

Thank you for completing the monthly Housing and Participant Assessment Report (HPAR). If you are using the offline application and need to print a copy of the completed survey, please follow the instructions below.

1. From a desk or laptop connected to a printer and WIFI/Internet, please access the automated email sent to your work email, confirming successful completion of the Housing and Participant Assessment Report.
2. Scroll down to the section of the email titled, "Recipient Data."
3. Click on either the, "Link to View Results," or "URL to View Results."
4. An Initial Report for the HPAR you are attempting to print will populate.
5. In the top, right hand corner of the screen, you will see the Adobe Acrobat symbol. Click on the symbol, which will open up a screen to allow you to rename the file and change the layout of the page and page size. Once you have completed the applicable fields, click on **Export**.
6. A new tab with the renamed report will appear above your tool bar (at the bottom of your screen). Click on the upwards facing arrow on the tab and click the **Open** option from the list. At the top of the page, you will see the option to download and/or print the report.
7. **Please note that a hard or electronic copy of the monthly HPAR must be maintained for each client and made available on request from DHS or TCP staff. TCP strongly recommends that you maintain the reports electronically, due to the page length of each survey.**
8. Please note that TCP staff is aware of the page length of this report and is actively working with the vendor of this software to address page length; at this time there are no solutions.