



Keeping clients "Active" on the Community Housing Queue

"Activities"

- Referral check-in by any staff
- Adding a public alert
- Adding or Editing an assessment (ex. VI-SPDAT, Status Update, or Annual Assessment)*
- Adding a new program enrollment
- Program exit
- Adding a referral or referral note
- Adding or Editing 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 SEARCH

Service Name Start Date End Date

Referral: Emergency Shelter Queue - Households Without Children Community Housing referral to Community Queue	12/04/2023	Pending
Referral: Casa 200 ICM Services Only County OSH referral to County OSH	11/09/2023	Denied
Referral: Community Housing Queue Abode Services referral to Community Queue	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 CHECK-IN

Referred by Staff Angie Evans

Navigator ASSIGN NAVIGATOR

Private ☐

SAVE CHANGES CANCEL

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

CoC workflows do not allow for editing assessments