Emergency Housing Voucher Referrals
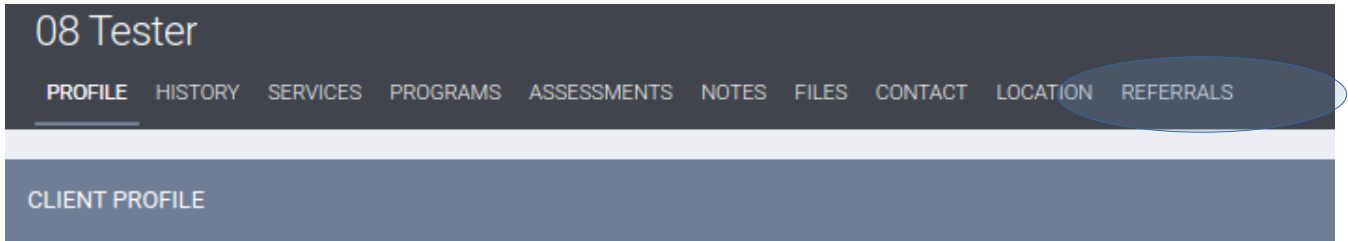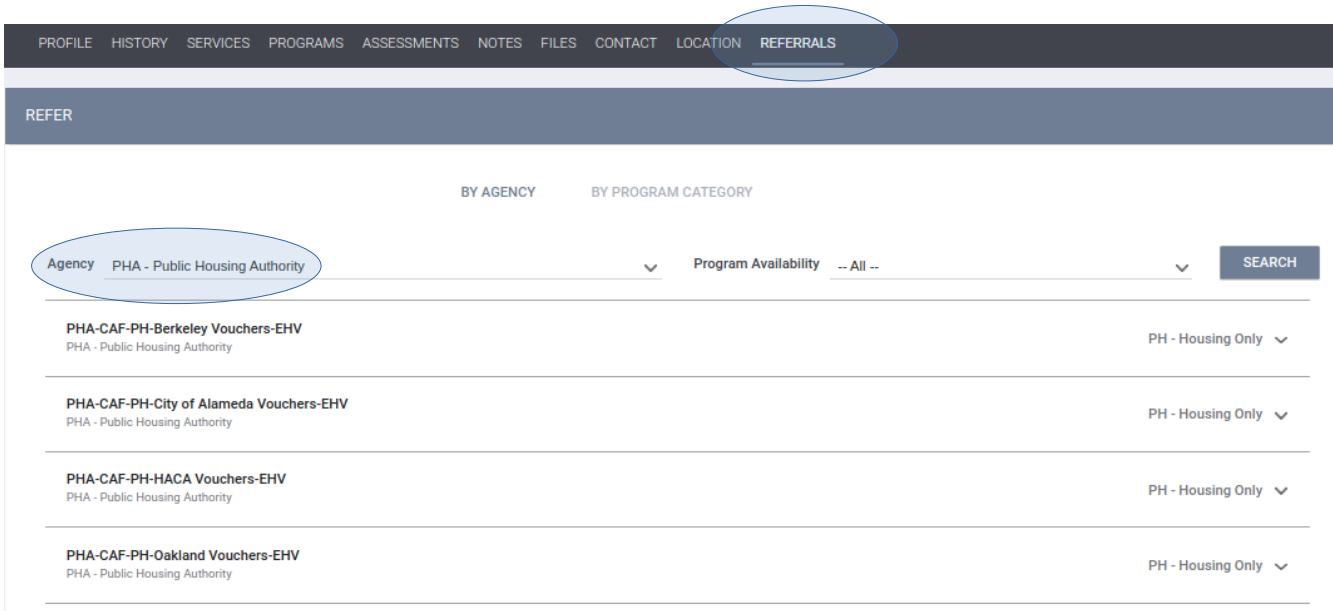
1. Locate the client record and open the profile.
2. Navigate to the Referrals tab in the profile.

