

How to Enter Rent Supplement for a Housing Loss Prevention

This procedure outlines how to enter rent supplements provided for the payment of rent to clients who already have housing and assistance is required so they can maintain the housing, so you have created a Housing Loss Prevention record. If you assisted the client to find housing, then rent supplements for the payment of rent should be entered in a Housing Placement record. The payments toward rent could be one-time or ongoing. If rent supplements are for non-rent purposes (e.g. utilities, move in costs, security deposit, etc.) then they must be entered as a Good.

1. Log-in to HIFIS. If you need assistance see the Quick Reference Guide on “How to Log Into HIFIS and Change Service Provider”.

◆ **NOTE:** There are no steps 2 – 5, continue to step 6.

A Housing Loss Prevention record may be accessed using Front Desk. This procedure will only cover searching the client, however once on the Housing Loss Prevention screen the procedure to enter a subsidy is the same.

6. After searching and finding the client, on the **Client List** screen select the client record that you want to add a subsidy to by clicking on the name of the client.

After landing on the Client Vitals screen there are two different means by which you can get to the Housing Loss Prevention record to enter a Subsidy: 1) via **Client Information** or 2) via **Client Management**. Both accomplish the same result and boils down to preference. **First are the steps using Client Information.**

7. Select **Client Information**.

8. Select **Housing History**.

Client - Housing History

Housing History

Show 10 entries

Filter items

Housing Type	Address	Start Date	End Date	Action
Single Room Occupancy	125 Main Vancouver British Columbia Canada	2018-04-01		

9. Click the **Edit Housing Loss Prevention** button beside the Housing History record on the **Client - Housing History** screen

Second are the steps using Client Management.

Client Information

Client Management 10

Admissions

Appointments +

Calls and Visits Log +

Case Management +

Chores +

Conflicts +

Goods and Services +

Group Activities

Housing Loss Prevention 11

10. Select **Client Management**.

11. Select **Housing Loss Prevention**.

Housing Loss Prevention List

Active All

Filter: 1 Week(s)

Show 10 entries

Filter items

Service Provider	Start Date	Caseworker	Status	Action
Training Site 2	2018-04-01	site2, trainer	Next Scheduled Follow-up: 2018-09-01	

12. Click the **Manage** button beside the Housing Loss Prevention record on the **Housing Loss Prevention List** screen.

◆ **NOTE:** If a Housing Loss Prevention record is not displayed it might be because you need to adjust the filter to display a longer period. Changing it to All can resolve this.

Both methods above accomplish the same results and bring you to the fields described below for completion.

Housing Loss Prevention Details

Caseworker [site2, trainer](#)

Program HOP

Housing Type Single Room Occupancy

Rent Unknown

Follow-ups **13** Subsidies Documents

Showing 0 to 0 of 0 entries | Show 10 entries

Program Name	Service Provider	Am
No data is available in the table		

14 [+ New Subsidy](#)

13. Select the **Subsidies** tab on the **Housing Loss Prevention Details** screen.

14. Click the **New Subsidy** button in the **Subsidies** tab screen.

New Subsidy

15 Program

16 Start Date

17 Reason for Service

18 End Date

19 Amount

Payment Date

Pay Frequency

Subsidies which span more than one month will be counted in each month. A subsidy of \$200 for June 15 to July 1 is counted as \$400. Subsidy End Date should be the last day of the month.

20 Comment

21 [Save](#) [Close](#)

15. Select the **Program** funding the subsidy.

◆ **NOTE:** If multiple values are available for Program only one value must be selected.

16. Edit the **Start Date** for when the subsidy begins.

17. Select the **Reason for Service** from the drop-down list.

18. Enter the **End Date** for when the subsidy ends.

◆ **NOTE:** If you enter a date range for the subsidy, you will not need to enter it every month. If the client stops receiving the subsidy before the end date, you will need to update the **End Date**.

19. Enter the monthly **Amount** of the subsidy.

20. Optional: Enter **Comments**.

21. Select **Save** to complete the creation of the Subsidy record.