








CoC APR Data Quality Submission Guide

Revised 10/29/2020




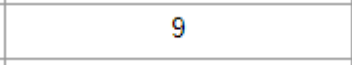
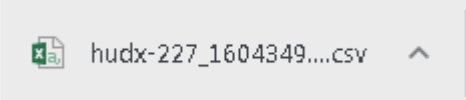
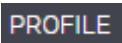
Per the HMIS Data Quality Plan Revision 201906 Version 5, HMIS Participating agencies are required to submit the HUD CoC- Annual Performance Reports (APR) every month.

Running the Report		
To log into to your account, go to https://longbeach.clarityhs.com/login		
1	Click the Launchpad on the upper right-hand side of the menu.	
2	Select Reports from the options.	 REPORTS
3	Under Report Library, select the HUD Reports drop down list. Find the report labeled [HUDX-227] Annual Performance Report [FY 2020] . Select Run .	
4	Enter the report parameters on the next screen. For more details on each parameter, please see: https://get.clarityhs.help/hc/en-us/articles/115013295968-APR-and-ESG-CAPER CoC Filter Category: Choose the category. CoC: Always choose Long Beach CoC . Program Type(s): Choose one of the program types. Program Status: Choose status of program. Program(s): Choose one of the programs. Apply Client Location filter: Choose No .	Long Beach CoC <hr/> No
5	Under Legacy Feature: Service Based Funding Source, find Funding Criteria . Always choose Not Based on Funding Source . Skip Funding Status and Funding(s) .	Not Based on Funding Source <hr/>
6	Enter the Report Date Range . Select your dates on the calendar and use the actual start and end dates.	10/01/2020 
7	For Report Output Format , choose PDF . Click the Submit button to start processing your APR.	<input checked="" type="radio"/> PDF 

8	<p>The Report Queue Manager will pop up to notify when you have a report processing or if a report is complete. There will be an icon in the upper right hand corner that will change from 0 to 1 to notify you as well.</p> <p>When complete, click on the icon and then OPEN to download the PDF.</p>	 
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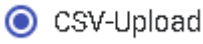

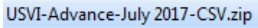
Reviewing the Report

To review the report, repeat steps 1-6 from “Running the Report” and then continue with the steps below.

1	<p>For Report Output Format, choose Web Page.</p> <p>For Drilldown Output Format, choose Web Page to view client information on a separate webpage or choose CSV to view client information in an Excel format.</p> <p>Click the Submit button to start processing your APR.</p>	<p><input checked="" type="radio"/> Web Page <input type="radio"/> CSV</p> 
2	<p>The Report Queue Manager will pop up to notify when you have a report processing or if a report is complete. There will be an icon in the upper right hand corner that will change from 0 to 1 to notify you as well.</p> <p>When complete, click on the icon and then OPEN to download the PDF.</p>	 
2	<p>Click the number in each field to get a list of the clients that are pulling to a particular question in the report.</p>	
3	<p>If you chose Web Page, a new tab will open with a list of clients and their information.</p> <p>If you chose CSV, a pop up will appear in the lower left side to download and view the list of clients and their information in Excel format.</p>	
4	<p>Verify that the data is accurate.</p> <p>All data corrections should be made within the client profile in Clarity.</p>	

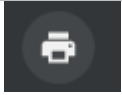
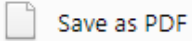
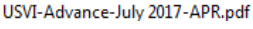
Downloading the CSV ZIP file

The CSV ZIP file is a compressed zip file that contains aggregate data on the persons served.

1	Follow steps 1-6 under “Running the Report.” For Report Output Format , choose CSV-Upload and submit the report for processing.	
2	Click open and a CSV file will be downloaded to your computer in the lower left hand corner.	
3	Save and name the CSV ZIP file using the format below: “Provider Name-Project Name-July 2017-CSV”.	

Saving the CoC-APR Report as an Adobe PDF

To save the CoC-APR report as an Adobe PDF, first please follow the steps under “Running the Report.”

1	Once you open the PDF download, click on the printer icon in the upper right hand corner.	
2	Select Save as PDF from the printer list (or Destination).	
3	Save and name the CoC-APR report using the format below: “Provider Name-Project Name-July 2017-APR”.	

Submitting the CSV ZIP File and the CoC-APR PDF

The files are ready for submission.

1	Insert the (1) CSV ZIP file and the (2) CoC-APR PDF as e-mail attachments on your e-mail program (i.e., Outlook).	
2	Include in subject line: “Provider Name-Project Name-July 2017 Data Quality Reports” (e.g., United States Veterans Initiative – Advance – July 2017 Data Quality Reports) Example: Subject <u>USVI-Advance-July 2017 Data Quality Reports</u>	Subject
3	Submit via e-mail to LBHMIS@longbeach.gov	
4	Submit the reports by the report deadlines.	See Data Quality Plan