

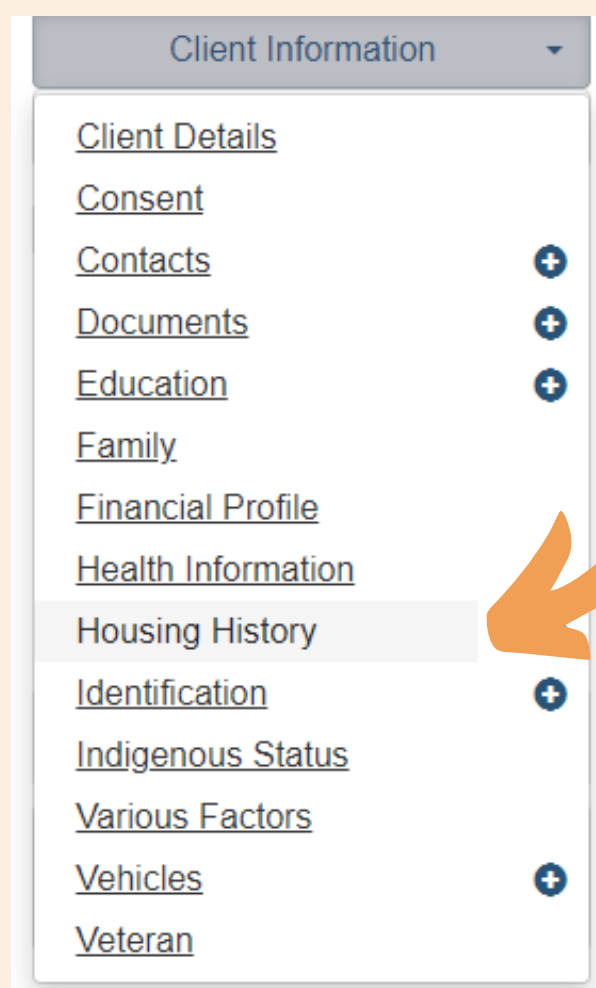
Updating the Housing History

Accurate housing history is critical in keeping an accurate picture of the current state of homelessness in our community. Updating housing history will help us serve those in need and be sure everyone is represented accurately, and fairly.

1.) The History Module

From the client's main page, click the Client Information tab, and then the Housing History Link.

Two simple clicks!

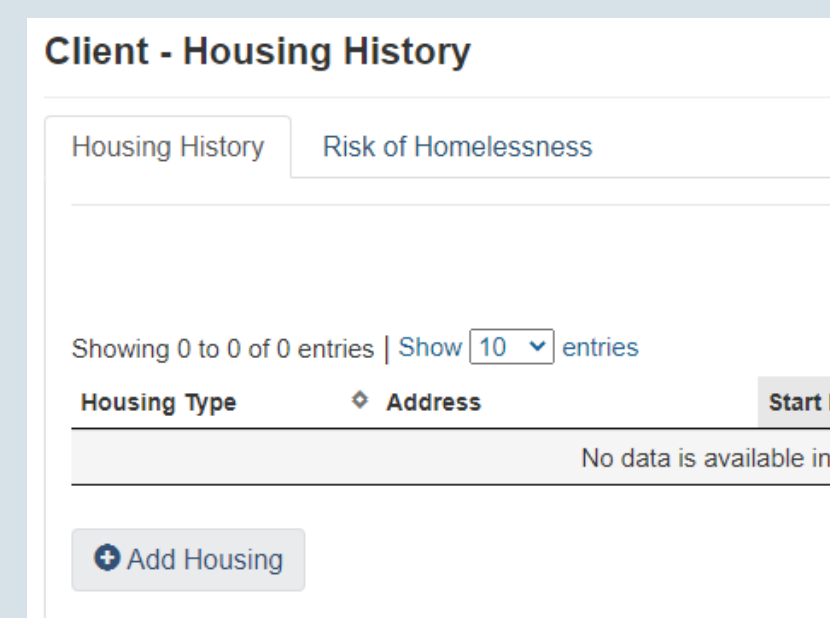


A screenshot of a web application's 'Client Information' dropdown menu. The menu lists various categories: Client Details, Consent, Contacts, Documents, Education, Family, Financial Profile, Health Information, Housing History (highlighted with an orange arrow), Identification, Indigenous Status, Various Factors, Vehicles, and Veteran. Each category has a plus sign icon to its right.

2.) The History Tab

Here you can see a list of all of the Housing Records.

To add a new record simply click the Add Housing button.



A screenshot of the 'Client - Housing History' tab. It shows two tabs: 'Housing History' (selected) and 'Risk of Homelessness'. Below the tabs is a table with columns 'Housing Type', 'Address', and 'Start Date'. The table is empty, with a message 'No data is available in'. Below the table is an 'Add Housing' button.

