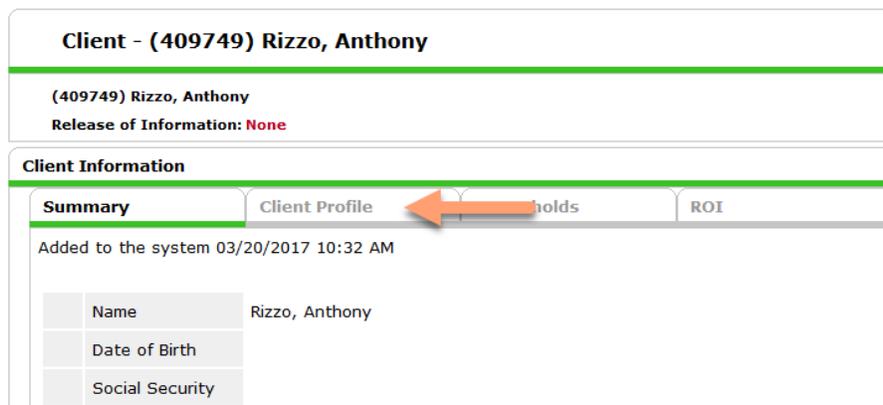


How to Upload the Chronic Homelessness Verification Packet

Before you receive a rematch for a household that you discover is not experiencing chronic homelessness, you must upload the first three pages of the **Chronic Homelessness Verification Packet** to the **File Attachments** section in the **Client Profile**.

Please name the scanned file **CH_Disability**, **CH_Homeless**, or **CH_Both** based on the reason the household did not meet the Chronic Homeless definition.

A. From the **Summary Tab**, click **Client Profile**.



Client - (409749) Rizzo, Anthony

(409749) Rizzo, Anthony
Release of Information: **None**

Client Information

Summary | Client Profile | Holds | ROI

Added to the system 03/20/2017 10:32 AM

Name	Rizzo, Anthony
Date of Birth	
Social Security	

B. Scroll down to **File Attachments** and click **Add New File Attachment**.

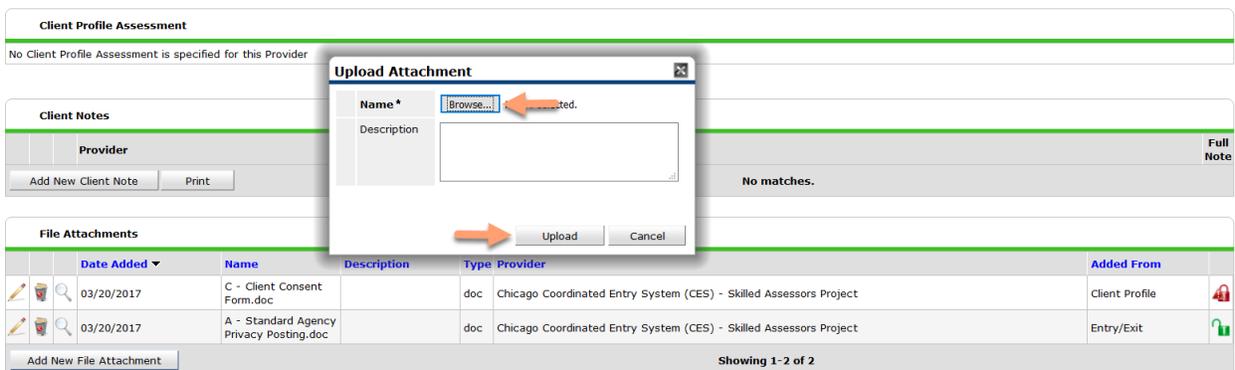


Date Added	Name	Description	Type	Provider	Added From
03/20/2017	C - Client Consent Form.doc		doc	Chicago Coordinated Entry System (CES) - Skilled Assessors Project	Client Profile
03/20/2017	A - Standard Agency Privacy Posting.doc		doc	Chicago Coordinated Entry System (CES) - Skilled Assessors Project	Entry/Exit

Add New File Attachment

Showing 1-2 of 2

C. Click **Browse** to find the scanned packet on your computer. Once selected, click **Upload**.



Client Profile Assessment

No Client Profile Assessment is specified for this Provider

Client Notes

Provider

Add New Client Note | Print

No matches.

File Attachments

Date Added	Name	Description	Type	Provider	Added From
03/20/2017	C - Client Consent Form.doc		doc	Chicago Coordinated Entry System (CES) - Skilled Assessors Project	Client Profile
03/20/2017	A - Standard Agency Privacy Posting.doc		doc	Chicago Coordinated Entry System (CES) - Skilled Assessors Project	Entry/Exit

Add New File Attachment

Showing 1-2 of 2

Upload Attachment dialog box:

Name *

Description