08 Tester

PROFILE   HISTORY   SERVICES   PROGRAMS   ASSESSMENTS   NOTES   FILES   CONTACT   LOCATION   REFERRALS

CLIENT PROFILE

3. On the referrals screen, search for PHA – Public Housing Authority projects.

PROFILE   HISTORY   SERVICES   PROGRAMS   ASSESSMENTS   NOTES   FILES   CONTACT   LOCATION   REFERRALS

REFER

BY AGENCY   BY PROGRAM CATEGORY

Agency   PHA - Public Housing Authority   Program Availability   -- All --   SEARCH

PHA-CAF-PH-Berkeley Vouchers-EHV
PHA - Public Housing Authority   PH - Housing Only ∨

PHA-CAF-PH-City of Alameda Vouchers-EHV
PHA - Public Housing Authority   PH - Housing Only ∨

PHA-CAF-PH-HACA Vouchers-EHV
PHA - Public Housing Authority   PH - Housing Only ∨

PHA-CAF-PH-Oakland Vouchers-EHV
PHA - Public Housing Authority   PH - Housing Only ∨

4.　Expand the project.

PHA-CAF-PH-Berkeley Vouchers-EHV
PHA - Public Housing Authority

PH - Housing Only ⌄

PHA-CAF-PH-City of Alameda Vouchers-EHV
PHA - Public Housing Authority

PH - Housing Only ⌃

PROGRAM DESCRIPTION:

Referral program for City of Alameda Emergency Housing Vouchers. 12/13/2022 - pmc

Funding Source
Emergency Housing Voucher

Availability
Full Availability

🖶 PRINT DIRECTIONS　📄 DOC REQUIREMENTS

MAKE REFERRAL

PHA-CAF-PH-HACA Vouchers-EHV
PHA - Public Housing Authority

PH - Housing Only ⌄

PHA-CAF-PH-Oakland Vouchers-EHV
PHA - Public Housing Authority

PH - Housing Only ⌄

5.　Refer the client and any family members being referred. Once all family members are toggled on, click on "Make Referral".

6.   Submit the referral bay adding any notes and clicking on "Send Referral".

REFER TO PROGRAM

Referred Program	PHA-CAF-PH-City of Alameda Vouchers-EHV
Referred to Agency	PHA - Public Housing Authority
Referring Agency	PIG - Post Investment Group (non-participating)
Private	⬜

B *I* ≔ ≔

Making EHV referral to City of Alameda based on client's preferences, availability, and assessment score of 279. - my initials here (mih)

SEND REFERRAL   **CANCEL**

7.   Go to the PHA agency and set the referral to "Pending – In Process"

(a)   Request Additional Agency Access for PHA if it is not on your agency dropdown.

(b)   Request by email to hmissupport@achmis.org. Congratulations! Referral completed.

Patrick Crosby,
PHA - Public Housing Authority ∨

🔍 SEARCH   ≡ CASELOAD

(c)   Click on the "Search" icon to go to the "Home" screen.

(d) Click on the "**Referrals**" icon to get the the Pending Referrals screen.

(e) Select the referred client from the list.

(f) Open the referral.

(g)   Change the status from "Pending" to "Pending – In Process".

REFERRALS

Pending   Community Queue   Completed   Denied   Sent   Availability

REFERRAL: EDIT

Client	08 Tester
Referred Program	PHA-CAF-PH-City of Alameda Vouchers-EHV
Referred to Agency	PHA - Public Housing Authority
Referring Agency	PIG - Post Investment Group (non-participating)
Referred Date	12/14/2021 10:53 AM
Days Pending	0 day(s)
In Process	0 day(s)
Qualified	No
Referred by Staff	Patrick Crosby ⓘ
Case Manager	Select ⌄
Last Activity	12/14/2021 CHECK-IN
Status	Pending - In Process ⌄
Private	⚪▬

SAVE CHANGES   CANCEL

(h)   Click on "Save Changes".

(i)   Rinse and repeat for next referral client.