

## CONTACTS – CURRENT LIVING SITUATION

Contacts are an interaction between the worker(s) and a client who is potentially eligible or enrolled in a Program.

Contacts may range from a brief conversation about the client’s well-being or needs to service and case management

Contacts must always include the presence of or interaction with the client

Contacts may occur in a street outreach setting or in a service setting such as an ES or drop-in center.

Contacts are recorded in HMIS using Current Living Situation

Contact are required

## RECORDING CONTACTS

- Navigate to Clients
- Tab to Client Profile
- Scroll Down to HUD Current Living Situation (2020-2021) section
- Click “Add”

**HUD Current Living Situation (2020-2021)** 🔒

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🔍 **Current Living Situation**

Start Date *	End Date	Information Date	Current Living Situation
<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="background-color: #00728f; color: white; padding: 5px 10px; border-radius: 5px;">Add</span> <span style="background-color: #00728f; color: white; padding: 5px 10px; border-radius: 5px;">Cancel</span> </div>			

- Complete sections
- **Start Date**, End Date and Information Date – all the same date
- Current Living Situation – where are they currently staying

Add Recordset - (76) Downtown, Johnny ✕

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Current Living Situation

<b>Start Date *</b>	08 / 09 / 2023 <span style="font-size: small;">📅 ↺ 📅 G</span>
End Date	___ / ___ / ___ <span style="font-size: small;">📅 ↺ 📅 G</span>
Information Date	___ / ___ / ___ <span style="font-size: small;">📅 ↺ 📅 G</span>
Current Living Situation	-Select- <span style="float: right;">📄 G</span>
If "Other", Specify	<input type="text"/> <span style="float: right;">G</span>
Living situation verified by	<input type="text"/> <span style="margin-left: 5px;">Lookup</span> <span style="margin-left: 5px;">Clear</span> <span style="float: right;">G</span>
Is client going to have to leave their current living situation within 14 days?	-Select- <span style="float: right;">📄 G</span>

Scroll Down – Click “Save”