


How to Enter a 12-Month Housing Placement Follow-up



1. From the HIFIS log-in screen, enter your **User Name**.
 2. Enter your **Password**.
 3. Select the **Service Provider** from the drop-down list.
- ◆ **NOTE:** If nothing appears in the Service Provider drop-down list, click the **Refresh** button .
4. Select **Log In**.
 5. If you have forgotten your password, you can request to have it reset by selecting **Forgot Password?**



6. Select **Front Desk**.
7. Select **Housing**.
8. Select **Housing Placements**.


Housing Placement List


Active All

Filter: All

Past Target Date (2) Past Expected Move In Date (3)

Show 10 entries

Client Name	Search	Started Date	Housing Type(s) Sought	Caseworker	Status	Action
Blow, Jodi		2018-02-04	Subsidized / Social Housing	Workert, Outreach	Moved Into Housing	

9. Find the client you want to do the follow-up on in the **Housing Placement List**, and click on the **Manage** button  beside the **Housing Placement** record for the client.

Follow-ups Attempts Subsidies Documents

Showing 0 to 0 of 0 entries | Show 10 entries

Follow-up Date Service Provider Caseworker

No data is available in the table

Add Follow-up 10

Back to Housing Placement List Edit Placement Details

10. From the bottom of the **Housing Placement Details** screen, under the **Follow-up Date** tab, select **Add Follow-up**.

New FollowUp

Follow-up Date 2018-04-01 1

Months Elapsed 12 2

Final Follow-up No 3

Use Exact Follow-up Date No 4

Months Until Next Follow-up 5

All Clients Still In Housing Yes 6

Comments 7

8 **Save** Close

If the client is living in the same housing unit and there is 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** = No
4. **Use Exact Follow-up Date** = No
5. **Months Until Next Follow-up** - Leave empty
6. **All Clients still in Housing** = Yes
7. Entering any comments about the follow-up in the **Comments** field.
8. Select **Save**.

◆ **NOTE:** When the supplement ends, enter the supplement end date and close the placement by entering a final follow-up.

New FollowUp

Follow-up Date  * 1

Months Elapsed 2

Checking this will end this housing placement

Final Follow-up 3

All Clients Still In Housing x - ★ 4

Comments

5

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.

New FollowUp

Follow-up Date   **1**

Months Elapsed **2**

Checking this will end this housing placement

Final Follow-up Yes No **3**

All Clients Still In Housing   **4**

Clients That Have Left Housing    **5**

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

Reason Left Housing   **6**

Is Housed Elsewhere No Yes **7**

House Now Available Yes No **8**

Comments

9  

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.)