HT13: HOW TO CLOSE A HOUSING PLACEMENT RECORD WITHOUT MOVE IN

1. Enter the client's open Housing Placement record.

2. Click the End Housing Placement button.

Housing Placement Details - Housing Not Secured   ❓

Family Members   Hawkins, Tammy   **Search Started Date**   2022-09-24
Housing Type(s) Sought   View All   **Target Date**   N/A
Caseworker   Webber, Adele   **Service Provider**   ANHN
Program   RH-Funded

⊕ Add and secure a housing unit

| Attempts | Documents |

Showing 0 to 0 of 0 entries | Show [10 ∨] entries   Filter items [_____]

Date Attempted ◇	Caseworker ◇	Reason Housing Not Secured ◇	Comments ◇	◇
		No data is available in the table		

⊕ Add Housing Placement Attempt

← Back to Housing Placement List   ✖ End Housing Placement   ✏ Edit Placement Details

3. Record mandatory fields on the Add Housing Placement Attempt Screen, with Final Attempt set to Yes, then click the Save button.

Add Housing Placement Attempt

Date Attempted	2022-09-24 📅 ★
Reason Housing Not Secured	Select an option ▼ ★
Caseworker	Select an option ▼ ★
	Checking this will end this housing placement unsuccessfully
Final Attempt	Yes
Comments	[ ]

💾 Save   Close

4. A green data saved notification will appear at the top right corner of the screen. A record for the client will be listed under the Housing Placement List with at Status of Housing Placement Failed.