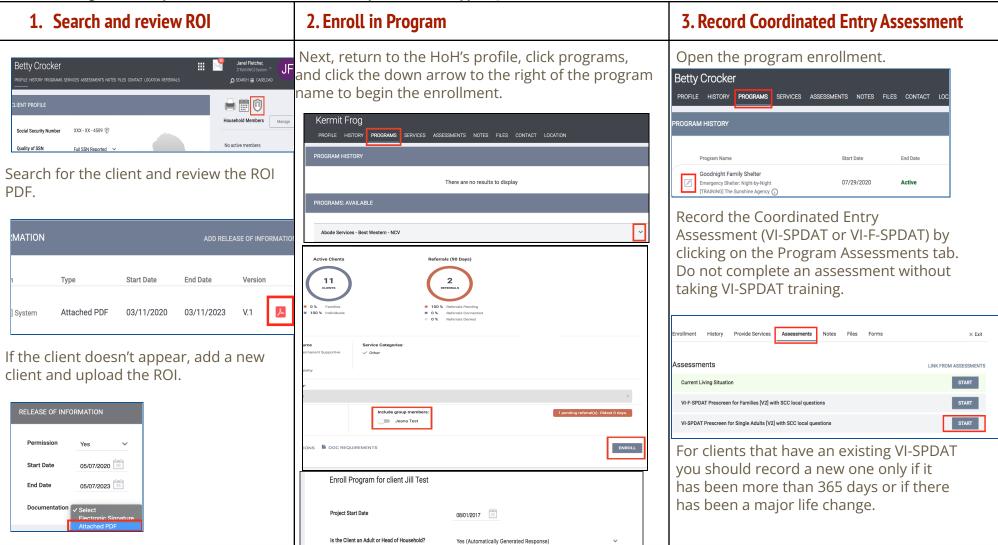
Housing Problem Solving Workflow Quick Guide



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Rev. 04-09-2021

4. Coordinated Entry Assessment (cont.)

6. Record Housing [PS] Services (cont.)

8. Program Exit

Services

Click <u>Refer Directly to Community Queue</u> button if the client scores a 4+ or any score if they are a Veteran. Please do not forget this step. It places the person on the prioritization list.

Follow up conversations should be documented using the other 3 [PS] services categories. Enter the same date for (Start/End/Result/Expense) date fields.

When a Housing Problem Solving conversation results in "Result: Client housed/re-housed in a safe alternative"= Yes. This person should be exited from the program. **Note, a person can have a "Yes" result without financial assistance.



It is expected that the Result: Client housed/re-housed in a safe alternative result is $\underline{\text{No}}$. Until the person is ready to exit the program.

Click Exit on the right side of the screen to complete the exit details.



Betty Crocker

PROFILE HISTORY PROGRAMS SERVICES ASSESSMENTS NOTES FILES CONTACT LOCATION REFERRALS

PROGRAM: GOODNIGHT FAMILY SHELTER

Envollment History Provide Services Assessments Notes Files Forms

X Exit

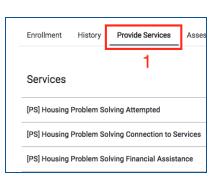
Note: The CE Assessment can also be completed after Problem Solving

5. Record Housing [PS] Services

7. Financial assistance [PS] Services

Summary of [PS] Services

Record the first housing problem solving conversation using the [PS]Housing Problem Solving Service Attempted service.



Financial assistance services include an Expense Amount. Financial assistance is not required for a successful Housing Problem Solving resolution.

[PS] Housing Problem Solving Attempted once

[PS] Housing Problem Solving Connection to Services

[PS] Housing Problem Solving Financial Assistance
Use for
all other
[PS] Housing Problem Solving Mediation

Only

convos

