



## HT25: HOW TO ADD OR EDIT HOUSING HISTORY

Housing History is used to record a client's housing history, including their current living situation. Clients should have one year of housing history recorded in HIFIS to ensure they are appropriately prioritized for housing supports. Housing History also helps the HIPSK to better understand flows into and out of homelessness.

### When to Add Housing History

You will most often be adding housing history in the following situations:

- When creating a new client file and entering their last year of housing history into HIFIS
- When discharging or booking in a new client for a shelter stay

### When NOT to Add Housing History

There are a few situations where HIFIS will automatically create a housing history record through interactions with other parts of HIFIS. These include:

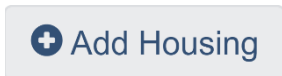
- Shelter stays (recorded by Shelters from the Admissions module)
- Move-ins (recorded by Housing Support providers from the Housing Placements module)

As a result, when a client is booked in and out of a shelter, or when they are moved into a new unit, the same data does not need to be entered into Housing History.

### How to Add or Edit a Housing History Record

1. From the client's file, select Client Information > Housing History.

2. Click Add Housing to add a new housing history record.



3. Click Edit to end date an existing housing history record.

