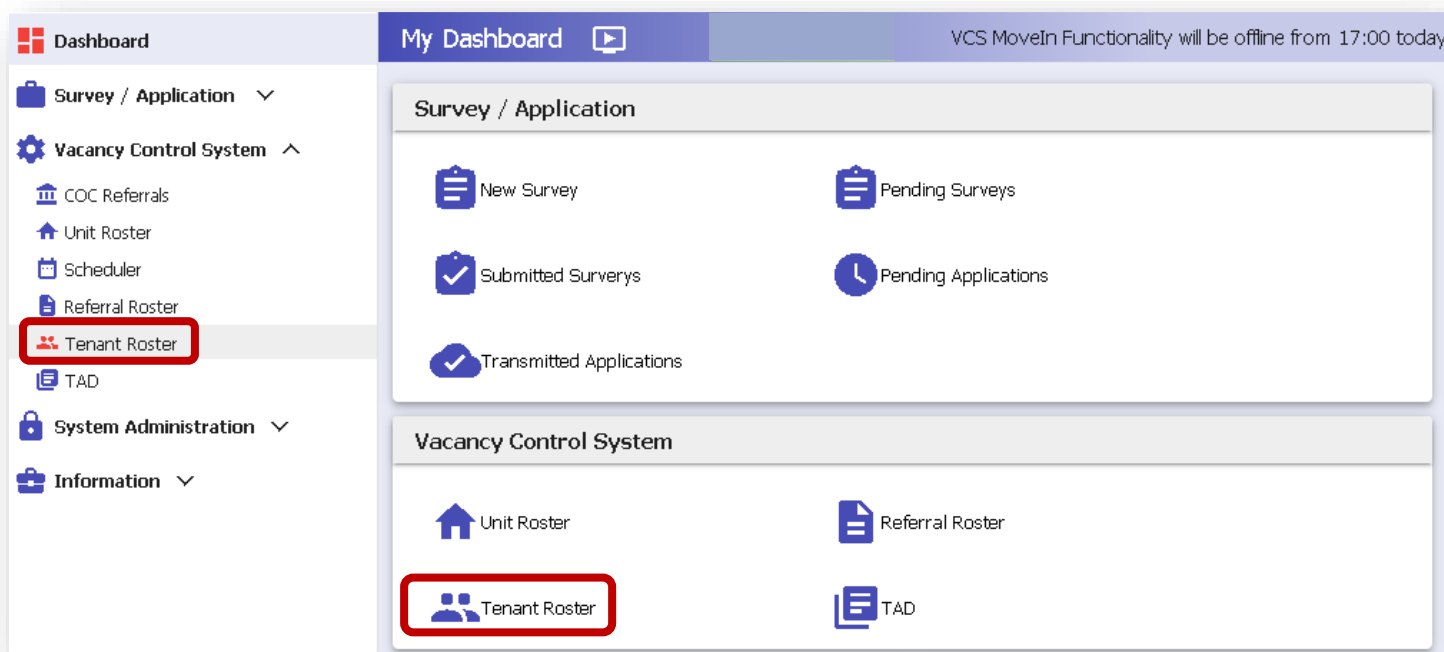


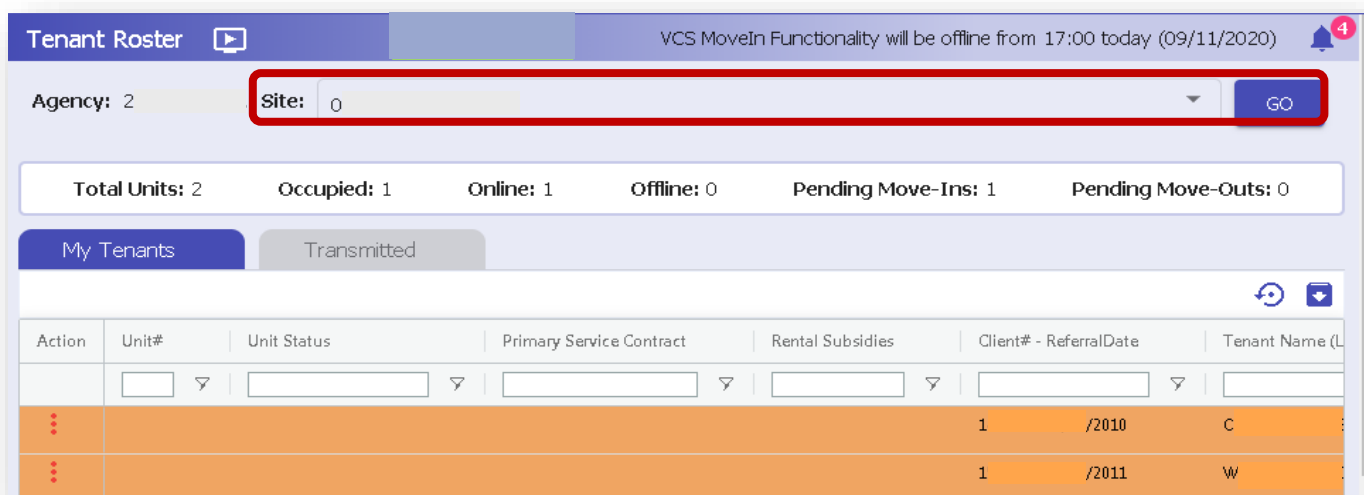
Vacancy Control System – Updating/Editing Rosters

