Running the 0625 HUD CoC APR & 0631 CoC APR Detail Reports

You must have an ART Viewer or Ad-Hoc license to use ART in ServicePoint.

Step 1: Finding the right report

- Go to the ART Home Page by choosing REPORTS from the main menu and then clicking on ART on the bottom of the page.

- Choose the Public Folder by using the triangle (›) to the left of the folder.
• Choose the **01 Regional Share** folder by using the triangle ( ▶️ ) to the left of the folder.

![Image of ART Browser with 01 Regional Share folder highlighted]

• Choose the report you wish to run by clicking on the Magnifying Glass to the left of the report. For this workflow we will run the **0625 HUD CoC APR**.

![Image of ART Browser with 0625 HUD CoC APR highlighted]

*The 0631 CoC APR Detail report circled below will have the same prompts as the 0625 but will give you the names and client information the 0625 uses to complete the report so you can troubleshoot the issues you may find in the 0625.*

• At the pop-up choose **View Report**.

![Image of ART Item Details with View Report selected]
Step 2: Filling in the Prompts

Note: Skip the first prompt that asks for Provider GROUPS.
Note: Ignore all EDA Provider fields. Leave them as –DEFAULT PROVIDER-

1. Select the provider you want the report for. This will be a project of your agency and not the agency itself.
2. Enter the start date of the report. If my APR year is July 1-June 30, I would choose July 1.
3. Enter the end date PLUS ONE Day. So if the end of my APR year is June 30, enter July 1.
4. Always keep the default as HUD with 2 exceptions:
   i. SSVF Projects = VA
   ii. RHYMIS Projects = RHY
5. Keep the default as 18.
6. EFFECTIVE DATE = END DATE!

7. Quick Notes:
   • Click “Refresh Values” if you don’t see any providers in the list.
   • If the list on the left says AHAR you are in the wrong prompt and should skip it and move to the Select Providers Prompt.

8. Run Query