

Enroll a Client/Household into a Program

1. From the HH View, click on each the **New Enrollment** button

Household View Active

Household - Click SSN/SYSID will open the Client View Screen. Benefits (Get Code Key)

HH Members		Race				Services and Benefits												
R	SSN/SYSID	Name	Sex	Age	AA	AS	AI	NH	WH	ET	LG	ED	FW	FS	DS	HB	HI	VT
<input type="checkbox"/>	SDEPUTY010650	DEPUTY DOG	M	59	N	N	Y	Y	Y	N	E	O	N	N	Y	N	N	Y
<input type="checkbox"/>	SPOLLY010551	POLLY PUREBRED	F	58	N	N	N	N	Y	N	E	C	N	N	Y	N	Y	N

To remove a client: Choose from R column, scroll down to click button.

Programs Enrolled

Name	Entry Date	Exit Date
LOS NINOS	06-06-2005	10-21-2005

2. From the Program Enrollment New screen, select your program from the dropdown list and the client who you consider to be the Applicant.

Enrollment
Program Summary

Transactions
HH Summary
Client Summary

Program Enrollment New

Fields marked with * are required

Program: *

Client: *

Click Enroll to enroll one client.
Click Enroll All to enroll all of the household with all income selected.

3. Click the **Enroll Client** button to enroll just one person in the household or **Enroll All** to enroll the entire household. You will generally use **Enroll All**. Click the Stop Enrolling Button to return to the Household View screen.

4. On the Program Enrollment Household New screen

- a. **Select the Housing Status:**

- LITERALLY HOMELESS (in a place not meant for human habitation; in a shelter; in a hospital but having been in Emergency Shelter or unsheltered prior to the hospital stay; having left Transitional Housing last night or timing out of Transitional Housing; or being a recent DV victim)
- HOUSED AND AT IMMINENT RISK of losing housing (being evicted from a private unit; being discharged from corrections or a hospital; or in condemned housing with no subsequent housing available and inadequate resources)
- HOUSED AND AT RISK of losing housing (doubled up; at risk due to high housing costs; experiencing conflict or other conditions that put housing at risk and client has inadequate resources; danger not immediate.)
- STABLY HOUSED (not at risk of losing housing)

b. Last Residence

- Emergency Shelter
- Transitional Housing
- Permanent Housing for Homeless
- Psychiatric Hospital/Facility
- Substance Abuse Treatment Facility
- Hospital (Non-Psychiatric)
- Jail, Prison or Juvenile Detention
- Don't Know
- Refused
- Rental by Client, no housing subsidy
- Owned by Client, no housing subsidy
- Staying with Family in Room/Apartment/House
- Staying with Friends in Room/Apartment/House
- Hotel/Motel (not emergency voucher)
- Foster Care or Group Home
- Place not meant for human habitation (ie: street)
- Other
- SafeHaven
- Rental by Client w/ VASH housing subsidy
- Rental by Client w/ other housing subsidy
- Owned by Client w/ housing subsidy

c. Length of Stay

- One week or less
- More than one week but less than one month
- One to three months
- More than three months but less than one year
- One year or longer
- Don't know
- Refused

d. LAST ZIP CODE (ZIP code of residence where the household lived prior to becoming homeless. If the household is not homeless, then the ZIP code of the current residence.)

- If the household/individual was in permanent housing when they came into your program, then use the zip code of the permanent housing.
- If the household/individual was homeless when they came into your program, then use the zip code from where they became homeless.
- If the household/individual was chronically homeless (homeless for more than a year) when they came into your program, then use the zip code that best defines their current living region.
- If your client doesn't know the zip code, you can find it on <http://zip4.usps.com/zip4/citytown.jsp> by entering the name of the town and state into the search engine.

In all these situations the case manager will be using their best judgment to determine this zip code. For example, if a person was displaced by the flood in New Orleans and has been in Eugene for a month, the zip code will be one for New Orleans. If the person has permanent housing, then the zip code will be that of the person's physical address. If the person has been homeless for a year or more and moves back and forth between zip codes, the zip code will be the one where the person spent the previous night.

e. ZIP DQC (Data Quality)

5. Click the **Enroll All** button

