

# INSTITUTE FOR COMMUNITY ALLIANCES

## PATH ANNUAL REPORT

The PATH Annual report is a funder required report that is submitted through the PDX. The report is pulled through the HMIS as a CSV and submitted for final approval via the PDX.

### LOCATING THE PATH ANNUAL REPORT

1. Log into Clarity and switch to your PATH Agency
2. Navigate to the Report Library by clicking on the launchpad and then Reports
3. Locate HUD Reports and expand the section by clicking the arrow down
4. Locate **[HUDX-224] PATH Annual Report**
5. Click Run

VT ICA Training Agency

REPORT LIBRARY EXPLORE DATA ANALYSIS

Favorite Reports	0 report(s) ▼
Data Quality Reports	6 report(s) ▼
Service Based Reports	13 report(s) ▼
Program Based Reports	19 report(s) ▼
Assessment Based Reports	4 report(s) ▼
Profile Screen Reports	1 report(s) ▼
Housing	5 report(s) ▼
HUD Reports	7 report(s) ▲

v3.5 [HUDX-224] PATH Annual Report [FY 2022] ☆ | ⏸ RUN 📅 SCHEDULE | MORE INFO ▼

### PATH ANNUAL REPORT – PROMPTS

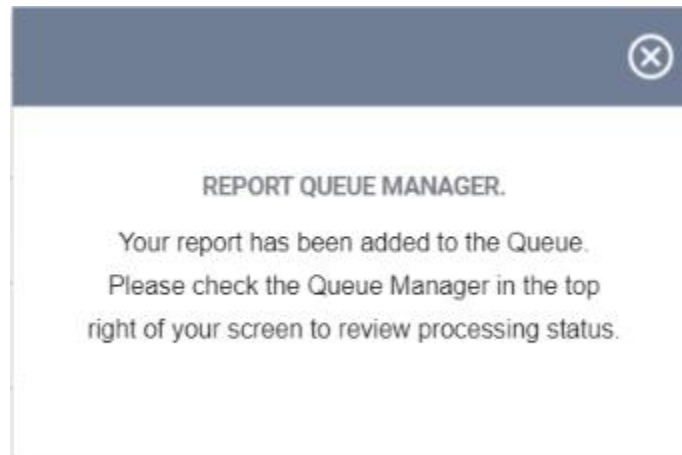
1. Select PATH Agency
2. Select the Program CoC
3. Select the Program Type
  - a. All
  - b. Services Only
  - c. Street Outreach
4. Select Program Status: All Programs
5. Select PATH Programs

- a. To select more than one program you can click and drag your cursor down or click and hold the Ctrl button on your keyboard to select another option
6. Select Report Date Range
7. Select Report Output Format
  - a. Webpage – this option allows for you to drilldown into the data – best option for data clean up and/or verification
  - b. PDF
  - c. Excel
  - d. Zip with CSV – this is how you will need to run the report for submission to PDX
8. Once all prompts are selected, click Submit

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### RUN PATH REPORT OUTPUT AS WEBPAGE

We recommend running the report output as a webpage when you are initially reviewing the data. Once you click Submit, your report will be sent to the Reporting Queue, and you will see this notification:

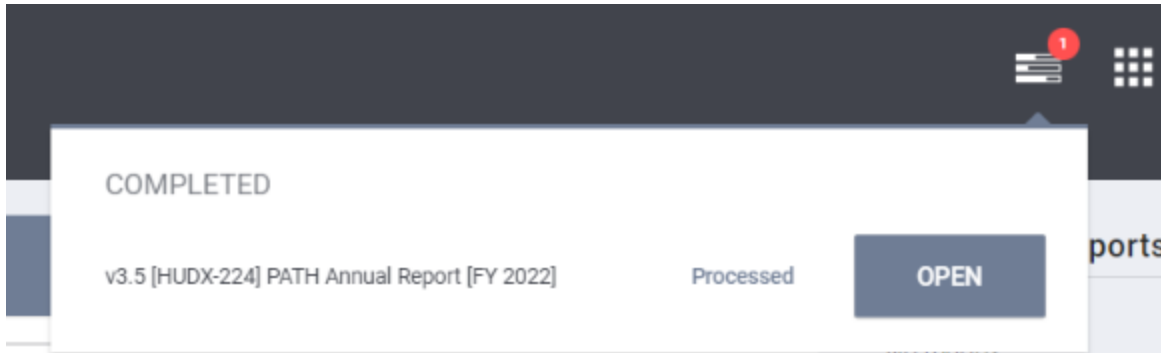


Once the report is ready to view, you will see this notification.



You may click on Open to view the report.

Alternatively, you will receive a notification to the left of your Launchpad. Click on the notification and you can Open the report.



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## READING THE PATH REPORT

The PATH Report has the following sections. Each section includes multiple sub sections which are interactive and allow for further drill down by clicking on the count columns.

- Q8-Q16 Persons served during this reporting period
- Q17 Services Provided
- Q18 Referrals Provided
- Q19-Q24 Outcomes
- Q25 Housing Outcomes
- Q26 Demographics

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## PULLING THE PATH REPORT TO SUBMIT TO PDX

Once you have cleaned up or verified your data for submission, you are ready to pull the report as a CSV file to submit to the PDX.

1. Run the PATH Annual Report with the same prompts and reporting range that you previously did
2. Select Report Outcome as CSV File
3. Once the file is complete, you can download it to your computer and save it
  - a. You can rename the file
4. Remember, do not open the CSV files as they may not upload properly to PDX
5. If you need assistance with the PDX, you will need to reach out to the PDX Technical Assistance team
6. If you need assistance with HMIS or the data that has come from HMIS, please reach out to your System Administrators at:
  - a. Vermont: [VTHMIS@icalliances.org](mailto:VTHMIS@icalliances.org)
  - b. New Hampshire: [NHHMIS@icalliances.org](mailto:NHHMIS@icalliances.org)