

How to Run the [HUDX-235] CE APR [FY 2024]



1

Login to <https://alameda-vsp.clarityhs.com>

Q Enter search terms for a client

SEARCH

Enter full name, partial name, date of birth or any combination.

⚠ Alameda County Training Site

- Do not enter data for real clients
- Client data should be made up

Clarity Human Services

Recover deleted data

Bitfocus Test

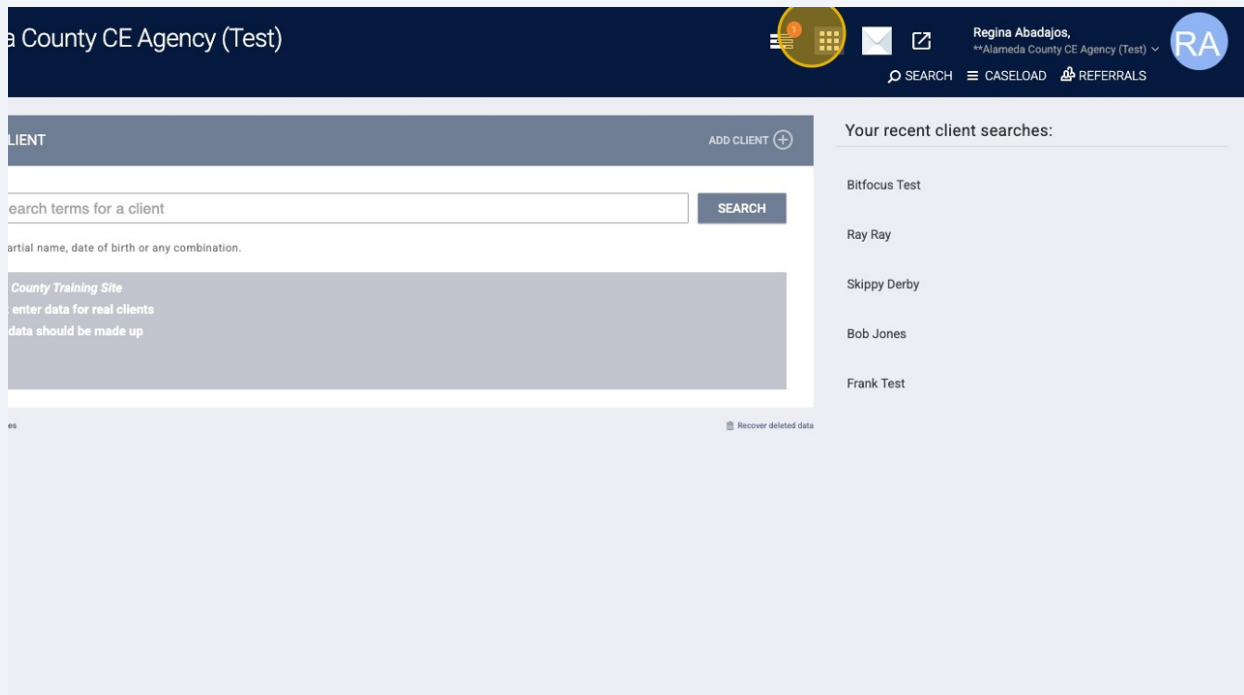
Ray Ray

Skippy Derby

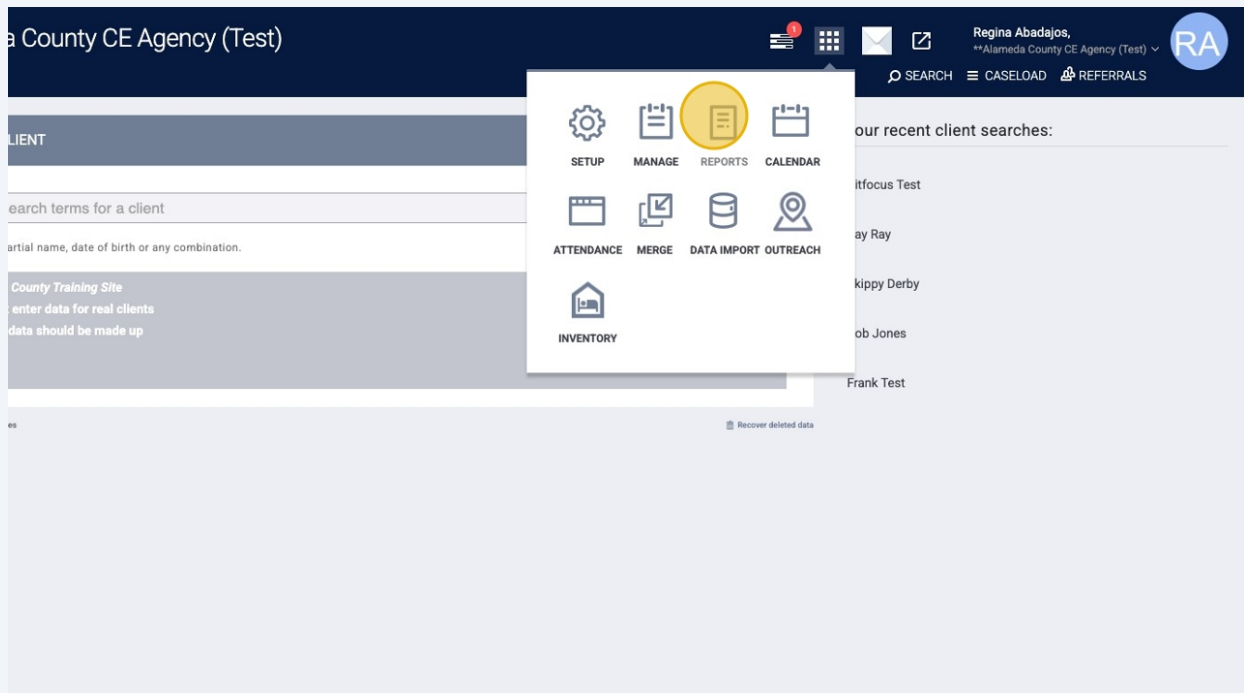
Bob Jones

Frank Test

2 Select the "Launchpad" on the upper right hand corner of your screen.



3 Next, select the "Reports" icon.



4

Locate the folder titled "HUD Reports" and select the down facing arrow to open the folder.

Data Quality Reports	6 report(s) ▾	Sched
Administrator Reports	19 report(s) ▾	No repo
Service Based Reports	13 report(s) ▾	
Program Based Reports	24 report(s) ▾	
Assessment Based Reports	4 report(s) ▾	
Profile Screen Reports	1 report(s) ▾	
Housing	5 report(s) ▾	
HUD Reports	10 report(s) ▾	
Community and Referrals	9 report(s) ▾	
Agency Management	4 report(s) ▾	

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5

Select "Run" for the report titled [HUDX-235] CE APR [FY2024]

Profile Screen Reports	1 report(s) ▾
Housing	5 report(s) ▾
HUD Reports	10 report(s) ⌵
[HUDX-111] HUD CSV / XML Program Data Export [FY 2024]	★ ⌵ RUN 📅 SCHEDULE MORE INFO ▾
