

## Contents

Overview .....1

Walkthrough .....1

    Step 1: Upload the File .....2

    Step 2: Select Report Parameters.....3

    Step 3: Review the Report .....4

    Step 4: Download the PATH Report .....5

## Overview

The PATH Report Generator can be used by any community that can produce a hashed HMIS CSV Export from their local HMIS. This document shows each step in uploading a file into the generator and downloading the report. The hashed HMIS CSV Export used in this walkthrough is from a test dataset. Relevant resources include:

- HMIS CSV Format Specifications: [FY 2024 HMIS CSV Format Specifications – Version 1.4](#)
- PATH Reporting Specifications: [Final HMIS Programming Specifications – PATH Annual Report – HUD Exchange](#)
- The PATH Report Generator: [PATH Report Generator \(shinyapps.io\)](#)
- PATH Data Exchange (PDX): [PATH Data Exchange](#)

The use of the PATH Report Generator is not required by the Department of Housing and Urban Development (HUD).

## Walkthrough

To generate a PATH report, you will need a hashed HMIS CSV Export. Generate a hashed HMIS CSV Export from your local HMIS and store it in a secure location that you can easily find again. It must be a .zip file with 23 csv files in it.

- A hashed export means that the personal identifiers are obscured when the export is generated.
- The HMIS CSV Export has client-level data in it, so it must be stored in a secure location per HUD, state, and local rules and regulations.

## PATH Report Generator

### PATH Annual Report FY 2024 Version 1.2

- If you are unsure how to generate your hashed HMIS CSV Export, please contact your vendor.

Once you have exported the hashed HMIS CSV from your HMIS, you are ready to use the PATH Report Generator to generate a PATH report. Begin by uploading your zip file.

The PATH Report Generator accesses your CoC's data only during your session of using the tool. The tool is designed to not retain or store data once your session is completed. HUD does not retain or view any of the data used. For more information on data security, please see [here](#).

If you have any issues using the PATH Report Generator, please contact the [Data Lab](#).

### Step 1: Upload the File

Click the "Browse..." button to find and upload the zip file on your machine where you securely stored it.

## PATH Report Generator

Instructions

To generate a [PATH report](#), you will need a hashed [HMIS CSV Export](#).

Generate a hashed HMIS CSV Export from your local HMIS and store it in a secure location that you can easily find again. It must be a .zip file with 23 csv files in it.

- A hashed export means that the personal identifiers are obscured when the export is generated.
- The HMIS CSV Export has client-level data in it, so it must be stored in a secure location per HUD, state, and local rules and regulations.
- If you are unsure how to generate your hashed HMIS CSV Export, please contact your vendor.

Once you have exported the correct file from your HMIS, you are ready to generate a PATH report. Begin by uploading your zip file below.

Browse...

No file selected

[Download PATH Report](#)

## Step 2: Select Report Parameters

Once the file is uploaded, select the organization to run the report on and the Report Start and End Date. For the purpose of this example, the Report Start Date will be July 1, 2022 to June 30, 2023.

Browse...

hashedcsv\_113111\_676344

Upload complete

What organization would you like to generate the report for?

☒ PATH Example Organization

☐ PATH referral pool

Report Start Date

2022-07-01

Report End Date

2023-06-30

Step 3: Review the Report

After specifying the report parameters, preview each table by selecting the options. If you are manually entering data into PDX, you can click through the questions on the screen and enter the counts directly into PDX.

Download PATH Report

What table would you like to preview?

☒ Q8\_16

☐ Q17

☐ Q18

☐ Q19\_24

☐ Q25

☐ Q26

	Count
8. Number of persons contacted by PATH-funded staff this reporting period	271
9. Number of new persons contacted this reporting period in a PATH Street Outreach project	23
10. Number of new persons contacted this reporting period in a PATH Services Only project	199

#### Step 4: Download the PATH Report

Use the “Download PATH Report” button to download the generated report. The file will be a zip file and will follow this format, “PATH\_Report [Date of Download].zip. For example, if the report is downloaded on 12/06/2023 then the downloaded file will be called “PATH\_Report 12.06.23.zip”. The zip file that downloads to your computer can be uploaded directly into PDX.

Browse...

hashedcsv\_113111\_676344

Upload complete

What organization would you like to generate the report for?

☒ PATH Example Organization


☐ PATH referral pool

Report Start Date

2022-07-01

Report End Date

2023-06-30

 Download PATH Report