

Address History: Subfolder

The “Address History” page will keep track of each address associated with the client. It pulls this data from the “Basic Client Information” form (to access, click on the “Edit Client” menu option), and the “Universal Data Assessment”.

The information captured in the “Address History” section is the following:

- Address
- City
- State
- Zip
- Home Phone
- Begin Date (will automatically populate)
- End Date (will automatically populate)

Steps to Navigate to the “Address History” Subfolder Menu

Step 1: Select the appropriate client profile via Quick Search*, Find Client: Folder**, or through selecting a client profile through other methods available through ClientTrack. By selecting a client profile, ClientTrack will navigate to the “Client Workspace”.***

** For instructions on how to perform a Quick Search, see Chapter 2: Navigating in ClientTrack/General Navigation/Home Screen/Quick Search in the “HMIS Basic User 2025 Manual”.*

*** For instructions on how to perform a Find Client search, see Chapter 4: Client Workspace: Menu options, Folders, and Subfolders/Find Client: Folder/Search for Clients Using “Find Client” in the “HMIS Basic User 2025 Manual”.*

**** To learn how to navigate to the Home and Client workspaces, see Chapter 2: Navigating in ClientTrack/General Navigation/[Workspaces](#) in the “HMIS Basic User 2025 Manual”.*

Step 2: Select the “Edit Client” secondary sidebar* menu option. ClientTrack will navigate to the “Client Information” workspace container, and a dropdown menu will appear under the “Edit Client” folder.

*For terminology regarding HMIS spaces, go to Chapter 1: HMIS Client Track Basics/General Navigation/General Page Anatomy and Page Terminology in the “HMIS Basic User 2025 Manual”.

Step 3: Select the “Address History” secondary sidebar menu option. ClientTrack will navigate to the “Address History” workspace container.

Adding an Address to the “Address History” Subfolder Menu

Tips and Tricks - Editing/Adding Addresses through “Edit Client” vs. “Address History”



- Adding/Editing Current Addresses using the “Address History” is similar to using the “Edit Client” folder. The fundamental difference is adding/editing current addresses using “Edit Client” will update a current address, while “Address History” has more options for both present and past address options.

Tips and Tricks – Editing/Adding Addresses through “Edit Client” vs. “Address History”

Adding/Editing Current Addresses using the “Edit Client” folder

To edit/add current addresses using the “Edit Client” folder instead of the “Address History” folder, navigate to Chapter 4: Client Workspace: Menu Options, Folders, and Subfolders/Edit Client/Accessing/Editing Client’s Basic Information in the “HMIS Basic User 2025 Manual”.

Each time this information is changed or edited; a new record will appear on this page with the most recent address entered becoming the “Current Mailing” address. Any older addresses entered will be labeled “Previous Mailing” by default.

Steps to Adding an Address to the “Address History” Subfolder Menu

Step 1: Select the appropriate client profile via Quick Search*, Find Client: Folder**, or through selecting a client profile through other methods available through ClientTrack. By selecting a client profile, ClientTrack will navigate to the “Client Workspace”.***

** For instructions on how to perform a Quick Search, see Chapter 2: Navigating in ClientTrack/General Navigation/Home Screen/Quick Search in the “HMIS Basic User 2025 Manual”.*

*** For instructions on how to perform a Find Client search, see Chapter 4: Client Workspace: Menu options, Folders, and Subfolders/Find Client: Folder/Search for Clients Using “Find Client” in the “HMIS Basic User 2025 Manual”.*

**** To learn how to navigate to the Home and Client workspaces, see Chapter 2: Navigating in ClientTrack/General Navigation/Workspaces in the “HMIS Basic User 2025 Manual”.*

Step 2: Select the “Edit Client” secondary sidebar* menu option. ClientTrack will navigate to the “Client Information” workspace container, and a dropdown menu will appear under the “Edit Client” folder.

