



HT17: HOW TO OPEN A HOUSING LOSS PREVENTION RECORD

A Housing Loss Prevention Record is created when supports are provided to a client with the goal of retaining their housing. The client may or may not have experienced homelessness previously.

1. Search for the client and click on their name to enter their record.

2. From the Client Information drop-down menu, select Housing History.

3. Click the Add Housing Loss Prevention button.

4. Caseworker field: Select the main staff person assigned to assist the client. In general, if you are creating the record, you should be the main person assigned to their case file.

5. Housing Type(s) Sought field: Select the housing types the client is looking for.

6. Search Started Date: Enter the day you started working with the client.

7. Target Date: Optionally, enter the date you hope to have the client placed by.

8. Program: This field will have Reaching Home automatically selected to indicate Housing Support program is RH funded.

9. Click the Start Housing Placement button.