Tenant Roster

Users can access the *Tenant Roster* in VCS from either the Left Navigational menu, or the Dashboard's main screen.



Select the Site from the drop-down menu and click GO.



Update Unit number

This feature allows providers to change a client's unit number to another online unit at the same site.

To update the *Unit Number*, click the three dots in the *Action* column to the left of the case in *Unit-Occupied* status. Select *Update Unit #* from the menu. Users can select any online unit with the same Primary Service Agreement as the original unit.

The screenshot shows a web interface for managing tenants. At the top, there are fields for 'Agency: 7' and 'Site: 0' with a 'GO' button. Below this is a summary bar with statistics: 'Total Units: 44', 'Occupied: 29', 'Online: 15', 'Offline: 0', 'Pending Move-Ins: 0', and 'Pending Move-Outs: 0'. There are two tabs: 'My Tenants' (selected) and 'Transmitted'. A table lists tenants with columns: Action, Client# - ReferralDate, Tenant Name (L,F), Unit#, Unit Status, Primary Service Contract, and Rental Subsidies. A red box highlights the 'Update Unit #' option in a dropdown menu that appears when clicking the three dots in the 'Action' column for a unit with Unit# 1B.

Action	Client# - ReferralDate	Tenant Name (L,F)	Unit#	Unit Status	Primary Service Contract	Rental Subsidies
⋮	7 /2009	S				
⋮	1 /2009	RJ				
⋮	1 /2015	E				
⋮	1 /2015	R	1B	Unit-Occupied	SMI - Singles	Section 8 - HPD, HU...
⋮	1 /2006	W	1D	Unit-Occupied	SMI - Singles	Section 8 - HPD, HPD..
⋮	1 /2008	W	2A	Unit-Occupied	SMI - Singles	Section 8 - HPD, HPD..

Select an available unit from the *Unit #* dropdown menu.

Update Existing Unit

Unit#:

If the unit number is not listed please go to the unit roster and update the unit profile to include missing unit details.

Verify

Are you sure you want to update the unit "2A" assigned to the tenant "2B" ?

Click **Yes** to verify the unit change or click **No** to cancel the action.

Once the new unit is verified, the original unit will return to *Unit-Online* status.

⋮				1B	Unit-Online	SMI - Singles
⋮	1	/2006	W	1D	Unit-Occupied	SMI - Singles
⋮				2A	Unit-Online	SMI - Singles

Updates done by Housing Providers do not need to go to the Coordinated Entry team for verification.

Delink Tenant

Many features of the unit can only be edited if the unit is unoccupied. This feature allows users to delink a client in order to make edits to the unit. For example, a tenant can be delinked from a unit to change the name from To Be Provided (TBP) to the correct unit name.

To delink a tenant from a unit, click the three dots in the *Action* column to the left of the case in *Unit-Occupied* status. Select *Delink Unit* from the menu.

The screenshot shows a web interface for managing tenants. At the top, there are fields for 'Agency: 7' and 'Site: 0' with a 'GO' button. Below this is a summary bar with statistics: 'Total Units: 44', 'Occupied: 29', 'Online: 15', 'Offline: 0', 'Pending Move-Ins: 0', and 'Pending Move-Outs: 0'. There are two tabs: 'My Tenants' (selected) and 'Transmitted'. A table lists tenants with columns: Action, Client# - ReferralDate, Tenant Name (L,F), Unit#, Unit Status, Primary Service Contract, and Rental Subsidies. The table has several rows, with one row highlighted in orange. A red box highlights the three-dot menu icon in the 'Action' column of this row. A dropdown menu is open, showing options: 'Update Tenant Profile', 'Moveout Tenant', 'Update Unit #', and 'Delink Unit'. The 'Delink Unit' option is highlighted with a red box.

