

HPRP Monthly Managers Report

1. The report needs to be submitted on a monthly basis to the HPRP Coordinator. It is due by COB the first working day of the following month.
2. Do not leave any blank fields. If there is nothing to report, please either populate the field with a zero, or mark the field as Non Applicable.
3. It is no longer necessary to attach a QPR to the Monthly report.
4. It is no longer necessary to submit Job Creation Information at the end of each month. This will be done separately at the end of each Quarter.
5. Section 1 refers to the numbers of clients served against those projected to be served in your Projection Proforma. Please use this Proforma to match your projection against your achievements.
6. Section 2 refers to data that is collected by your agency's QPR. Please run a 1 month report for this data. Please fill in and submit the HPRP Monthly Discharge Spreadsheet (instructions below)
7. Section 3 refers to the spending progress that you have made, again comparing your progress with the projection.
8. If you have not achieved either your spending projections or clients served projections, you MUST submit an explanation detailing reasons why, and how you intend to reach those projections.

HPRP Monthly Discharge Spreadsheet

- i. The State of Georgia requires certain data for clients who have been discharged from HPRP.
- ii. The Discharge spreadsheet should be submitted each month with the cumulative to date information on it. Do not create a new spreadsheet each month.
- iii. This spreadsheet should only be filled in when a Client / Household leaves the program. Do not fill it in if the Client / Household is re-enrolled in your program.
- iv. Column B (Client Key) refers to the Head of Household's HMIS number.
- v. Column E (Total in Household) refers to the number within that Household who are being served by HPRP, including the Head of Household within Column B.

- vi. If you click on Column G, you will see a drop down menu. There are 3 options, Increased, Maintained, or Decreased that refer to the Household's Income Status, over the lifetime of the program. When discharging a client you will need to determine, based on any information given to you during the program, what category best describes this household.

- vii. Column H refers to the follow up date you will need, 90 days after the household is discharged after the program.