


## How to Enter Six-Month Housing Loss Prevention Follow-up

Upcoming follow-ups that are due for Housing Loss Prevention records are displayed on the **Past Due/Upcoming Follow-ups** button on the **Housing Loss Prevention List** screen. The next scheduled follow-up date is also displayed in the **Status** field for each record.

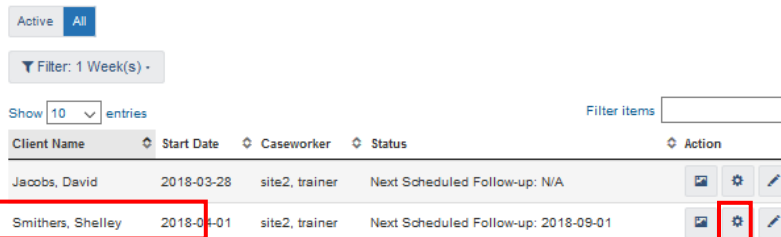








1. From the HIFIS log-in screen, enter your **User Name**.
  2. Enter your **Password**.
  3. Select the **Service Provider** from the drop-down list.
- ◆ **NOTE:** If nothing appears in the Service Provider drop-down list, click the **Refresh** button .
4. Select **Log In**.
  5. If you have forgotten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




6. Select **Front Desk**.
7. Select **Housing**.
8. Select **Housing Loss Prevention**.

### Housing Loss Prevention List



Client Name	Start Date	Caseworker	Status	Action
Jacobs, David	2018-03-28	site2, trainer	Next Scheduled Follow-up: N/A	  
Smithers, Shelley	2018-09-01	site2, trainer	Next Scheduled Follow-up: 2018-09-01	  

9. Find the Housing Loss Prevention record that you want to follow up on in the **Housing Loss Prevention List**.
10. Click on the **Manage** button  beside the Housing Loss Prevention record.

### Housing Loss Prevention Details

**Caseworker** [site2\\_trainer](#) **Next Sched**  
**Program** HOP **Service Pr**

**Housing Type** Single Room Occupancy **Date Move**  
**Rent** Unknown **Address**

[Follow-ups](#) [Subsidies](#) [Documents](#)

Showing 0 to 0 of 0 entries | Show 10 entries Filter i

Follow-up Date	Service Provider	Caseworker
No data is available in the tabl		

[+ Add Follow-up](#) **12**

- Click on the **Follow-ups** tab.
- Select Add **Follow-up**.

### New FollowUp

**Follow-up Date** 2018-04-02 **1**  
**Months Elapsed** 6 **2**  
**Final Follow-up** No **3**  
**Use Exact Follow-up Date** No **4**  
**Months Until Next Follow-up** 6 **5**  
**All Clients Still In Housing** Yes **6**  
**Comments**

**7** **Save** **Close**

**If the client is living in the same housing unit, enter:**

- Follow-up Date** = Defaults to current date; change it if different.
- Months Elapsed** = 6
- Final Follow-up** = No
- Use Exact Follow-up Date** = No
- Months Until Next Follow-up** = 6
- All Clients Still in Housing** = Yes
- Select **Save**.

This will leave the Housing Loss Prevention record open. Perform a 12-month follow-up in six months.

**New FollowUp**


Follow-up Date    **1**

Months Elapsed  **2**


Final Follow-up  **3**

Use Exact Follow-up Date  **4**

Months Until Next Follow-up

All Clients Still In Housing   

Comments

 Save

**If the client is not living in the housing unit they were placed into and it is unknown where they are living, enter:**

1. **Follow-up Date** = Defaults to current date; change it if different.
2. **Months Elapsed** = 6
3. **Final Follow-up** = No
4. **Use Exact Follow-up Date** = No
5. **Months Until Next Follow-up** = 6
6. **All Clients still in Housing** = Unable to Contact
7. Select **Save**.

This will leave the Housing Loss Prevention record open. Perform a 12-month follow-up in six months.

**New FollowUp**

Follow-up Date   ★ 1

Months Elapsed  2

Final Follow-up  3

Use Exact Follow-up Date  4

Months Until Next Follow-up  5

All Clients Still In Housing  × \* ★ 5

Comments


7

If you are unable to determine if the client is still living in the housing unit, enter:

1. **Follow-up Date** = Defaults to current date; change it if different.
2. **Months Elapsed** = 6
3. **Final Follow-up** = No
4. **Use Exact Follow-up Date** = No
5. **Months Until Next Follow-up** = 6
6. **All Clients Still in Housing** = Unable to Contact.
7. Select **Save**.

This will keep the Housing Loss Prevention record open. Perform a 12-month follow-up in six months.