**For terminology regarding HMIS spaces, go to Chapter 1: HMIS Client Track Basics/General Navigation/General Page Anatomy and Page Terminology in the “HMIS Basic User 2025 Manual”.*

Step 3: Select the “Address History” from the dropdown on the secondary sidebar menu option. ClientTrack will navigate to the “Address History” workspace container.

To view addresses, stop at Step 3. To add/edit addresses, continue to Step 4.

Tips and Tricks - *Using address history to add new address(es)*



- You can use the Address History function to add a new address to a client's record. *Each time an address is edited, the system assumes that any changes to the address – even if it is one number or letter off – is a new address, and a separate row will be created for that “new” address.

Tips and Tricks – Using Address History to Add New Address(es)

Step 4: To add/edit addresses, click the “Add New Address” button.

Search

Find Client

HMIS Intake

Client Files

Document Check

Client Dashboard

▼ Edit Client

Address History

Client Photo

Interested Others

Case Managers

Notifications

Alias History

Document Check

Client Files

ID Card

Case Notes

Assessments

Referrals

Services

Enrollments

Family Members

HMIS 2017 Veteran Information

Lebron James
624

4/4/1994
904-555-8458

--

--

🔔

📅

🔄

tt

🔔

📅

Address History

The client's address history displays below. Action Gear options include: **View** - view an address; **Edit** - edit an address; **Delete** - delete an address. If your organization collects addresses on client Intake, you can change or update a client's current mailing address by editing the client Intake; this will automatically update address history here. To enter an address here, click **Add New Address**. To print the client's address history, click **Address History Report**.

6 results found.

Address Type	Address	Address2	City	State	Zip	Home Phone	Begin Date 1	End Date
*** Current Mailing	Behind walmart on 103rd					904-555-8458	11/02/2023	
*** Previous Mailing	Behind walmart on 103rd						03/29/2022	11/02/2023
*** Previous Mailing	Behind walmart on 103st						08/26/2021	03/29/2022

***	Behind walmart on 103rd							
***	Behind walmart on 103rd st							

➕ Add New Address

📄 Address History Report

Cancel

Add New Address History

Clients / Address History

Lebron James
624

4/4/1994
904-555-8458

--

--

tt

Address History

The client's address history displays below. Action Gear options include: **View** - view an address; **Edit** - edit an address; **Delete** - delete an address. If your organization collects addresses on client Intake, you can change or update a client's current mailing address by editing the client Intake; this will automatically update address history here. To enter an address here, click **Add New Address**. To print the client's address history, click **Address History Report**.

6 results found.

+ Add New Address

Address History Report

	Address Type	Address	Address2	City	State	Zip	Home Phone	Begin Date	End Date
***	Current Mailing	Behind walmart on 103rd					904-555-8458	11/02/2023	
***	Previous Mailing	Behind walmart on 103rd						03/29/2022	11/02/2023
***	Previous Mailing	Behind walmart on 103st						08/26/2021	03/29/2022

***		Behind walmart on 103rd							
***		Behind walmart on 103rd st							

Add New Address History

Step 5: Complete the applicable information. Required elements are marked with a (*).

Address



Select an **Address Type**. Type the address and zip code, or look up the zip code. The city and state will fill in based on the zip code typed or selected. Enter an optional telephone number for the address. The begin and end dates identify the length of stay at this address. Click **Save**.

Address Type: *	-- SELECT --	
Address: *	-- SELECT --	
Address2:	Current Mailing	
	Previous Mailing	
	Residential	
	Last Permanent Address	
City/State/Zip Code: *	Temporary	Zip Code
	Emergency	
Telephone:	Transitional	
	Permanent Supportive	
Begin Date: *	Summer	
End Date:	MM/DD/YYYY	

Add New Address History Form

Step 6: Click “Save” at the bottom right side of the page when all applicable information is completed. ClientTrack will navigate to the “Address History” workspace container where the recorded address will be visible.