Client Housing Program Screen

Updated on October 2023

Home > Client Management (Search Client) > Housing Program selection

Business Purpose:

The **Housing Program selection** screen displays a tabular list of the client's program history records for which the user can create a Housing record.

How to:
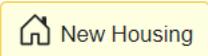
1. By clicking the [🏠 New Housing] button, the user will be taken to the screen for a **Housing program selection**.

2. Clicking the Back to Housing button takes the user to the Housing in Client File screen.

3. Clicking the Refresh button will update the screen with a new bed or service program records.

4. The user can also choose the number of records to be displayed per page from a Search Record List dropdown between 12 to **All** rows.

5. For each housing program history record, the following columns are displayed: **Program Name**, **Program Type** and **Note**.

6. Each of the column headings are clickable and will execute a sort alternating between ascending and descending based upon the column heading.

7. The page number displays at the bottom of the pages. Clicking the page arrows takes the user to the next or previous page.

Please select housing program :

The following is a list of Programs for which you can create a Housing record. If you do not see your Program on this list, please note that (1) you can only create a Housing record for a Program **after** an intake has been created for that Program, and (2) you can only create one Housing record per Program.

Program Name	Program Type	Note
545 Lakeshore Blvd. W. Women	Bed	Current client already has an active housing record for this program
Birkdale Residence - Bedded Program	Bed	Current client already has an active housing record for this program
Sojourn House Transitional Housing Program	Bed	Current client already has an active housing record for this program
Agincourt Community Services Association Streets to Homes Outreach	Service	
Central Intake	Service	

Search Record List   Show 12 Rows (default)   Total Count 5

« ‹ 1 › »

Important Notes:

1. The total number of records is shown at the right top the page.

2. A Housing record for a Program can only be created after an intake has been created for that Program.

3. Only one Housing record per Program can be created.