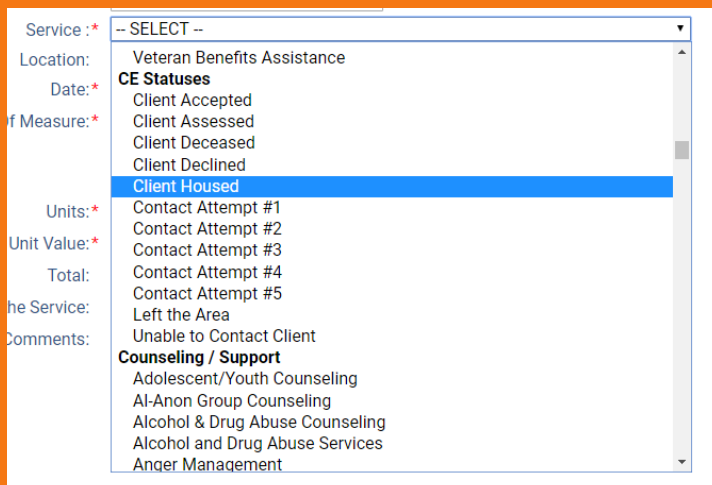
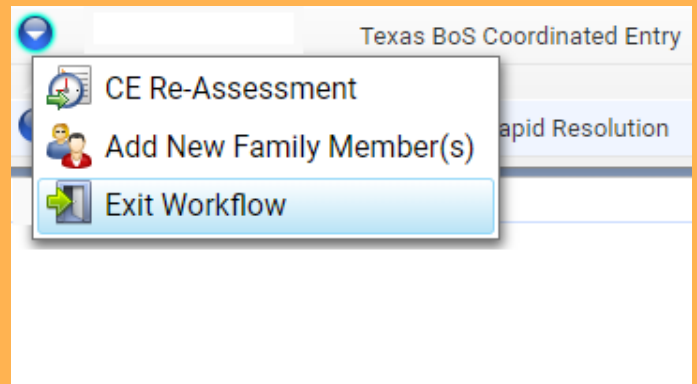


# EASILY FORGOTTEN FINAL STEPS: WHEN A CLIENT MOVES INTO HOUSING

## CLOSE THE CE OR DIVERSION WORKFLOW FOR THE CLIENT

Closing a Coordinated Entry or Diversion workflow can be done by clicking the blue arrow button next to the workflow you would like to close. Complete the questions for the exit interview either with the client or to the best of your knowledge.



## ADD A CE STATUS "SERVICE" TO THE CLIENT'S PROFILE

Go to services on the client's dashboard and add a new service of "Client Housed" to the client's account. This service will allow for a more accurate number of people who are housed in Denton County.

## ADD A BY NAME LIST STATUS "SERVICE" TO THE CLIENT'S PROFILE

Go to services on the client's dashboard and add a new service of either of the Inactive Housing Statuses (Permanent or Non-Permanent) to the client's account. This service will translate on to the HPL and make the process of sorting clients still in need of housing simpler.

