment Screens

Error Messages/Issue	Activity-Specific Notes
<i>Error Message: "Accomplishment Year is required."</i>	Select the Accomplishment Year for the activity.
<i>Error Message: "Households assisted / Units developed with HOPWA Funds is required."</i>	User must enter "0" to allow the screen to be saved.
<i>Error Message: "Total Number of Client Housing Outcome must equal Households assisted with HOPWA Funds."</i>	Client Outcomes chart should be left blank for all HOPWA Housing Service Activities.
<i>Error Message: "Total # Actual Units by Number of Bedrooms is Required."</i>	User must enter "0" to allow the screen to be saved.
<i>Error Message: "Number receiving HOPWA-funded Case Management services from the Project Sponsor cannot be greater than the total number households served with ..."</i>	This row should be left blank.
<i>Error Message: "Total Number of Households that received ... must equal to Total Performance Outcomes."</i>	Total Performance Outcomes should be blank.
<i>Error Message: "HOPWA Funds Expended must be entered when # of households populated."</i>	In the section entitled HOPWA Households and Expenditures , each row (both Households and Expenditures) should be blank. Also applies to the STRMU Activity Breakdown table.
<i>Error Message: "Applicable Lead Based Paint Requirement is required."</i>	Complete the questions concerning Lead Based Paint Requirements and Remediation Actions.
<i>Error Message: "Total funds drawn this Program Year must equal Total of Site Expenditures."</i>	Facility Based Housing Development: Total of Site Expenditures should be blank.

Error Message: "Number assisted this year and two prior years cannot exceed Households assisted with HOPWA Funds."

STRMU: Each row should be blank.

5.2 Reporting Activities

With the discontinuation of HOPWA/HOPWA-C Grantees' requirement to report accomplishments in IDIS, HOPWA/HOPWA-C Grantees will no longer utilize the Reporting Activities in IDIS. All data currently reported in the reporting activities (access to care information, sources of leveraging, beneficiary demographic information, household area median income, information on stewardship units) will continue to be reported in the paper CAPER/APR.