



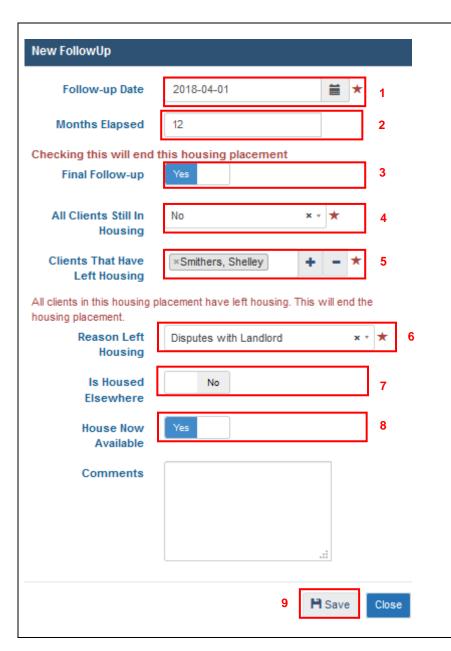


If the client is still in the housing unit and there is not an active rent supplement, enter:

- 1. **Follow-up Date** = Defaults to current date; change it if different.
- 2. Months Elapsed = 12
- 3. Final Follow-up = Yes
- 4. All Clients still in Housing = Yes
- 5. Click Save.

NOTE: If you know that the client has moved and there were fewer than 30 days between when they left the old unit and moved into the new unit, select Yes in All Clients Still in Housing field.





## If the client has left the housing unit, enter:

- 1. **Follow-up Date** = Defaults to current date; change it if different.
- 2. Months Elapsed = 12
- 3. Final Follow-up = Yes.
- 4. All Clients still in Housing = No.
- 5. Select the clients who have left the housing unit.

NOTE: If there was only one client included in the Housing Placement and you indicate they have left the housing unit, the system will automatically make this the final follow-up and close the placement when you click Save.

- 6. **Reason Left Housing** = Enter a reason.
- 7. If you know the client(s) is housed elsewhere set the Is Housed Elsewhere toggle to **Yes**; otherwise leave it set to **No**.
- 8. If you know that the housing unit is now available for another client, set the House Now Available toggle to **Yes**; otherwise leave it set to **No**.
- 9. Click Save.

● IMPORTANT: If there is an active rent supplement, end it (enter end date) before entering the final Follow-up in the placement. (For information about working with rent supplements, see PR15 - Enter Specific Supports Provided to Keep Client's Housing.)