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

1 Login to **https://alameda-vsp.clarityhs.com**

Enter search terms for a client

SEARCH

...e 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**

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🗑 Recover deleted data
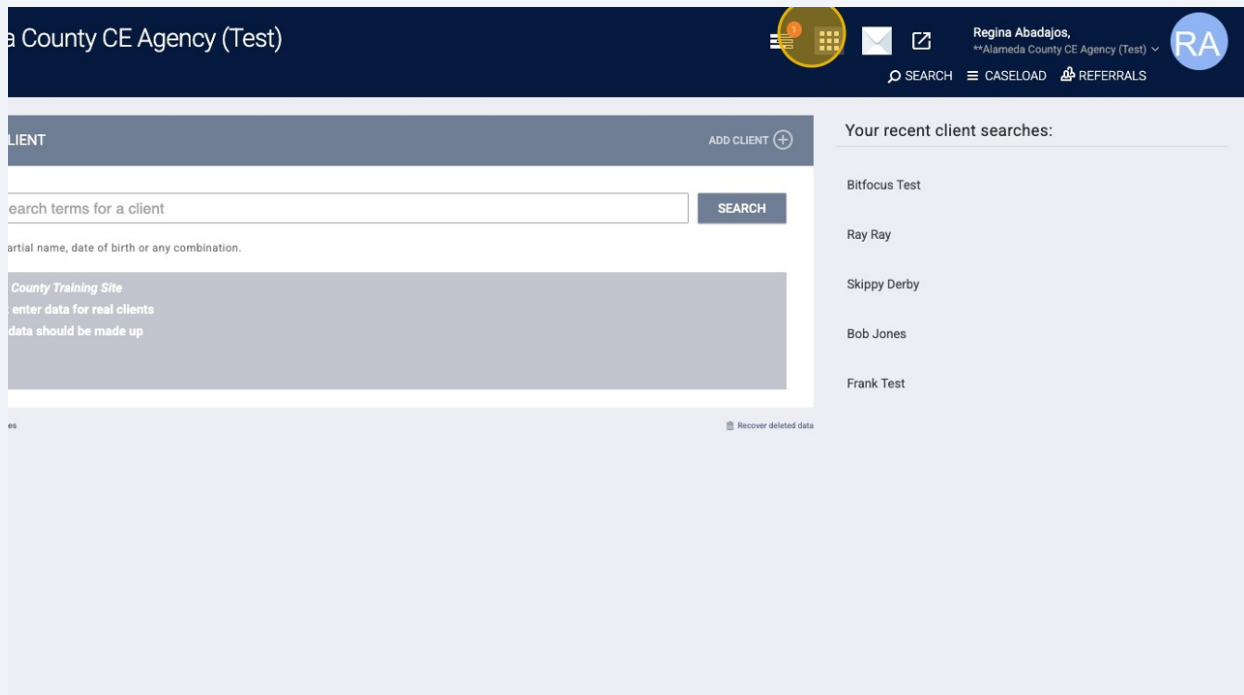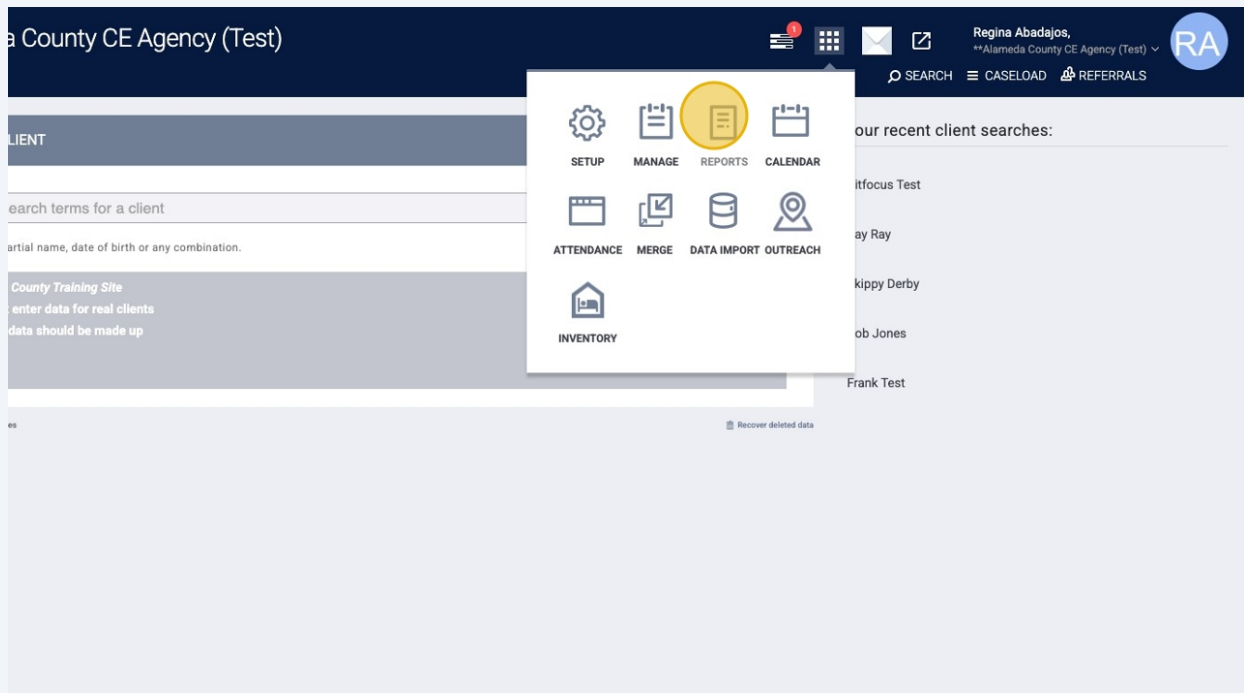
Bitfocus Test

