How to Enter LTH Sub-assessment Questions (Residence, Housing Cost, Housing Subsidy)

The LTH All-Inclusive Assessment includes 3 additional sub-assessments that track current residence, housing cost, and housing subsidy. These only need to be completed in the *head of household's* record. Please see page 21 for instructions on how to make updates before twice-yearly reports.

To complete the current residence sub-assessment at entry:

- Check to make sure you are in the head of household's record.
- Click Add to the right of the Current Residence box. A pop-up window will open.
- *Start date:* enter the **program entry date.**
- *Housing status/current residence:* Select from the dropdown list the type of residence the client was living in on the program entry date. If the client later moves, you must make updates (see Step 8: Making Updates for details).
- *Client's city:* select from the dropdown list.
- *Client's county:* select from the dropdown list.
- *Client's Zip:* select from the dropdown list.
- *End Date (move-out):* leave blank
- *Additional fields:* you may complete the remaining questions, but they are optional.
- Click Save & Exit.

To complete the housing cost sub-assessment at entry:

The housing cost sub-assessment is **only** required if the client's current residence is either "site-based supportive housing" or "scattered-site supportive housing."

- Check to make sure you are in the head of household's record.
- Check to make sure the client's current residence is site-based or scattered-site supportive housing.
- Click Add to the right of the Housing Cost box. A pop-up window will open.
- *Start Date:* Enter the start date of the housing cost. This is most likely the current residence start date, if the client was in site-based or scattered-site supportive housing at entry.
- *Amount client pays for rent:* Enter to the nearest dollar.
- *End date:* leave blank.
- Click Save & Exit.

To complete the housing subsidy sub-assessment at entry:

The housing subsidy sub-assessment is **only** required if the client's current residence is either "site-based supportive housing" or "scattered-site supportive housing."

- Check to make sure you are in the head of household's record.
- Check to make sure the client's current residence is site-based or scattered-site supportive housing.
- Click Add to the right of the Housing Subsidy box. A pop-up window will open.
- *Start Date:* enter the start date of the subsidy. This is most likely the current residence start date, if the client was in site-based or scattered-site supportive housing at entry.
- *Primary Source of Subsidy:* Select from the dropdown list.
    - Note that "no subsidy" is an option.
- *End date:* leave blank.
- Click Save & Exit.

How to Update LTH Sub-Assessment Questions (Residence, Housing Cost, Housing Subsidy)

Updating Residence before LTH Reports are Due for Calendar and Fiscal Year:

- Updates are only required if the client has moved.
- Make sure all moves while the client is in the program are recorded.

1) Log in to Service Point, click on “ClientPoint,” and go into your client’s record.
2) Click on the “Assessments” tab.
3) From the list of assessments (in green on the left-hand side of the screen), click “LTH All-Inclusive Assessment.”
4) Do **NOT** go into backdate mode. Residence updates do not need to be backdated.
   1) Scroll down to update Current Residence section:

- Click on the pencil next to the residence information entered. A pop-up will appear. Answer the following required questions:
  - *End date:* enter the date the client moved out of the residence.
  - Click Save and Add Another. The pop-up window will refresh.
- Complete additional required information for the client’s new residence:
  - *Start date:* Enter the date the client moved to a new residence.
  - *Housing status/current residence:* Select the client’s current housing status.
- If the client’s Housing Status is supportive housing, also complete the next three fields:
  - *Client’s City: Select from the drop-down list.*
  - *Client’s County: Select from the drop-down list.*
  - *Client’s Zip: Enter the client’s current zip code*
    - look up zip codes at http://zip4.usps.com
- The remaining fields in the Current Residence section are optional; you may complete them for your own benefit.
  - Click Save and Exit. The pop-up will close and the assessment will refresh with the updated residence information.

Updating Housing Cost Information:

- Update if housing cost has changed *and* client is in site-based or scattered-site supportive housing.
- Add a new housing cost record if client has just moved into site-based or scattered-site supportive housing.

1) Log in to Service Point, click on “ClientPoint,” and go into your client’s record.
2) Click on the “Assessments” tab.
3) From the list of assessments (in green on the left-hand side of the screen), click “LTH All-Inclusive Assessment.”
4) Do **NOT** go into backdate mode. Housing cost updates do not need to be backdated.

5) Scroll down to update Housing Cost Information section:
   - Click on the pencil next to the housing cost information entered. A pop-up will appear. Answer the following required questions:
     - *End date:* Enter the date the amount of the housing cost ended.
     - Click Save and Add Another. The pop-up window will refresh.
   - Complete additional required information for the client's new housing cost:
     - *Start date:* Enter the date the new housing cost began.
     - *Amount client pays for rent:* Enter the amount the client pays in rent.
     - Click Save and Exit. The pop-up will close and the assessment will refresh with the updated housing cost information.

<u>Updating Subsidy Information:</u>

- Update if housing subsidy has changed *and* client is in site-based or scattered-site supportive housing.
- Add a new subsidy record if client has just moved into site-based or scattered-site supportive housing.

1) Log in to Service Point, click on "ClientPoint," and go into your client's record.
2) Click on the "Assessments" tab.
3) From the list of assessments (in green on the left-hand side of the screen), click "LTH All-Inclusive Assessment."
4) Do **NOT** go into backdate mode. Housing Subsidy updates do not need to be backdated.
5) Scroll down to update Housing Subsidy Information section:
   - Click on the pencil next to the housing subsidy information entered. A pop-up will appear. Answer the following required questions:
     - *End date:* Enter the date the amount of the housing subsidy ended.
     - Click Save and Add Another. The pop-up window will refresh.
   - Complete additional required information for the client's new housing subsidy:
     - *Start date:* Enter the date the new housing subsidy began.
     - *Primary Source of subsidy:* Select the primary source of subsidy from the list of options. If the client no longer has a subsidy, select, "No Subsidy".
     - Click Save and Exit. The pop-up will close and the assessment will refresh with the updated subsidy information.