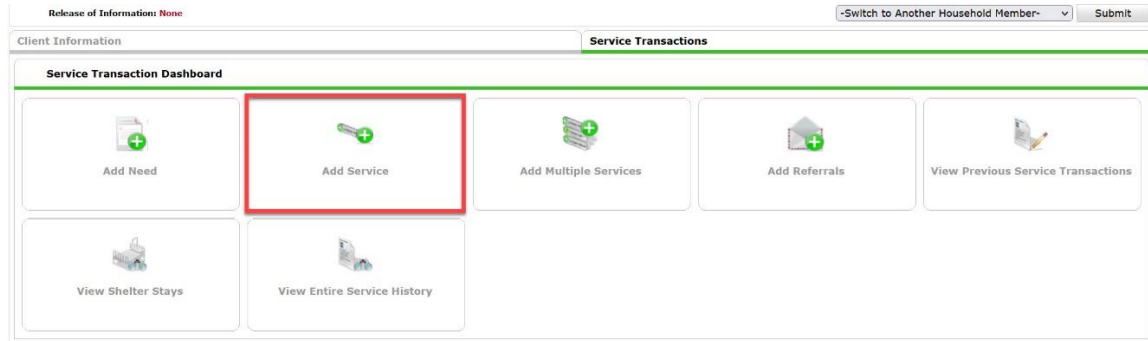


SSVF Emergency Housing Assistance

(SSVF RRH Clients who are provided hotel vouchers for emergency shelter temporarily)

Recording SSVF Services

1. Set **Enter Data As** Mode
2. Search for veteran client by **name** or **HMIS ID**
3. Set **Back Date Mode**
4. Click on the **Services Transactions** Tab
5. From the Services Transaction Dashboard, click **Add Service**



6. *For families:* SSVF services should be recorded under the veteran's record. The veteran should appear as "primary client". Include additional family members by clicking on the checkbox next to each household members name for which the service should be applied.

The screenshot shows the 'Add Service' form. Under the 'Household Members' section, there is an information icon and the text 'To include Household members for this Service, click'. Below this, there are three household members listed with checkboxes: (6), (8), and (7) (Primary Client). Two red arrows point to the checkboxes for (6) and (8). The 'Service Provider' is set to 'VoAC - Durham County - Priority 2', the 'Creating User' is 'Katie Wiseman', and the 'Start Date' is '01 / 20 / 2023'. There are also icons for 'Save', 'Cancel', and 'Refresh' next to the date field.

7. Confirm the **Services Provider** is accurate.
8. Confirm the **Start Date** and **End Date** are set correctly. *These dates should match the dates for which the specific service is applicable (The SSVF client started staying in the hotel on 1/3/2023 [start date] and will be checked out 1/18/2023 [end date])*

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9. Select the **Service Type** from the dropdown menu as **“HOUSING/SHELTER”**. Leave "Provider Specific Service" blank.

Service Provider *	VoAC - Durham County - Priority 2 (Durham) RR - SSVF (5454)		
Creating User	Katie Wiseman		
Start Date *	01 / 03 / 2023	11 : 59 : 43 AM	
End Date	01 / 18 / 2023	11 : 59 : 43 AM	
Service Type *	Housing/Shelter (BH)		Look Up
Provider Specific Service	-Select- v		

10. Click **Save & Continue**

11. Complete the **SSVF Financial Assistance Type** field as **“Emergency Housing Assistance”** and enter the amount in the **SSVF Financial Assistance Amount**.

Service Provider *	VoAC - Durham County - Priority 2 (Durham) RR - SSVF (5454)
Creating User	Katie Wiseman
Start Date *	01 / 03 / 2023 11 : 59 : 43 AM
End Date	01 / 18 / 2023 11 : 59 : 43 AM
Service Type *	Housing/Shelter (BH)
Provider Specific Service	-Select- v
Service Notes	<div style="border: 1px solid #ccc; height: 100px;"></div>

Type of SSVF Service	-Select- v
SSVF Financial Assistance Type	Emergency housing assistance
SSVF Financial Assistance Amount	\$ 315.79

NOTE: There must be a separate service transaction record for each instance of services and financial assistance provided

SSVF Emergency Housing Assistance

(SSVF RRH Clients who are provided hotel vouchers for emergency shelter temporarily)

12. Scroll down to the "Need Information" section to update the **Need Status** and **Outcome of Need** according to the client's situation.

Need Information	
Need Status *	Identified <input type="button" value="v"/>
Outcome of Need	-Select- <input type="button" value="v"/>
If Need is Not Met, Reason	-Select- <input type="button" value="v"/>

13. Click **Save & Exit**