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".

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

8   Select the "All Programs" option.

BOSS - Building Opportunities for Self Sufficiency
CE - Coordinated Entry
CH-Covenant House
CoB - City of Berkeley

No reports

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...

Client ID Selection ⓘ   Clarity Unique Identifier

Report Date Range   __/__/____ 📅 – __/__/____ 📅

Report Output Format   ⦿ Web Page   ○ PDF   ○ Excel   ○ CSV-Upload

Drilldown Output Format   ⦿ Web Page   ○ PDF   ○ CSV

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9   Click "Coordinated Entry"
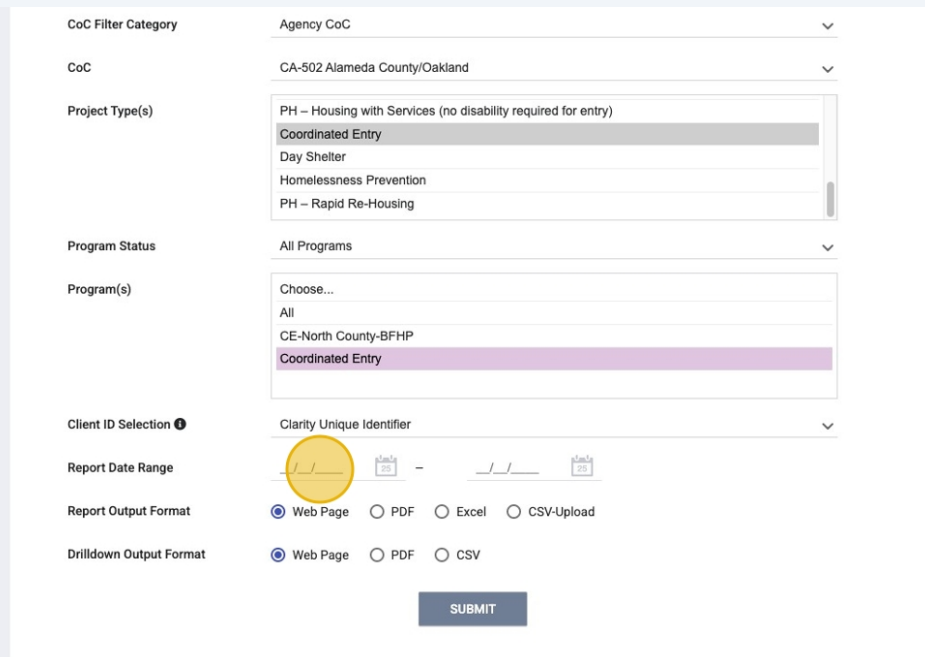
BOSS - Building Opportunities for Self Sufficiency
CE - Coordinated Entry
CH-Covenant House
CoB - City of Berkeley

