APR Protocols
The generation and submission of APRs (Annual Performance Reports) in Clarity is substantially different than Service Point.

Step 1
Access the APR in Clarity

1. Launcher Icon ▦ > *Reports*.
2. Click the *HUD Reports* section to expand and view the list of HUD reports. Select [HUDX-227] Annual Performance Report [Oct 2017] or [HUDX-228] ESG CAPER [Oct 2017]
3. Enter in the report parameters:
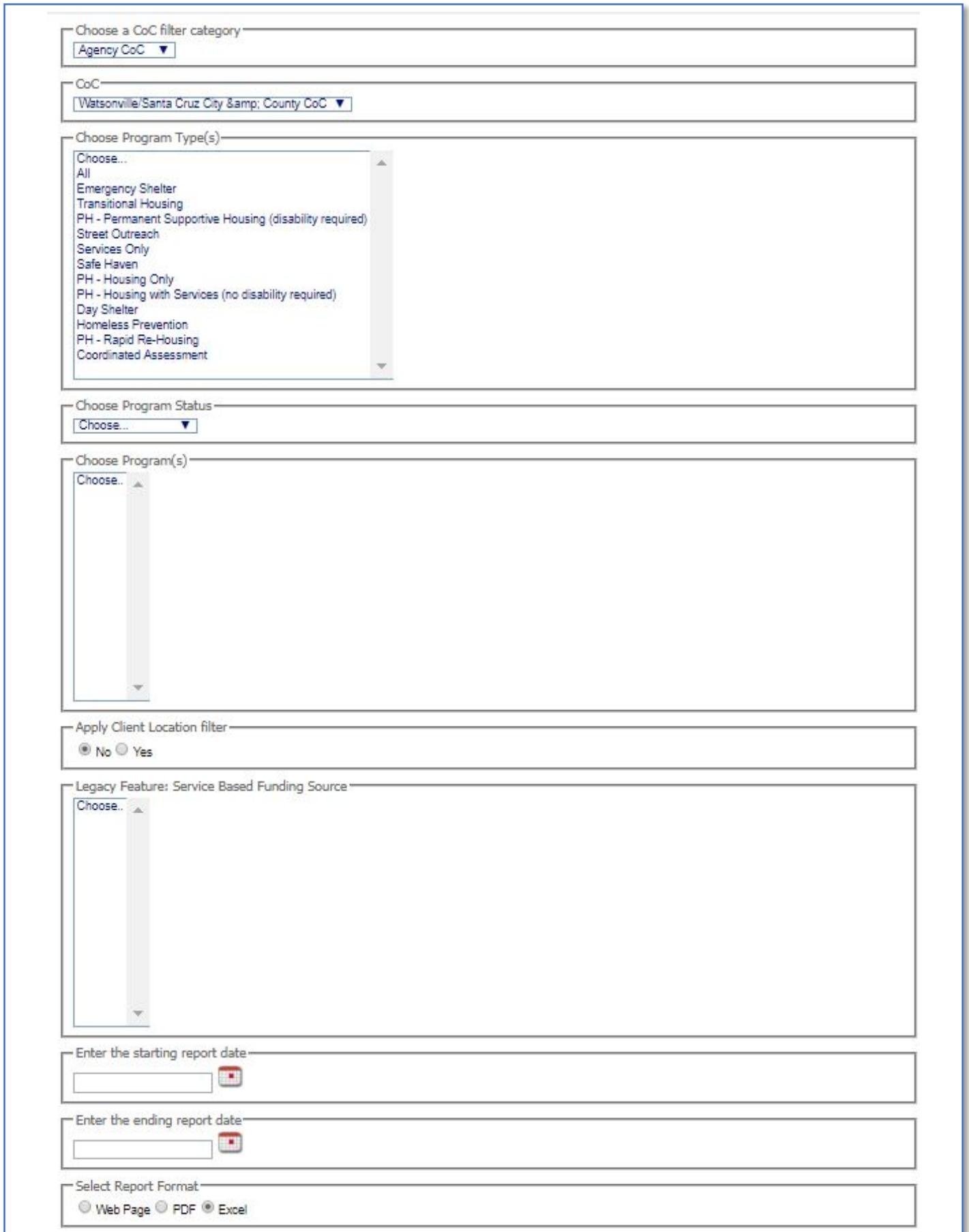
Choose a CoC filter category
Agency CoC ▼

CoC
Watsonville/Santa Cruz City & County CoC ▼

Choose Program Type(s)
Choose...
All
Emergency Shelter
Transitional Housing
PH - Permanent Supportive Housing (disability required)
Street Outreach
Services Only
Safe Haven
PH - Housing Only
PH - Housing with Services (no disability required)
Day Shelter
Homeless Prevention
PH - Rapid Re-Housing
Coordinated Assessment

Choose Program Status
Choose... ▼

Choose Program(s)
Choose...

Apply Client Location filter
◉ No ○ Yes

Legacy Feature: Service Based Funding Source
Choose...

Enter the starting report date

Enter the ending report date

Select Report Format
○ Web Page ○ PDF ◉ Excel

Step 2
Create an Excel file
1. Select Excel at the bottom of the screen in the *Report Output Format* section.
2. **Note: Do not modify the contents of the Excel file as this may render the file unusable. If desired, you may change the name of the Excel file, however do not change the .xls file extension.**
4. Press Okay.
5. The file will be downloaded as an Excel file.
6. Depending on your Process Method, either download the Excel file to your computer, or email the Excel file to your email address.

Step 3
Upload the Excel file
1. Upload the Excel file to http://reporting.hmis.cc/
2. Fill out the prompts

3. Upload the *CSV file to Sage*