**New FollowUp**

Follow-up Date   ★ 1

Months Elapsed  2

Checking this will end this housing loss prevention

Final Follow-up  3

All Clients Still In Housing  × \* ★ 4

Clients That Have Left Housing  + - ★ 5

All clients in this Housing Loss Prevention have left housing. This will end the Housing Loss Prevention record.

Reason Left Housing  × \* ★ 6

Is Housed Elsewhere  7

Comments


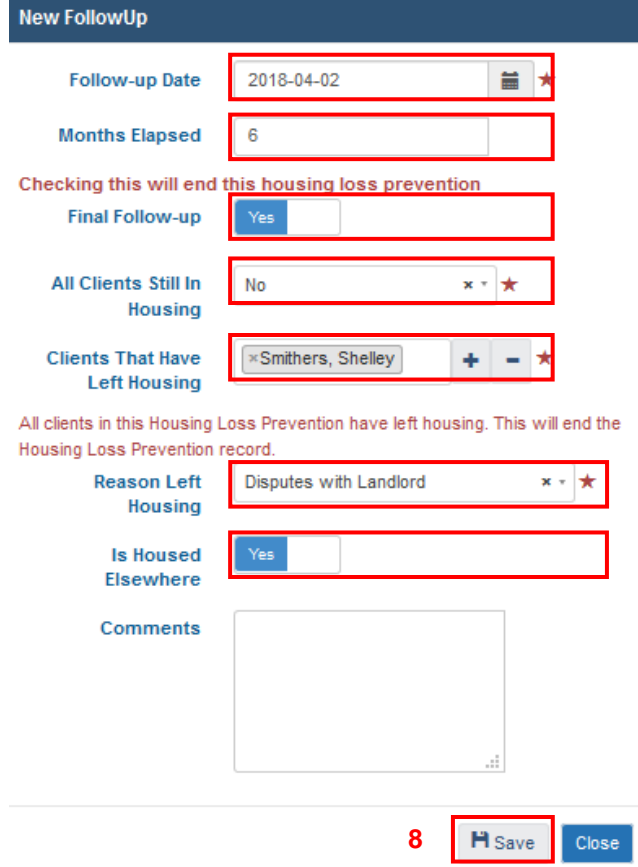
8

If the client is not living in the housing unit but are housed somewhere else, and if the client **did not** experience homelessness during the period between the two housing units (i.e., the period is **less than 31 days**):

1. **Follow-up Date** = Defaults to current date; change it if different.
2. **Months Elapsed** = 6
3. **Final Follow-up** = Yes
4. **All Clients Still in Housing** = No
5. Select the client who has left the housing. Click the \* to select their name.
6. **Reason Left Housing** = Select the reason.
7. **Is Housed Elsewhere** = Yes.
8. Select **Save**.

This will close the initial Housing Loss Prevention record. You now need to create new Housing History and Housing Loss Prevention records for the place they are now living at (see PR7 - Enter Housing History and PR12 - Enter a Housing Loss Prevention Record). Then immediately create another six-month follow-up by clicking

9. Enter (for the new housing unit):
  - Months Elapsed = 6
  - Final Follow-up = No
  - Use Exact Follow-up Date = No
  - Months Until Next Follow-up = 6

	<ul style="list-style-type: none"> <li>• All Clients Still In Housing = Yes</li> <li>• Click  .</li> </ul> <p>This will leave the Housing Loss Prevention record open. Perform a 12-month follow-up in six months.</p>
	<p><b>If the client is not living in the housing unit but are housed somewhere else, and if the client <u>did</u> experience homelessness during the period between the two housing units (i.e., the period is <u>more than 30 days</u>):</b></p> <ol style="list-style-type: none"> <li>1. <b>Follow-up Date</b> = Defaults to current date; change it if different.</li> <li>2. <b>Months Elapsed</b> = 6</li> <li>3. <b>Final Follow-up</b> = Yes</li> <li>4. <b>All Clients Still in Housing</b> = No</li> <li>5. <b>Clients That Have Left Housing</b> = Click the * to select the client's name.</li> <li>6. <b>Reason Left Housing</b> = Select the reason.</li> <li>7. <b>Is Housed Elsewhere</b> = Yes</li> <li>8. Select <b>Save</b>.</li> </ol> <p>This will close the initial Housing Loss Prevention record. You now need to create a new Housing History and Housing Loss Prevention records for the place they are now living at (see PR7 - Enter Housing History and PR12 - Enter a Housing Loss Prevention Record).</p> <p>Please be reminded that you will follow up in six months and record the results by following this procedure. You will also follow up in 12 months and record the results by following PR14 - Enter a 12-Month Housing Loss Prevention Follow-up.</p>

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