

Lake County COVID Housing Relief Program (CHRP)

Instructions for Running Client Served Report

The Client Served Report is due the 7th of each month as part of your monthly report. The data from the report should align with the direct assistance funding amounts indicated on your voucher.

1. Click on Reports from navigation bar on left side of screen.
2. Select "Client Served Report" from "Provider Reports" section
3. Fill in the report options according to the following:
 - a. Reporting Group: Do not click on any button.
 - b. Provider: Select your provider name from the dropdown menu.
 - c. Provider: Click the radio button beside "This provider ONLY."
 - d. Services: Check "Services Provided (other than shelter or referred services)."
 - e. Grouping: Click the radio button beside "Clients in a Household."
 - f. Funding Source: Select "COVID-19 Housing Relief Fund (CHRP)" from the dropdown menu.
 - g. Service Code: Do not select any Service Code from the dropdown menu.
 - h. Served Date Range: Enter the dates for the prior calendar month (i.e. 07/01/2020 to 07/31/2020).
 - i. Served Before Date Range: Leave blank.
 - j. Treat Open-Ended Services/Referrals as 1-day Services: Click radio button beside "Yes"
 - k. Legal Adult Age: 18
4. Click Build Report.
5. Click "Print" and save as a PDF.
6. Submit with monthly voucher.