Annual Performance Report (Quick Guide)

1. Click on the launcher and select Reports

REPORT LIBRARY EXPLORE DATA ANALYSIS DEARCH = CASELOAD	Demo Agency	🖃 🧮 🗳 📴 🔤
	REPORT LIBRARY EXPLORE DATA ANALYSIS	© SEARCH ≡ CASELOAD

2. From the Report Library select HUD Reports; this will roll out the report options under this category.

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REF	ORT LIBRARY		SETUR		E REPORTS	CALENDAR	
	Favorite Reports	0 re	ľ				
	Data Quality Reports	6 re	MERGE	INVENTO	RA KA		
	Administrator Reports	33 repo	ort(s) 🗸		No reports		-
	Service Based Reports	13 repo	ort(s) 🗸				
	Program Based Reports	19 repo	ort(s) 🗸				
	Assessment Based Reports	4 repo	ort(s) 🗸				
	Profile Screen Reports	1 repo	ort(s) 🗸				
	Housing	5 repo	ort(s) 🗸				
	HUD Reports	10 repo	ort(s) 🗸				

- 3. Select report number [HUDX-227] Annual Performance Report [FY 2022]
- 4. Select RUN, this will populate a new screen from the report library

System		III 🖂
REPORT LIBRARY EXPLORE DATA ANALYSIS		D SEARCH
HUD Reports	10 report(s) 🥆	
v3.6 [HUDX-224] PATH Annual Report [FY 2022]	* 🕑 RUN 🖄 SCHEDULE MORE INFO~	
[HUDX-111] HUD CSV / XML Program Data Export [FY 2022]	★ 🕑 RUN 💆 SCHEDULE MORE INFO 🗸	
[HUDX-225] HMIS Data Quality Report [FY 2022]	★ 🕢 RUN 🖾 SCHEDULE MORE INFO >	
[HUDX-225] HMIS Data Quality Report [FY 2023]	BETA * 🕢 RUN 🗇 SCHEDULE MORE INFO 🗸	
[HUDX-227] Annual Performance Report [FY 2022]	I	
[HUDX-227] Annual Performance Report [FY 2023]	BETA * 🕢 RUN 🔁 SCHEDULE MORE INFO 🗸	
[HUDX-228] ESG CAPER [FY 2022]	★ 🕢 RUN 🗇 SCHEDULE MORE INFO 🗸	
[HUDX-228] ESG CAPER [FY 2023]	BETA * 🕢 RUN 🔁 SCHEDULE MORE INFO 🗸	
[HUDX-231] LSA Export - Project-Focused LSA [FY 2022]	★ 🕑 RUN 💆 SCHEDULE MORE INFO ∨	
[HUDX-236] LSA - Project Descriptor HDX Upload Test [FY 2022]	★ 🕑 RUN 💆 SCHEDULE MORE INFO ∨	

- 5. Select the filters you want to use to run the report(s)
 - a. CoC Filter Category Select Agency CoC
 - b. **CoC** Select PA-504
 - c. Program Type(s) Choose the name of the program or select ALL
 - d. **Program Status** From the dropdown menu select all programs, active programs, or inactive programs
 - e. **Program(s)** Choose ALL or the specific program
 - f. When making selections from dropdown lists, hold CTRL or Command to make multiple selections
 - g. Funding Criteria will be "Not Based on Funding Source"
 - i. If programs are part of the Integrated Service Network (ISN), funding source will be needed
 - h. Report Date Range Enter the date ranges for the report
 - i. Report Output Format Select the format as either Web Page, PDF, Excel, CSV Details, or CSV Upload
 - j. Drilldown Output Format Select the format as either Web Page, or CSV
 - i. If checking data use the Web Page Output and Drilldown format
 - **ii.** If you have checked your data and are ready to upload an APR to SAGE: Use the CSV-Upload option

	HUD Reports > [HUDX-227] Annual Performance Report [FY 2022]					
	Switch Access Agency(-ies)	Choose				
		All				
		Veterans Multi-Service Center (VMC)				
		System				
a -	CoC Filter Category	Agency CoC	~			
b -	CoC	PA-504	~			
с-	Program Type(s)	Choose	*			
		All				
		Emergency Shelter	_			
	Transitional Housing					
		PH - Permanent Supportive Housing (disability required for entry)	-			
d -	Program Status	All Programs	~			
e -	Program(s)	Choose	•			
		All				
		VMC SSVF Program - Homeless Prevention				
		VMC SSVF Program - RRH				
		VMC SSVF Program - Street Outreach	*			
	Apply Client Location Filter	No	~			
	LEGACY FEATURE: SERVICE B	ASED FUNDING SOURCE				
g -	Funding Criteria	Not Based on Funding Source	\sim			
h -	Report Date Range	10/01/2021 and 09/30/2022				
i -	Report Output Format	Web Page O PDF O Excel O CSV-Details O CSV-Upload				
j-	Drilldown Output Format	Web Page O CSV				
		SUBMIT				

- 6. Select "SUBMIT" to generate your report
- 7. For additional Annual Performance Report resources please visit <u>https://www.bitfocus.com/apr-resources</u>