

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).

Home / Welcome Lisa Heise



2. Set Organization to Your Agency, if necessary.

Settings ×

ACCOUNT SETTINGS

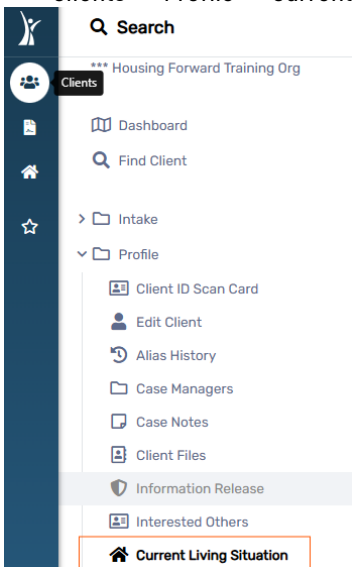
Workgroup

HMIS: HMIS Programs ⌵

Organization

*** Housing Forward Training Org ⌵

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

Alicia Dawson
12/12/1964

Woman (Girl, if child)

ClientID
7260

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: * 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

...

1 result found.

Organization	Service	Date	Units	\$ Total
▼ Today (1 Services)				
*** 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.

Intake

Basic Client Information

Family Members

Program Enrollment

Alicia Dawson

New Assessment

Barriers / Special Needs

Domestic Violence

Income

Current Living Situation

Pause

Cancel

Alicia Dawson

12/12/1964

Woman (Girl, if child)

ClientID
7260

Current Living Situation

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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: * 11/07/2025

Enrollment: * 11/07/2025 - TRAIN - HUD: CoC - Street Outreach

Current Living Situation Information

Current * Place not meant for habitation

Living Situation:

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