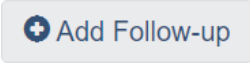
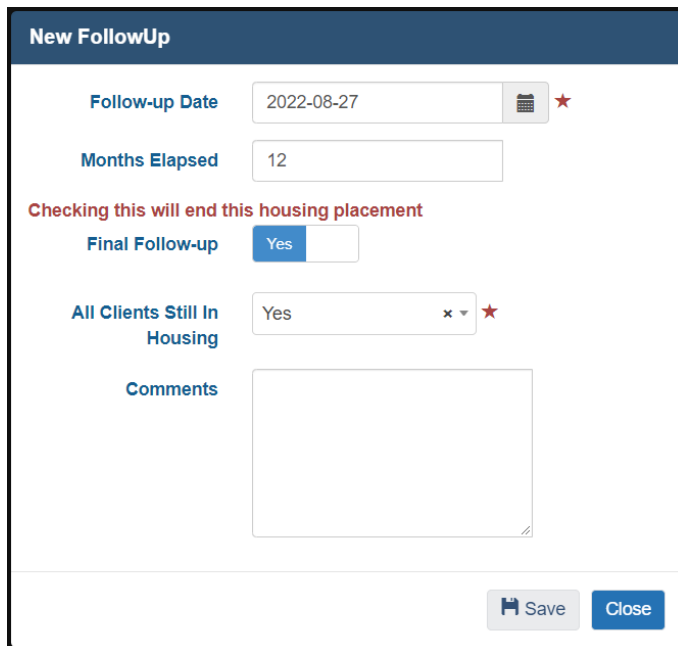


HT16: HOW TO END A HOUSING PLACEMENT AFTER MOVE IN

1. Navigate to the House Placement List screen to view client Follow-Ups that are Upcoming or Overdue:
 - Selecting Front Desk > Housing > Housing Placements
 - Use the Filter Options box if desired to filter for your clients.
2. From the Housing Placement List, locate the Housing Placement record that you want to follow up on. Click on the Manage button under the Action column for that record.
3. On the Follow-ups tab, click the Add Follow-up button: 
4. Follow the data entry steps below for the applicable scenario, then click the Save button.

Scenario 1: Client/family still living in housing unit


- a) Follow-up Date field: Add the actual date the follow-up occurred.
- b) Months Elapsed = Leave at system calculated number
- c) Final Follow-up = Yes
- d) All Clients Still in Housing = Yes



The screenshot shows a 'New FollowUp' form with the following fields and values:

- Follow-up Date:** 2022-08-27
- Months Elapsed:** 12
- Checking this will end this housing placement:**
- Final Follow-up:** Yes (selected)
- All Clients Still In Housing:** Yes
- Comments:** (empty text area)

At the bottom right, there are 'Save' and 'Close' buttons.



If the client requires supports for longer than 12 months after Move In, select No for Final Follow-Up to keep the Placement open.

Scenario 2: Unable to determine if client/family is still living in housing unit

- a) Follow-up Date field: Add the actual date the follow-up occurred.
- b) Months Elapsed = Leave at system calculated number
- c) Final Follow-up = Yes
- d) All Clients Still in Housing = Unable to Contact OR Client Declined Follow-up

New FollowUp

Follow-up Date: 2022-08-27

Months Elapsed: 12

Checking this will end this housing placement

Final Follow-up: Yes

All Clients Still In Housing: Unable to Contact

Comments: [Empty text area]

Save Close

Scenario 3: Some family members no longer living in housing unit

- a) Follow-up Date field: Add the actual date the follow-up occurred.
- b) Months Elapsed = Leave at system calculated number
- c) Final Follow-up = Yes
- d) All Clients Still in Housing = No
- e) Clients That Have Left Housing = Click on the field box to select the family members that left
- f) Reason Left Housing = Select the Reason for the family member no longer living in the unit
- g) Date Left Housing = Select the date the family member no longer living in the unit left
- h) Is Housed Elsewhere = Select the appropriate option for the family member that left. If unknown, select No.

New FollowUp

Follow-up Date: 2022-08-27

Months Elapsed: 12

Checking this will end this housing placement

Final Follow-up: Yes

All Clients Still In Housing: No

Clients That Have Left Housing: *Mouse, Liesel

Reason Left Housing: Disputes with Landlord

Date Left Housing: 2022-08-12

Is Housed Elsewhere: Yes


Comments: [Empty text area]

Save Close

Scenario 4: Client/all family members no longer living in housing unit

- a) Follow-up Date field: Add the actual date the follow-up occurred.
- b) Months Elapsed = Leave at system calculated number
- c) Final Follow-up = Yes
- d) All Clients Still in Housing = No
- e) Clients That Have Left Housing = Click the + button to insert the client or all family members
- f) Reason Left Housing = Select the Reason
- g) Is Housed Elsewhere = Select the appropriate option
- h) House Now Available = Yes

New FollowUp

Follow-up Date 2022-08-27  ★

Months Elapsed 12

Checking this will end this housing placement


Final Follow-up Yes

All Clients Still In Housing No x v ★

Clients That Have Left Housing x Jones, October ★

All clients in this housing placement have left housing. This will end the housing placement.

Reason Left Housing Non-Payment of Rent x v ★

Date Left Housing 2022-08-10 

Is Housed Elsewhere Yes

Unit Now Available Yes

Comments