

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.

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Current Living Situation

All of the client's current living situation history is displayed in the list below. To view or edit one, click **Edit Current Living Situation** to the left of the record you would like to change. If you want to add an item, click the **Add New Current Living Situation** button at the top of the screen.

+ Add New Current Living Situation

3 results found.

	Information Date	Enrollment	Current Living Situation
	07/15/2024	07/15/2024 - CoC FL-510 Street Outreach	Place not meant for habitation
	04/16/2024	04/16/2024 - DVI - Block by Block	Place not meant for habitation
	09/28/2021	09/28/2021 - SSVF - Intake Navigation	Place not meant for habitation

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.

Information Date: * 12/10/2024 

Enrollment: * -- SELECT -- 

Which County is the client currently in? * -- SELECT --  

Which ZIP Code is the client currently in? City State Zip Code 

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.