## Current Living Situation: Subfolder

Coordinated Entry and ESG outreach recipients are required to record a current living situation each time contact is made with a client.

## **Steps to Add a New Current Living Situation**

**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".

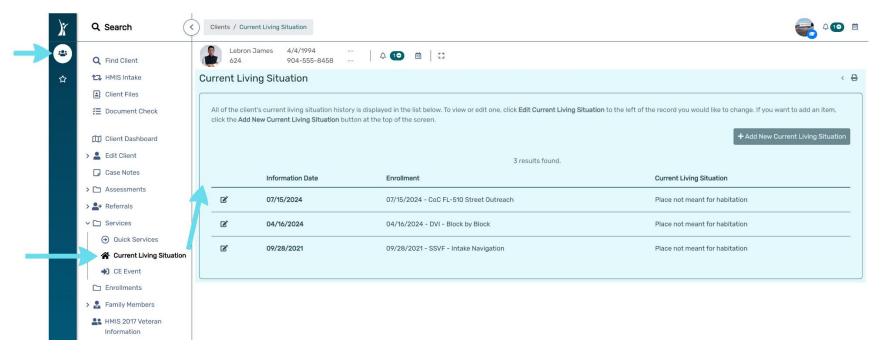
\*\* For instructions on how to perform a Find Client search, see Chapter 4: Client Workspace: Menu options, Folders, and Subfolders/Find Client: Folder/Search for Clients Using "Find Client" in the "HMIS Basic User 2025 Manual".

\*\*\* 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 "Services" secondary sidebar\* menu option. ClientTrack will navigate to the "Client Services" workspace container, and a dropdown menu will appear under the "Services" 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 "Current Living Situation" secondary sidebar dropdown menu option. ClientTrack will navigate to the "Current Living Situation" workspace container.



Coordinated Entry - Current Living Situation

**Step 4:** Click the "Add New Current Living Situation" button on the top right part of the Current Living Situation workspace container. ClientTrack will navigate to the "Current Living Situation" workspace container. ClientTrack will navigate to the Current Living Situation form.

## **Current Living Situation** < ₽ Record the Clients Current Living Situation information below. If desired record a contact by checking the Record Contact and filling out the information for the contact. Also other services can be recorded. 12/10/2024 Information Date: \* -- SELECT --Enrollment: \* ~ **6** Which County is the client currently in?\* -- SELECT --State Zip Code 🚯 Which ZIP Code is the client currently in? **Current Living Situation Information** Current Living Situation: \* -- SELECT --Location Detail: Record Contact:

Coordinated Entry – Current Living Situation Form

Step 4: Fill out the Current Living Situation form as applicable. Required elements are marked with a (\*).

**Step 5:** Click "Save" to save changes or click "Cancel" to exit without saving. ClientTrack will navigate to the "Current Living Situation" workspace container.