

Greetings Provider:

The Community Partnership is writing to inform you that there have been changes/updates to the monthly Housing and Participation Assessment Report (HPAR). Because of the changes/updates, everyone who downloaded the HPAR using the offline application prior to the changes, will need to update the downloaded assessment on your device(s). For step-by-step instructions on updating the HPAR, please see below:

1. Ensure the device(s) is connected to the internet.
2. Open the Qualtrics application on your phone or tablet.
3. Select the HPAR Survey
4. Then select "Refresh" at the top of the screen and your phone will download the most up-to-date version of the HPAR. A message will populate that shows the last time the HPAR was updated on the device. If you have successfully updated the HPAR on the device, you will see the current date and time stamp next to the refresh button.
5. The Community Partnership strongly recommends that you refresh the HPAR before completing a new assessment.

If you have additional questions or require assistance, please email Wesley Gordon at [wgordon@community-partnership.org](mailto:wgordon@community-partnership.org).