

Pro-Rated Month of RENT PAYMENT

Shelter Transaction New

Program Name: SC-LC HTBA-LAN-LC HOME TBA

APC Housing: HTBA RENT

Facility Name:

HH Member (Choose the Applicant(App) and all the clients(C))

App	C	Client	Unit #
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	DEPUTY DOG	<input type="text"/>
<input type="radio"/>	<input checked="" type="checkbox"/>	POLLY PUREBRED	<input type="text"/>

Shelter Details:

Start Date: End Date:

of Days:

Dollar Value

Facility (Program) Name: This field automatically populates with the name of the transaction.

HH Member: Be sure to click on the box next to all the household members who reside in the unit.
Example: Deputy Dog and Polly Purebred

Unit #: This is an optional field. Example: Unit # 12

Start & End Dates: Days in the month covered by the rent payment.
Example is the prorated month: Start Date: 10/27/09
End Date: 10/31/09

If the rent assistance is for more than one month, create one transaction for each month

of Days: Number of days between start and end date.
Example: 4

Dollar Value: The amount of the payment the County is sending the Landlord on behalf of the client.
Example: \$200

note: not all households have a prorated first month

Regular RENT PAYMENT

You will be adding a transaction for every month in the program.

Shelter Transaction New

Program Name: SC-LC HTBA-LAN-LC HOME TBA

APC Housing: HTBA RENT

Facility Name:

HH Member (Choose the Applicant(App) and all the clients(C))

App	C	Client	Unit #
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	DEPUTY DOG	<input type="text"/>
<input type="radio"/>	<input checked="" type="checkbox"/>	POLLY PUREBRED	<input type="text"/>

Shelter Details:

Start Date: End Date:

of Days:

Dollar Value

Facility (Program) Name: This field automatically populates with the name of the transaction.

HH Member: Be sure to click on the box next to all the household members who reside in the unit.
Example: Deputy Dog and Polly Purebred

Unit #: This is an optional field. Example: Unit # 12

Start & End Dates: Days in the month covered by the rent payment.
Example is the prorated month: Start Date: 11/01/09
End Date: 11/30/09

If the rent assistance is for more than one month, create one transaction for each month

of Days: Number of days between start and end date.
Example: 30

Dollar Value: The amount of the payment the County is sending the Landlord on behalf of the client.
Example: \$800

You'll be able to see the List of transactions on the Household Summary Screen.

Housing Transactions (click APC housing label to view/edit)			
APC Housing Label - Housing Name	Start Date	End Date	
HTBA RENT-HTBA RENT	11-01-2009	11-30-2009	
HTBA RENT-HTBA RENT	10-27-2009	10-31-2009	
HTBA SECURITY DEPOSIT-HTBA SECURITY DEPOSIT	10-27-2009	10-27-2009	
<input type="text" value=""/>			<input type="button" value="New Transaction"/>

SERVICE TRANSACTIONS

Service Transactions (click service type to edit)					
Service Type	Intake Worker	Start Date	End Date	Service Name	# of Units
<input type="text" value=""/>					
Case Management-CASE MANAGEMENT					
Consumer Assistance-HTBA UTILITY PAYMENT					

Timeout
19:41

The HTBA Utility Payment will be entered by HSC staff. Only a few households qualify for this type of assistance.

CASE MANAGEMENT

Home TBA households must participate in case management at least once a month. You'll document all appointments/visits in OPUS as a service transaction.

Service Transaction New

APC Service: Case Management-CASE MANAGEMENT

HH Member(Choose the Applicant(App) and all the clients(C) receiving the service)

App C Client

DEPUTY DOG

POLLY PUREBRED

Service Details:

Start Date: * End Date:

of Units: Intake Worker: *

Value/unit: \$0.00 Dollar Value: \$0.00

HH Member: Click on the box next to any household member who participated in your Case Management appointment.
Example: Deputy Dog and Polly Purebred

Start & End Dates: The Date of the appointment/visit.
Example is the prorated month:
Start Date: 11/02/09
End Date: 11/02/09

of Units: Units are APPOINTMENTS/VISITS. This would generally be one per day.
Example: 1

Dollar Value: Case Management has no dollar value associated with it in OPUS.

Service Transactions (click service type to edit)					
Service Type	Intake Worker	Start Date	End Date	Service Name	# of Units
Case Management	LNS	11-02-2009	11-02-2009	CASE MANAGEMENT	1
Case Management	LNS	10-25-2009	10-25-2009	CASE MANAGEMENT	1

You'll be able to see the List of transactions on the Household Summary Screen


STATUS ASSESSMENTS

A Status Assessment must be completed at time of enrollment and then every three months. Please see the STATUS ASSESSMENT instruction sheet for this process in OPUS.

Enrollment
[Program Summary](#)
[Program Search](#)

Transactions
[HH Summary](#)
[Client Summary](#)

Status Assessments
New/Update
View



Status Assessment New/Update

Program SC-LC HTBA-LAN-LC HOME TBA

Client DEPUTY DOG

Assessment Type **QUICK** | [Change to Comprehensive](#)

Assessment Date

Assessed By

Household Members

Apply Assessment To All HH Members (New Assessments)