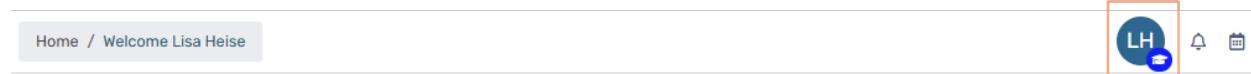


Current Living Situation with Location

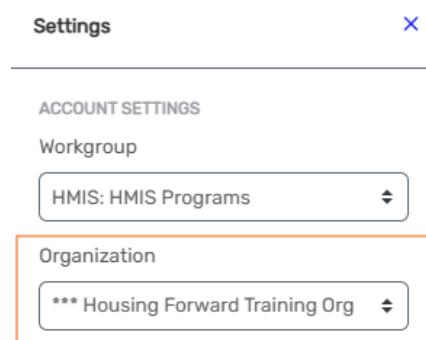
Introduction

This document will show how to document Current Living Situation with Location.

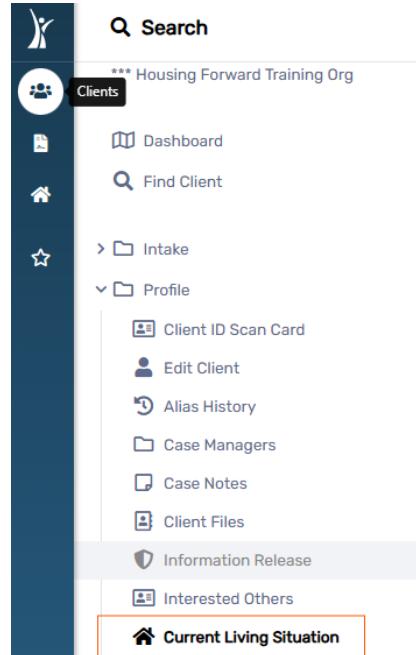
1. Log into ClientTrack and navigate to your Settings Icon (your initials).