[HUDX-123] Housing Inventory (HIC) Supplemental [FY 2025]	★ ⌵ RUN 📅 SCHEDULE MORE INFO ▾
[HUDX-224] PATH Annual Report [FY 2024]	★ ⌵ RUN 📅 SCHEDULE MORE INFO ▾
[HUDX-225] HMIS Data Quality Report [FY 2024]	★ ⌵ RUN 📅 SCHEDULE MORE INFO ▾
[HUDX-227] Annual Performance Report [FY 2024]	★ ⌵ RUN 📅 SCHEDULE MORE INFO ▾
[HUDX-228] ESG CAPER [FY 2024]	★ ⌵ RUN 📅 SCHEDULE MORE INFO ▾
[HUDX-230] Shelter Count PIT [FY 2025]	★ ⌵ RUN 📅 SCHEDULE MORE INFO ▾
[HUDX-231] LSA Export - Project-Focused LSA [FY 2024]	★ ⌵ RUN 📅 SCHEDULE MORE INFO ▾
[HUDX-235] CE APR [FY 2024]	★ ⌵ RUN 📅 SCHEDULE MORE INFO ▾
[HUDX-236] LSA - Project Descriptor HDX Upload Test [FY 20...	★ ⌵ RUN 📅 SCHEDULE MORE INFO ▾

6 Select your agency, the CoC filter can be set to "Agency CoC".

REPORT LIBRARY

HUD Reports > [HUDX-235] CE APR [FY 2024]

Switch Access Agency(-ies)

BH - Bonita House
Bitfocus Coordinated Entry Agency
BOSS - Building Opportunities for Self Sufficiency
CE - Coordinated Entry
CH-Covenant House
CoR - City of Berkeley

CoC Filter Category

Agency CoC

CoC

CA-502 Alameda County/Oakland

Project Type(s)

Emergency Shelter – Entry Exit
Emergency Shelter – Night-by-Night
Transitional Housing
PH – Permanent Supportive Housing (disability required for entry)
Services Only
Street Outreach

Program Status

Choose...