Click *Yes* to delink the client from the unit or click *No* to cancel the action.

The 'Verify' dialog box contains the text: 'Are you sure you want to delink the unit "2B" assigned to the tenant "E"'. There are two buttons at the bottom: 'Yes' (blue) and 'No' (red).

Once the tenant has been successfully delinked from the unit, the client returns to the *Tenant Roster* (highlighted in orange) and the unit is put in *Unit-Online* status.

⋮	1	/2009	R				
⋮	1	/2015	E				
⋮	1	/2015	R				
⋮				1B	Unit-Online	SMI - Singles	Section 8 - HPD, HU...
⋮	1	/2006	W	1D	Unit-Occupied	SMI - Singles	Section 8 - HPD, HPD..
⋮	1	/2008	W	2A	Unit-Occupied	SMI - Singles	Section 8 - HPD, HPD..
⋮				2B	Unit-Online	SMI - Singles	HPD-HUD COC Rent...

Once the correction has been made, or the unit name changed, the client can be linked back to the unit.

Add a Tenant With or Without an HRA ID#

With an HRA ID

To add a client using the *Tenant Roster*, click on the Action Menu on the left side of the roster and select *Move In Tenant*. The *Client Search* screen will open.

If the client has a supportive housing application date **after 1/1/2013**, enter the *HRA ID #* and the *Referral Date*, then click *Search*. The system will perform a match to find the client.

Agency Name: 7 Site Name: 0 Unit#: 1A Primary Service Contract Type: NY/NY I & II -

Client Search

Please complete an application match on the client for move in to Tenant Roster. Refer to the client's determination letter in the approved supportive housing application to complete the information below. When a successful match is completed you will be directed to the Interview Outcome page. If there is no application for your client, please proceed to enter the demographic information requested.

Client First Name: test Client Last Name: test

HRA Client ID: Referral Date: MM/DD/YYYY

Search Exit

The following pop-up will appear:

Alert

It appears an invalid HRA Client # or Referral Date have been entered.
Please check the client's determination letter and ensure the information entered is correct.
Referral dates on applications prior to 1/01/2013 are not available for matching.

Select '**Cancel**' to make corrections.

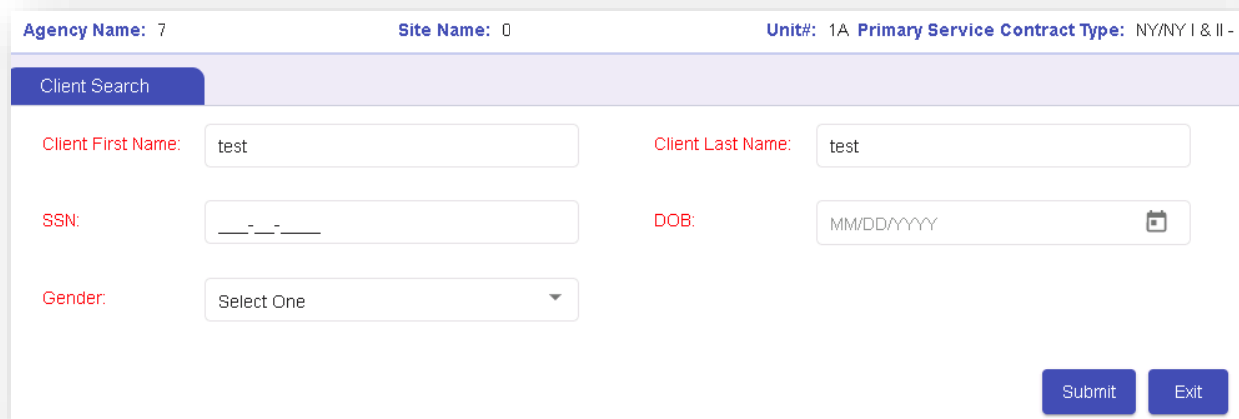
If the client does not have an approved application, select '**Proceed**' to enter the tenant's demographic information.

Proceed

Cancel

Without an HRA ID


To add a tenant to your site who has an application **before 1/1/2013** OR who does not have an HRA ID #, use the client demographic screen to enter the clients' information.



