QRG – Current Living Situation

Table of Contents

WHAT IS A QRG – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short 1-8 page documents that provide concise practical information and advice on specific topics. Sometimes known as "cheat sheets" quick reference guides are designed for users who know the material or task but need something in front of them to remind them of the steps.

WHO THIS GUIDE IS FOR **–** Users supporting projects:

Emergency Shelter - night by night method only
Street Outreach
Services Only
Coordinated Entry

That have one of the following funding components:

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| HUD CoC: Street Outreach and Coordinated Entry |
| HUD ESG: Street Outreach and Emergency Shelter using night by night tracking method |
| HHS PATH: All components |
| HUD: CoC Youth Homeless Demonstration Program - any project type for clients meeting Category 2 or 3 of homeless definition. |

IMPORTANT BACKGROUND ON THIS HMIS ELEMENT

This functionality went live with the launch of the HUD 2020 Data Standards on 10/1/2019. It was formerly known as **Contact**, with its own form and menuing in HMIS.

Some users were originally told to track contact with the client by entering a Service record in HMIS. This should NO LONGER be done. Please read the rest of this guide to understand how client contact should be captured.
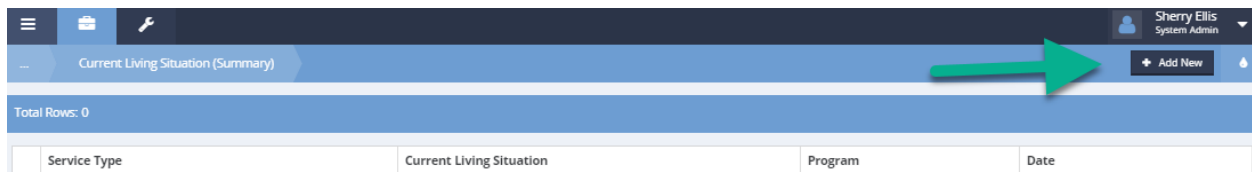
TO ACCESS THE CURRENT LIVING SITUATION FORM

To access: **Case Management** (briefcase icon) > **Case Management** (left nav) > **Current Living Situation**
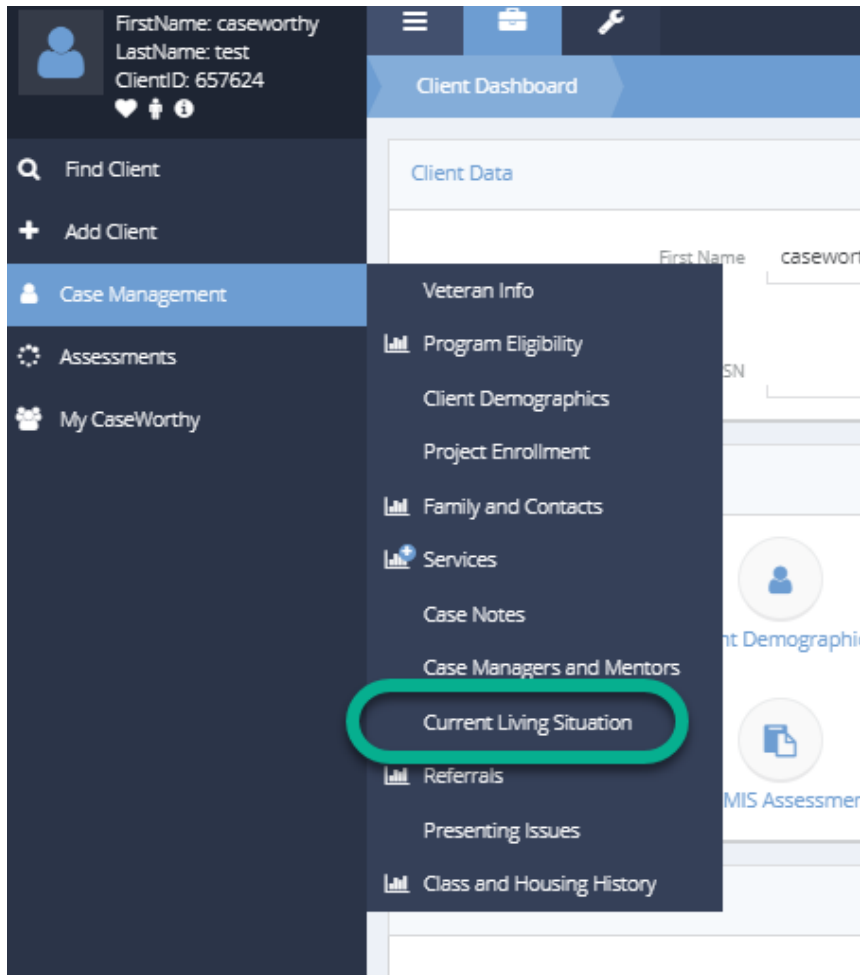
ADDING A NEW CURRENT LIVING SITUATION ENTRY FOR YOUR CLIENT

Click on ADD NEW button

Complete the required fields.

- **Information Date -** Defaults to the current date
- **Project -** Select the appropriate enrollment
    - If the funding source of selected project is 'HHS: PATH', the list of **Current Living Situation** options will be limited to:
        - Place not meant for habitation
        - Emergency Shelter including hotel or motel paid for with emergency shelter voucher or RHY host home shelter
        - Safe Haven
        - Worker Unable to Determine
        - Other
- **Current Living Situation** - Select the event from the categorized list of living situations
- **Service Type** - Select from the list of services which are mapped as Current Living Situation
- **Location details** - A text box to enter details about the client's location

The following fields may be required based on the **Current Living Situation** selected.

- **Is client going to have to leave their current living situation within 14 days?**
    - Select 'Yes', 'No', 'Client refused', 'Client doesn't know', or 'Data not collected'

- **Has subsequent residence been identified?** - Select 'Yes', 'No'. 'Client refused', 'Client doesn't know", or 'Data not collected'

- **Does the individual or family have resources or support networks to obtain other permanent housing?** - Select 'Yes', 'No', 'Client refused', 'Client doesn't know', or 'Data not collected'

- **Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days?** - Select 'Yes', 'No'. 'Client refused', 'Client doesn't know', or 'Data not collected'

- **Has the client moved two or more times in the last 60 days?** - Select 'Yes', 'No', 'Client refused', 'Client doesn't know', or 'Data not collected'

Then Save the record.