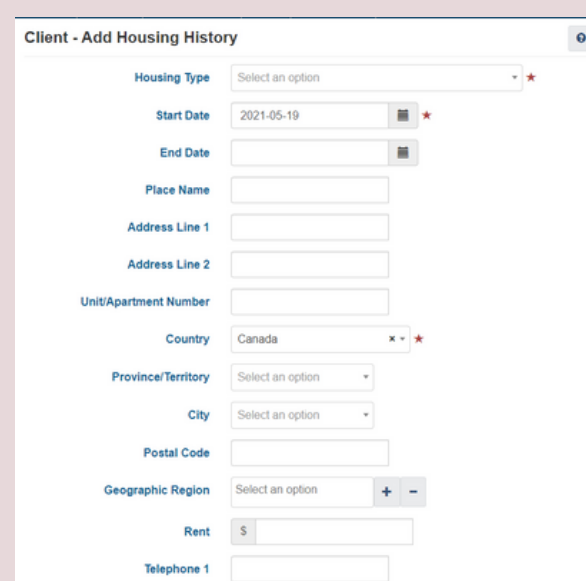


3.) Fill in the information as accurately as possible.

Now you can fill in the Housing History!

Fields with a Red Star are Required in order to save.

Try and keep the information as up to date as you can!

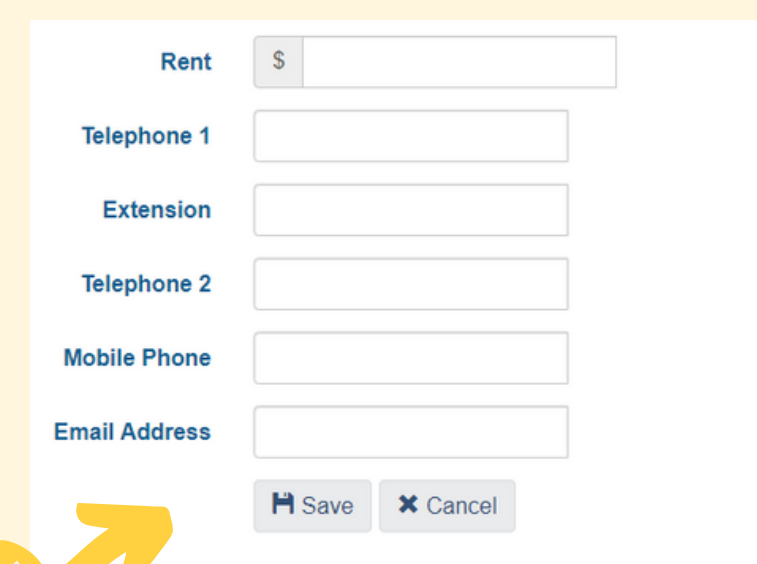
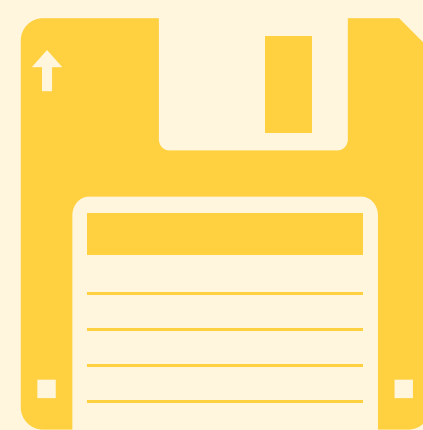


A screenshot of the 'Client - Add Housing History' form. It contains various input fields: Housing Type (dropdown), Start Date (calendar), End Date (calendar), Place Name, Address Line 1, Address Line 2, Unit/Apartment Number, Country (dropdown), Province/Territory (dropdown), City (dropdown), Postal Code, Geographic Region (dropdown), Rent (text), and Telephone 1 (text). Fields for Start Date, End Date, Country, Province/Territory, and Geographic Region have a red star icon next to them, indicating they are required.

4.) Save your information

Once you've filled it in, click the Save button at the bottom of the tab to update you Client's Housing History.


Saving is as simple as 1 click!



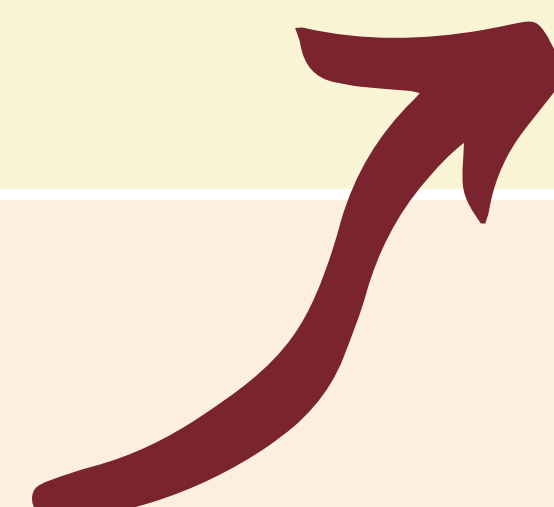
A screenshot of the bottom portion of the 'Client - Add Housing History' form. It shows the 'Rent' field, 'Telephone 1', 'Extension', 'Telephone 2', 'Mobile Phone', and 'Email Address' fields. At the bottom are 'Save' and 'Cancel' buttons.

If you are viewing a client record and their history needs updating, HIFIS will remind you with the following prompt!

Clicking the blue housing history link will take you to the housing history tab where you can follow from Step 2!

 The Housing History is out of date. Please update the client's [housing history](#).

Close



Questions or Concerns? Email the team at hifis@sjhdc.ca