

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 desktop, laptop or tablet connected to a printer and WIFI/Internet: On the final page of the Survey you'll be greeted with a Survey Completion Message and a full summary of your responses from the survey.
2. Under the Survey Completion Message you will see a Header with a link highlighted in blue that will read: Download PDF.
3. Select Download PDF and your survey responses will be downloaded to your computer and saved as a PDF. Open the file now located on your computer and look for the print option.
4. **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.**
5. 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.