Program(s)

Choose...

Processed Reports

No reports

Scheduled Reports

No reports

7 Under "Project Types" select "Coordinated Entry."

HUD Reports > [HUDX-235] CE APR [FY 2024]

Switch Access Agency(-ies)

BH - Bonita House
Bitfocus Coordinated Entry Agency
BOSS - Building Opportunities for Self Sufficiency
CE - Coordinated Entry
CH-Covenant House
CoR - City of Berkeley

CoC Filter Category

Agency CoC

CoC

CA-502 Alameda County/Oakland

Project Type(s)

PH – Housing with Services (no disability required for entry)
Coordinated Entry
Day Shelter
Homelessness Prevention
PH – Rapid Re-Housing

Program Status

Choose...

Program(s)

Choose...

Client ID Selection

Clarity Unique Identifier

Report Date Range

–

No reports

Scheduled Reports

No reports

8 Select the "All Programs" option.

The screenshot shows a report generation interface with the following fields and values:

- CoC Filter Category:** Agency CoC
- CoC:** CA-502 Alameda County/Oakland
- Project Type(s):** PH – Housing with Services (no disability required for entry), Coordinated Entry, Day Shelter, Homelessness Prevention, PH – Rapid Re-Housing
- Program Status:** All Programs (highlighted with a yellow circle)
- Program(s):** Choose...
- Client ID Selection:** Clarity Unique Identifier
- Report Date Range:** [Start Date] – [End Date]
- Report Output Format:** ☒ Web Page, ☐ PDF, ☐ Excel, ☐ CSV-Upload
- Drilldown Output Format:** ☒ Web Page, ☐ PDF, ☐ CSV

The right side of the interface shows a grey box with the text "No reports".

9 Click "Coordinated Entry"

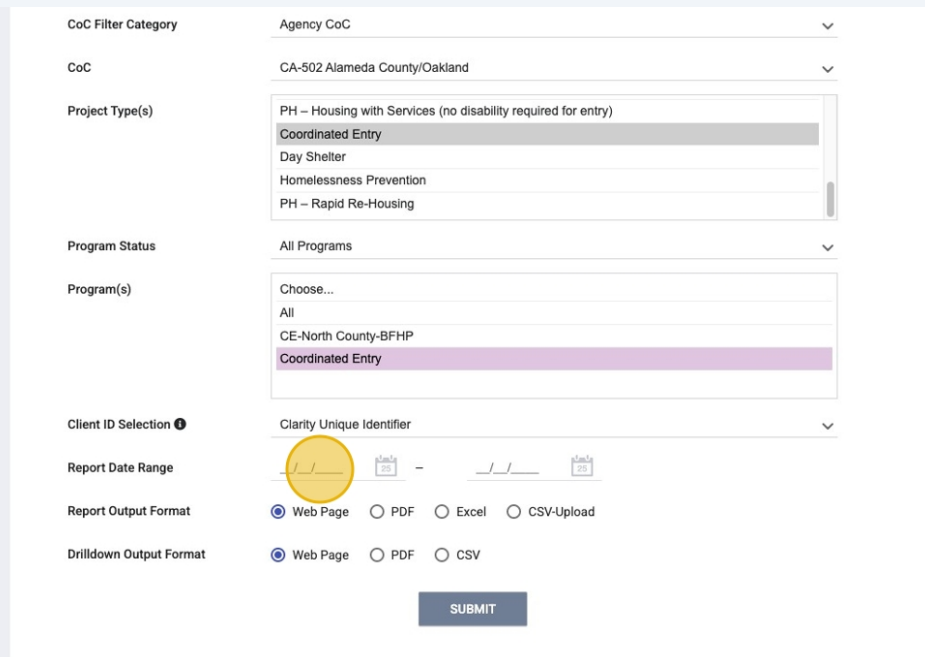
The screenshot shows the same report generation interface as in step 8, but with the following changes:

- Program Status:** All Programs
- Program(s):** Choose..., All, CE-North County-RFHP, Coordinated Entry (highlighted with a yellow circle)

The right side of the interface shows a grey box with the text "No reports".

