

# Keeping clients "Active" on the Community Housing Queue

## "Activities"

- Referral check-in by any staff
- Adding a public alert
- Adding an assessment (ex. VI-SPDAT, Status Update, or Annual Assessment)
- Adding a new program enrollment
- Program exit
- Adding a referral or referral note
- Adding locations or client contact information
- Uploading a client file
- Adding coordinated entry events

## Steps to "Check-in" a Client

Luke Skywalker Test

PROFILE **HISTORY** PROGRAMS SERVICES ASSESSMENTS NOTES FILES CONTACT LOCATION

HISTORY

Advanced search options Hide ^

Search  Category Any category Agency Any agency

Start Date  End Date  Type Referrals

Coordinated Entry  Clear

Service Name	Start Date	End Date
Referral: Emergency Shelter Queue - Households Without Children <small>Community Housing referral to Community Queue</small>	12/04/2023	Pending
Referral: Casa 200 ICM Services Only <small>County: OSH referral to County: OSH</small>	11/09/2023	Denied
Referral: Community Housing Queue <small>Abode Services referral to Community Queue</small>	04/10/2022	Pending

Program  Service  Referral  Reservation  Assessment  Events

*Search the "History" tab for the Referral to the Community Housing Queue and Click "Edit"*

Luke Skywalker Test

PROFILE HISTORY PROGRAMS SERVICES ASSESSMENTS NOTES FILES CONTACT LOCATION

REFERRAL: ASSIGN

Client Luke Skywalker Test

Referred to Community Queue - Community Housing Queue

Referring Agency Abode Services

Referred Date 04/10/2022

Days Pending 732 day(s)

Qualified Yes

VI-F-SPDAT-V2-C score 6

Last Activity 04/10/2024

Referred by Staff Angie Evans

Navigator

Private

*Click "Check-in" to update "Last Activity" to today's date*