

## Responses to HPOG Grantee Questions Submitted During the PRS Management Reports Use for Quality Control September 28, 2012

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Several grantees asked questions during the PRS Management Reports Use for Quality Control Purposes Webinar held on September 27, 2012. Responses to the questions are provided below.

Grantees may also access the webinar by selecting the link provided.

<https://urban.webex.com/urban/ldr.php?AT=pb&SP=MC&rID=12976927&rKey=08c88b290adaef8e>

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### **Question 1: What dates should be used to generate a report that aligns with the data in the PPR?**

Many of the management reports include data that may be aligned with the PPR. In order to align a management report with the PPR, please first ensure that the management report selected is one that includes information that can be aligned with a specific value in the PPR. All available HPOG management reports currently include footnotes that identify which data items may be linked to specific PPR data items.

If you are interested in aligning data with the upcoming PPR, please use the dates of September 30, 2011 through September 29, 2012.

### **Question 2: We understand the PPR to be cumulative. When will the data from Years 1 and 2 be expected to count in cumulative reports. Example: New SOC codes have been added, what is the deadline for having participants assigned to one of the new codes rather than "other."**

The PPR is a cumulative for each grant year period. Each annual period is treated separately and participants from prior periods are not included if they did not receive services during the current PPR period. The PPR for the first semi-annual period of each year will count participants for the first six months of the grant period that entered for the first time and/or remained active from a prior annual period. The PPR for the second semi-annual period of each year will count participants for the entire twelve month grant period that entered for the first time and/or remained active from the prior annual period. The PPR does not count participants if they were not included in the current grant year.

The PRS utilizes live or real time data. Data from any period (Year 1 and/or Year 2) are included in the appropriate values in the PRS as soon as it is entered. Grantees should ensure that all data has been entered into the PRS for (1) Year 1 participants that were active in the HPOG program as of September 30<sup>th</sup>, 2011 and (2) all participants that entered in the Year 2 period. Please note that the date of service, completion, employment, etc. is the determining factor regarding whether the activity is counted in the PPR. While you are able to enter data on services until October 31<sup>st</sup>, the dates associated with services must be prior to September 29<sup>th</sup> to count in the current PPR. All data should be entered for these participants before the final PPR for the Year 2 period is due (October 31<sup>st</sup>, 2012). **Any data for participants that have not been entered at that time will not be included in the final PPR for the Year 2 period.**

The example of SOC selection changes is a special case. It is important to ensure that specific SOC values are selected when available as opposed to using the “Other” selection option. Prior to October 31<sup>st</sup>, grantees should check to see if new SOCs that have been integrated into the PRS should be used for their program. **Grantees that indicate that changes are needed to a) modify the selection of currently available SOCs (e.g., one or more SOCs are mistakes and you should be using other SOCs or b) modify the selection of currently available SOCs to use newly added SOCs can receive assistance from the PRS Support Team in making these changes by October 31<sup>st</sup> if they contact the PRS Support Team prior to October 26<sup>th</sup>.**

### **Question 3: Please clarify the definition of Exited.**

Exit is a term often used to indicate a person is no longer in a program (e.g., completed or left for some other reason). Some HPOG programs have specific definitions for when a person is officially exited from the program; others do not. For example, some programs define “exit” as a set time period after participants complete their planned training or when participants obtain a job. Other programs do not have a formal exit policy, but instead consider participants to be engaged with the program as long as they wish to receive support services and training.

For the PRS, the Exit Date is defined either as:

1. The known date when an individual completes the program as the program requirements and structure define.
2. The date on which a participant receives the last service funded by the program or a partner program. If the PRS indicates that a participant has not received any HPOG services from the program or a partner program for 90 consecutive calendar days and is not scheduled for future services, the HPOG program should review the client record

of service to determine if (1) the client has in fact not received a service within the 90-day period and therefore should be exited OR (2) the client PRS record has not been updated and does not reflect that they have in fact received a service during the last 90 days. If the grantee determines that the participant has exited the program the status should be changed to exited. The Exit Date entered is the last day on which the individual received a service funded by the HPOG program or a partner program.

**Question 4: Will the updates automatically populate fields in the PRS?**

Yes, any updates that apply to the PPR performance indicators will be applied to the PPR Actual Quantity data items that are calculated by the PRS.

**Question 5: When will the new functionality that allows us to click on actual counts in the PPR to generate the participants associated with those counts be activated?**

The feature is currently available to all grantees.