LTH Sub-Assessment Questions

How to enter current residence, housing cost, and 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.

See further instructions for updating and exit requirements, below. Reminder: EDA to correct provider BEFORE making changes.

Current Residence Sub-Assessment - *For all LTH and LTH Supportive Services Projects*

1. Check to make sure you are in the head of household's record.
2. Click Add in the bottom left-hand corner of the Current Residence box. A pop-up window will open.
   - *Start date:* enter the **project entry date.**
   - *Client's Zip: Preferred method to enter Client's Zip first.*
     - Type in, select the correct zip code from drop down menu and then click on "Apply ZIP Code Information". A pop-up will appear, confirm by selecting "yes". City can be changed by using the drop down menu. If not correct select "no" and enter another zip code.
   - *Client Street Address:* Enter client's current street address. **(optional)**
   - *Address Data Quality:* Select the data quality of the client's street address. **(optional)**
   - *Client's city:* After clicking on "Apply ZIP Code Information" City is filled in.
   - *APT #:* if applicable, enter the apartment number. **(optional)**
   - *End Date (move-out):* leave blank
   - *Additional fields:* you may complete the remaining questions, but they are optional.
3. Click Save.

Housing Cost Sub-Assessment - *For clients in supportive housing only*

1. Check to make sure you are in the head of household's record.
2. Check to make sure the client's current residence is site-based or scattered-site supportive housing.
3. Click Add in the bottom left-hand corner of the Housing Cost box. A pop-up window will open.
   - Start Date: This should be the current residence start date.
   - Amount client pays for rent: Enter to the nearest dollar.
   - If the client does not contribute to their rent, enter "0."
   - End date: leave blank.
4. Click Save.

Housing Subsidy Sub-Assessment - *For clients in supportive housing only*

1. Check to make sure you are in the head of household's record.
2. Check to make sure the client's current residence is site-based or scattered-site supportive housing.
3. Click Add in the bottom left-hand corner of the Housing Subsidy box. A pop-up window will open.
   - Start Date: enter the start date of the subsidy. This should be the current residence start date.
   - Primary Source of Subsidy: Select from the dropdown list.
   - Note that "no subsidy" is an option. Select this option if no subsidy is present.
   - End date: leave blank.
4. Click Save.

Updating LTH Sub-Assessment Questions (Residence, Housing Cost, and Housing Subsidy)

6 month updates of specific questions for LTH

If a client has had a change for disability, income, non-cash benefits, residence information, housing cost or housing subsidy during the past 6 months then those changes should be entered in the 6 month LTH Interim assessment. If no changes have occurred, an interim assessment should still be created but no changes will need to be recorded. Reminder: Make sure in correct EDA.

ServicePointers: LTH Residence Updates

- Current residence records should cover the entire time a client is in the project, with no gaps and no overlaps.
- Updates are only required if the client has moved to a different **current residence type** (such as from living with family to site-based supportive housing) OR every six months, if rent or subsidy changed.
- Record **all** moves to a different residence type while the client is in the project.

Current Residence

- In current residence sub-assessment:
    - 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.
- If the client's Housing Status is supportive housing, also complete the next three fields:
    - Client's City: After clicking on "Apply ZIP Code Information" City is filled in.
    - Client's County: After clicking on "Apply ZIP Code Information" County is filled in.
    - Client's Zip: Enter the client's current zip code
        - look up zip codes at http://zip4.usps.com
    - *Current residence status:* Select the client's current housing residence status.
- The remaining fields in the Residence section are optional.
- Click Save. The pop-up will close and the assessment will refresh with the updated residence information.

ServicePointers: LTH Housing Cost Updates

- Housing cost is only required if a client is in site-based or scattered-site supportive housing.
- Housing cost records should cover the entire time a client is in site-based or scattered-site supportive housing, with no gaps and no overlaps.

Housing Cost

- Update the Housing Cost sub-assessment:
    - 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. Even if the amount is zero
- Click Save. The pop-up will close and the assessment will refresh with the updated housing cost information.

ServicePointers: LTH Housing Subsidy Updates

- Housing subsidy is only required if a client is in site-based or scattered-site supportive housing.
- Housing subsidy records should cover the entire time a client is in site-based or scattered-site supportive housing, with no gaps and no overlaps.

Housing Subsidy

- Update the Housing Subsidy sub-assessment:
  - 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. The pop-up will close and the assessment will refresh with the updated subsidy information.