2. Set Organization to Your Agency, if necessary.

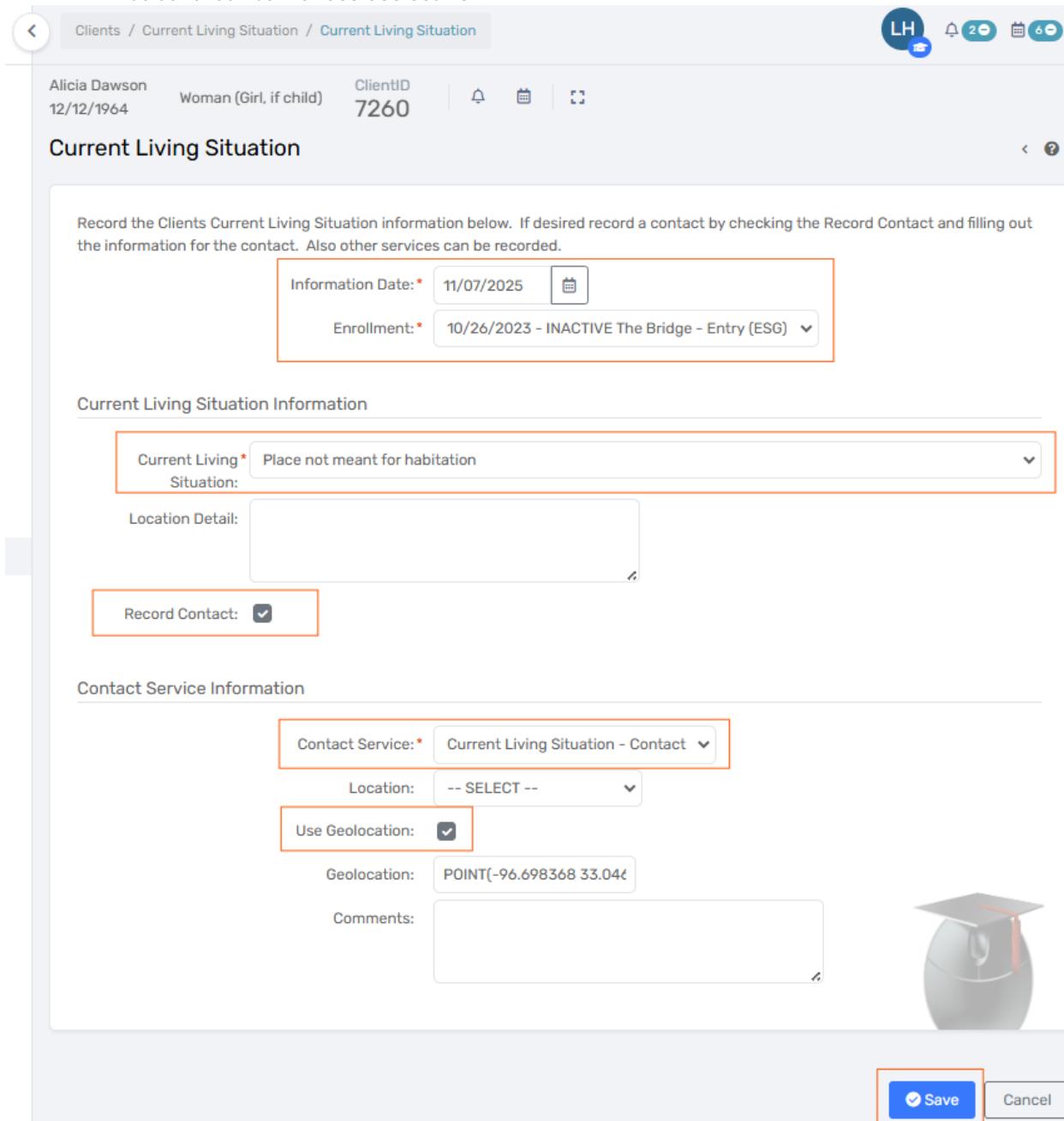


3. Navigate to your Client workspace and select Current Living Situation
Clients -> Profile -> Current Living Situation



4. Required fields for adding Location:

- a. **Information Date**
- b. **Enrollment**
- c. **Current Living Situation**
- d. Select check box for **Record Contact**
- e. Contact Service = **Current Living Situation - Contact**
- f. Select check box for **Use Geolocation**



Clients / Current Living Situation / Current Living Situation

LH 2 6

Alicia Dawson
12/12/1964 Woman (Girl, if child)
ClientID 7260

Current Living Situation

Record the Client's Current Living Situation information below. If desired record a contact by checking the Record Contact and filling out the information for the contact. Also other services can be recorded.

Information Date: * 11/07/2025

Enrollment: * 10/26/2023 - INACTIVE The Bridge - Entry (ESG)

Current Living Situation Information

Current Living Situation: Place not meant for habitation

Location Detail:

Record Contact:

Contact Service Information

Contact Service: * Current Living Situation - Contact

Location: -- SELECT --

Use Geolocation:

Geolocation: POINT(-96.698368 33.046)

Comments:

Save Cancel

5. After saving, the Service will be added for the client.

Alicia's Services					
Organization	Service	Date	Units	\$ Total	
Today (1 Services)					
<input checked="" type="checkbox"/> 	*** Housing Forward Training Org	Current Living Situation - Contact	11/07/2025	1.00	\$0.00
				1.00	\$0.00

6. Current Living Situation is also recorded within a workflow. Within the entry, update/during program, annual or exit assessment, enter all required data and progress to the Current Living Situation screen typically will be the last screen in the workflow assessment.

Intake Alicia Dawson
12/12/1964 Woman (Girl, if child) ClientID
7260

Basic Client Information
 Family Members
 Program Enrollment
▼ **Alicia Dawson**
▼ **New Assessment**
 Barriers / Special Needs
 Domestic Violence
 Income
 Current Living Situation
 Pause Cancel

Current Living Situation

Record the Clients Current Living Situation information below. If desired record a contact by checking the Record Contact and filling out the information for the contact. Also other services can be recorded.

Information Date: * 

Enrollment: *

Current Living Situation Information

Current*
 Living Situation:

Location Detail:

Record
 Contact:

Contact Service Information

Contact Service: * 

Location:

Use Geolocation:

Geolocation:

Comments:



Save