

How to Run a QPR, Program Roster, and Data Export

Agency QPR

1. Log into Pathways.
 2. In the top left hand corner, click on Reports.
 3. You will then see a gray menu marked Reports on the left side. Click on Statistical.
 4. From the Categories drop down menu click HPRP.
 5. From the Reports drop down menu click HPRP QPR.
 6. You can leave the format as either PDF (recommended) or HTML.
 7. The Filter box will appear. Click YES.
 8. Type in the requested date fields. (*These fields have CHANGED IN ORDER. You must use the format 22/22/2222*)
 - a. Begin Date refers to the Beginning day of the quarter.
 - b. End date refers to the End date of the quarter.
 - c. Program Start Date refers to the date your Program began.
 9. From Program Name, within the Available Value field, select the program you wish to run. Then click the Double Arrow Right box. It should now appear under Selected Value.
 10. From Area, click ALL.
 11. Click RUN.
- Your QPR will appear in a new window.

Current Program Roster

1. Log into Pathways.
 2. In the top left corner, click on Reports.
 3. You will then see a gray menu marked Reports on the left side. Click on Summary.
 4. From the Categories drop down menu click Program.
 5. From the Reports drop down menu click Current Program Roster.
 6. From the Program Name drop down menu select your HPRP program and click RUN.
- Your Program Roster will appear in a new window.

Agency Data Export

1. Log into Pathways.
 2. In the top left corner, click on Reports.
 3. You will then see a gray menu marked Reports on the left side. Click on Data Export.
 4. From the Categories drop down menu select HPRP.
 5. From the Reports drop down menu select which report to run:
 - a. QPR Data for Services (2QA)
 - b. QPR Data for Destinations (2QB)
 6. Enter Begin Date and End Date of quarter.
 7. Click RUN.
- Your data export will appear in a new window.