No reports

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   __/__/____ 📅 – __/__/____ 📅

Report Output Format   ⦿ Web Page   ○ PDF   ○ Excel   ○ CSV-Upload

Drilldown Output Format   ⦿ Web Page   ○ PDF   ○ CSV

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

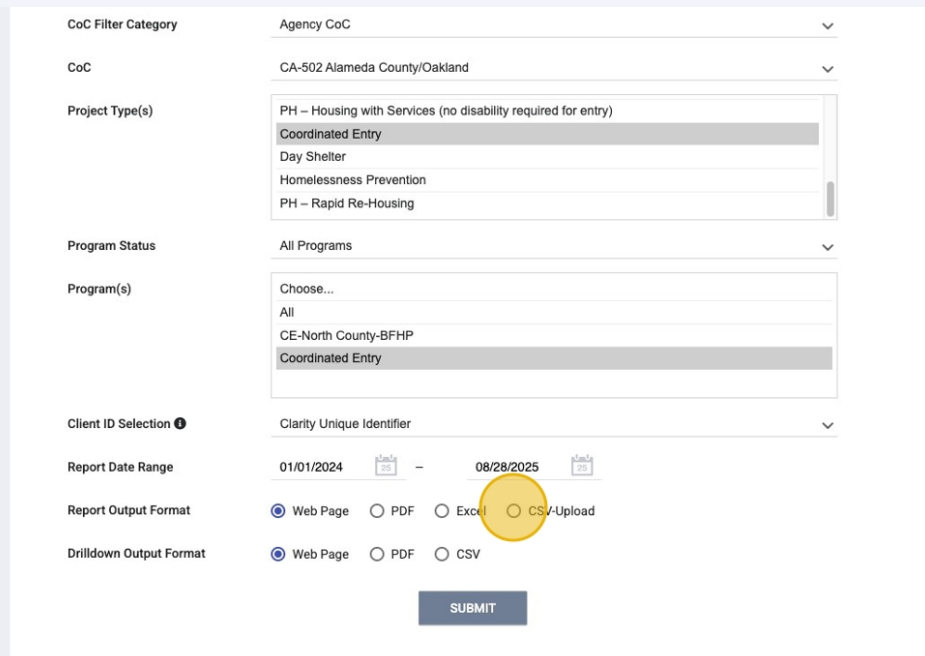| CoC Filter Category	Agency CoC
CoC	CA-502 Alameda County/Oakland
Project Type(s)	PH – Housing with Services (no disability required for entry)
	Coordinated Entry
	Day Shelter
	Homelessness Prevention
	PH – Rapid Re-Housing
Program Status	All Programs
Program(s)	Choose...
	All
	CE-North County-BFHP
	Coordinated Entry
Client ID Selection ⓘ	Clarity Unique Identifier
Report Date Range	__/__/____ 📅 – __/__/____ 📅
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

SUBMIT

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12   Select "Submit"

	CH-Covenant House
	CoB - 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 ❶	Clarity Unique Identifier ⌄
Report Date Range	01/01/2024 — 08/28/2025
Report Output Format	○ Web Page ○ PDF ○ Excel ⦿ CSV-Upload

SUBMIT

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