

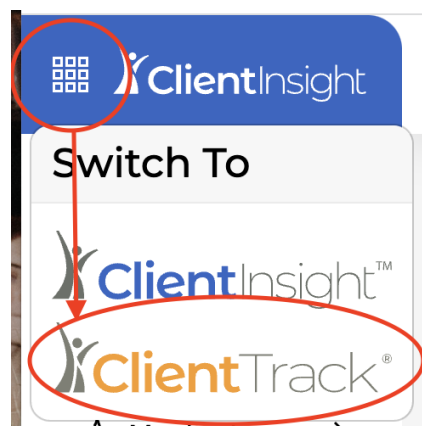


ACTION REQUIRED - December Uploads

It is vital that all agencies upload **August, September, October** and **November** data ASAP – particularly if you have an APR due this month – so that NY-600 can comply with upcoming community reporting deadlines. The deadline is **Thursday December 14th (the 10th business day of December)**. Timeliness of uploads will start counting towards the annual evaluation score this month and moving forward.

UPDATE - APR Availability

APRs are ready in the new system's reporting platform, ClientTrack. **Please access ClientTrack so that the HMIS team can assign you to your organization and give you access to your data.** (To access ClientTrack, select the blue logo on the upper lefthand corner of ClientInsight.)



Please note: Waiting to upload might lead to further delays in your ability to pull your APR, as data uploaded to ClientInsight will take time to transfer into ClientTrack. **All providers should upload all data through November 2023 as soon as possible, regardless of your next upcoming reporting deadline.**

To view your export in APR format, you can use the SAGE CSV test tool [here](#).

If you are concerned about delays impacting your ability to meet reporting deadlines, please reach out to the HMIS team.

SUPPORT - How to Reach Us

Email – You can email the HMIS team at dsshmis@dss.nyc.gov with questions, suggestions, or concerns.

Office Hours – Office hours will be an opportunity to ask NYC HMIS team and Eccovia representatives questions or offer feedback. The schedule and link for the office hours are posted on our [webpage](#) and will be updated regularly. Currently we are offering office hours **Fridays** from **3-4pm ET** (except for holidays) via [Zoom](#).

FAQ – Visit our [webpage](#) to see an FAQ we developed based on your feedback and questions so far, which will be continually updated.

Visit our website

Thank you,
The HMIS Team
NYC Continuum of Care