10

Enter the start and end dates you would like to set for your reporting period in the "Report Date Range" fields.



CoC Filter Category: Agency CoC

CoC: CA-502 Alameda County/Oakland

Project Type(s): PH – Housing with Services (no disability required for entry), Coordinated Entry, Day Shelter, Homelessness Prevention, PH – Rapid Re-Housing

Program Status: All Programs

Program(s): Choose..., All, CE-North County-BFHP, Coordinated Entry

Client ID Selection: Clarity Unique Identifier

Report Date Range: 01/01/2024 – 08/28/2025

Report Output Format: ☒ Web Page ☐ PDF ☐ Excel ☐ CSV-Upload

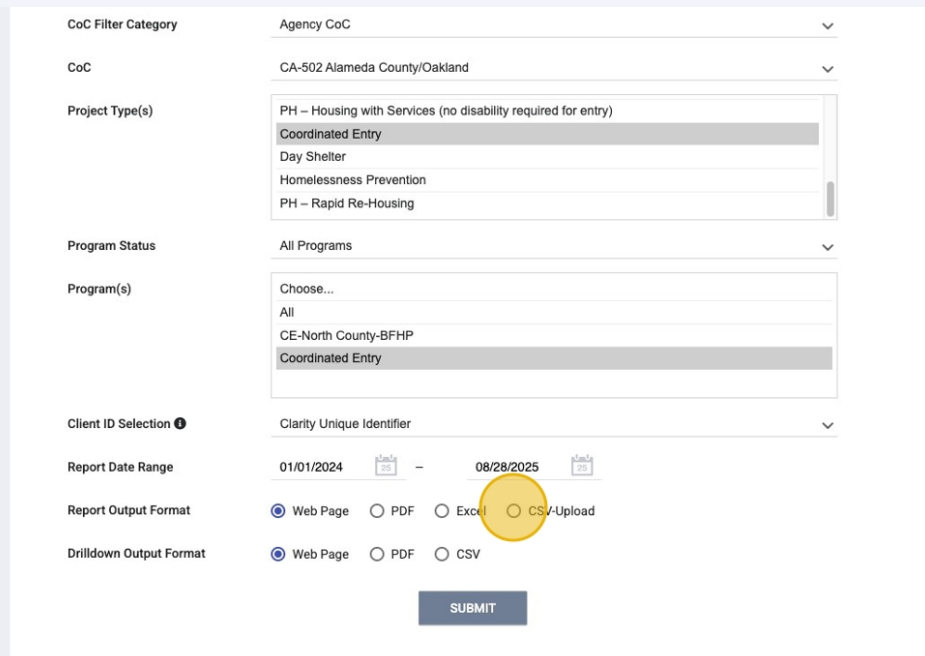
Drilldown Output Format: ☒ Web Page ☐ PDF ☐ CSV

SUBMIT

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11

The select the CSV-Upload in the "Report Output Format."



CoC Filter Category: Agency CoC

CoC: CA-502 Alameda County/Oakland

Project Type(s): PH – Housing with Services (no disability required for entry), Coordinated Entry, Day Shelter, Homelessness Prevention, PH – Rapid Re-Housing

Program Status: All Programs

Program(s): Choose..., All, CE-North County-BFHP, Coordinated Entry

Client ID Selection: Clarity Unique Identifier

Report Date Range: 01/01/2024 – 08/28/2025

Report Output Format: ☒ Web Page ☐ PDF ☐ Excel ☒ CSV-Upload

Drilldown Output Format: ☒ Web Page ☐ PDF ☐ CSV

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12 Select "Submit"

	CH-Covenant House CoR - City of Berkeley
CoC Filter Category	Agency CoC
CoC	CA-502 Alameda County/Oakland
Project Type(s)	PH – Housing with Services (no disability required for entry) Coordinated Entry Day Shelter Homelessness Prevention PH – Rapid Re-Housing
Program Status	All Programs
Program(s)	Choose... All CE-North County-BFHP Coordinated Entry
Client ID Selection ⓘ	Clarity Unique Identifier
Report Date Range	01/01/2024 – 08/28/2025
Report Output Format	<input type="radio"/> Web Page <input type="radio"/> PDF <input type="radio"/> Excel <input checked="" type="radio"/> CSV-Upload

SUBMIT

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