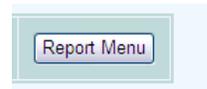


HOW TO RUN THE HUD APR

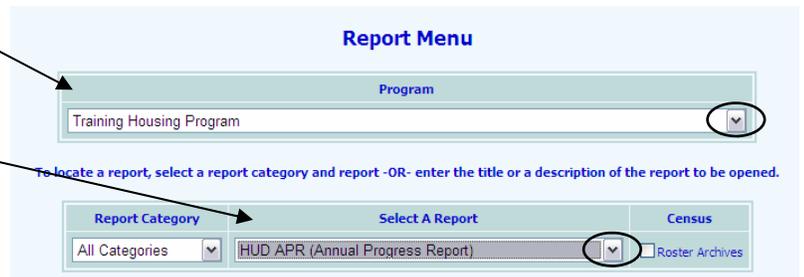
APR Demographic Report with Individual Detail

Once you have run the HUD Required Info Audit Report and verified there are no errors, you are ready to run the HUD APR (Annual Progress Report). Agencies can view individual detail at the end of the APR. Here's how to run the HUD APR from the Opening Menu:

1. Click the Reports Menu Button near the bottom of the screen.



2. Select your program from the program drop-down menu.

A screenshot of the "Report Menu" interface. At the top, it says "Report Menu". Below that is a "Program" dropdown menu with "Training Housing Program" selected. A red circle highlights the dropdown arrow. Below the program menu is a table with three columns: "Report Category", "Select A Report", and "Census". Under "Report Category", there is a dropdown menu with "All Categories" selected. Under "Select A Report", there is a dropdown menu with "HUD APR (Annual Progress Report)" selected. A red circle highlights this dropdown arrow. Under "Census", there is a checkbox labeled "Roster Archives". A blue text instruction reads: "To locate a report, select a report category and report -OR- enter the title or a description of the report to be opened." Arrows from the instructions point to the "Program" dropdown and the "HUD APR" dropdown.

3. In the "Select a Report" field, select "HUD-APR" from the drop-down menu.

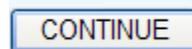
4. Select a date range under the Services Report Date Range.

A screenshot of the "HUD Annual Progress Report (APR)" interface. At the top, it says "HUD Annual Progress Report (APR)" and "for Supportive Housing Program, Shelter Plus Care and Section 8 Moderate Rehabilitation Single Room Occupancy Dwellings (SRO) Program". Below that is a "Program" dropdown menu with "Training Housing Program" selected. To the right is a "Services Report Date Range" section with "From:" and "To:" fields. The "From:" field contains "07/01/2006" and the "To:" field contains "06/30/2007". Arrows from the instructions point to the "Program" dropdown and the "From:" field.

5. Check the box that says Individual Detail.

A checkbox with a checkmark inside, followed by the text "Show Individual Detail?".

6. Click CONTINUE.

A rectangular button with a light blue border and the text "CONTINUE" in the center.

The next screen will show the HUD APR. Verify the numbers accurately reflect what your program has entered.

After question 15 of the APR, Individual Detail is shown. Each client who was in the program during the reporting range will be shown, along with the corresponding information captured on the APR. The same letter codes used in the APR are denoted on the Individual Detail section. For example, if a client was provided with Case Management under question 15, then the corresponding letter "b" will show up in the individual detail section.