Agency Name: 7 Site Name: 0 Unit#: 1A Primary Service Contract Type: NY/NY I & II -

Client Search

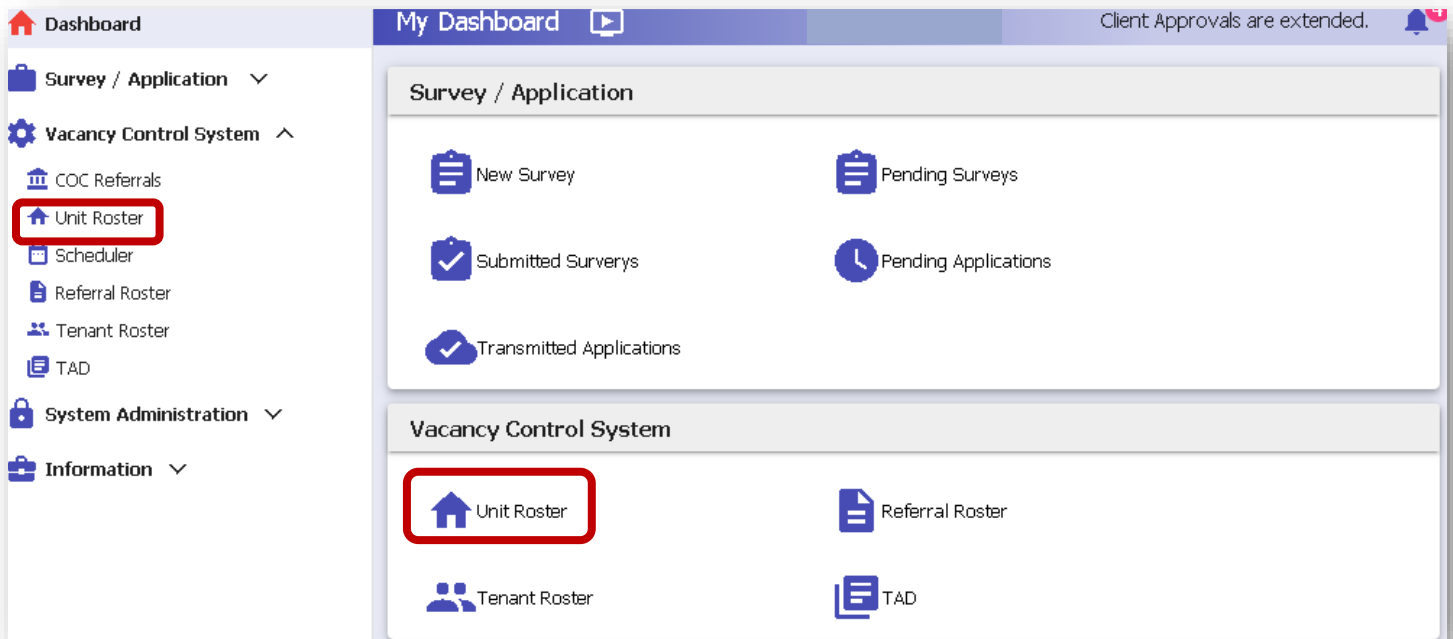
Client First Name: Client Last Name:



SSN: DOB: 

Gender:








Editing an Occupied Unit

Users can access the *Unit Roster* via the *Vacancy Control System (VCS)* from either the Left Navigational menu, or the Dashboard's main screen.



Dashboard My Dashboard  Client Approvals are extended. 






Survey / Application ▾

-  **Vacancy Control System** ▲
-  COC Referrals
-  **Unit Roster**
-  Scheduler
-  Referral Roster
-  Tenant Roster
-  TAD





System Administration ▾

Information ▾

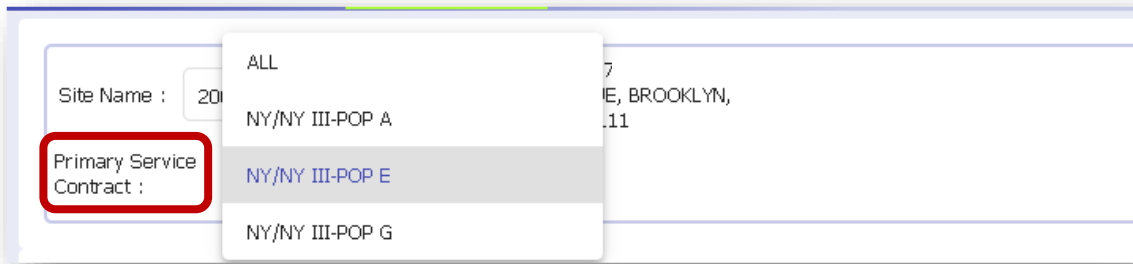
Survey / Application

-  New Survey
-  Pending Surveys
-  Submitted Surveys
-  Pending Applications
-  Transmitted Applications

Vacancy Control System

-  **Unit Roster**
-  Referral Roster
-  Tenant Roster
-  TAD

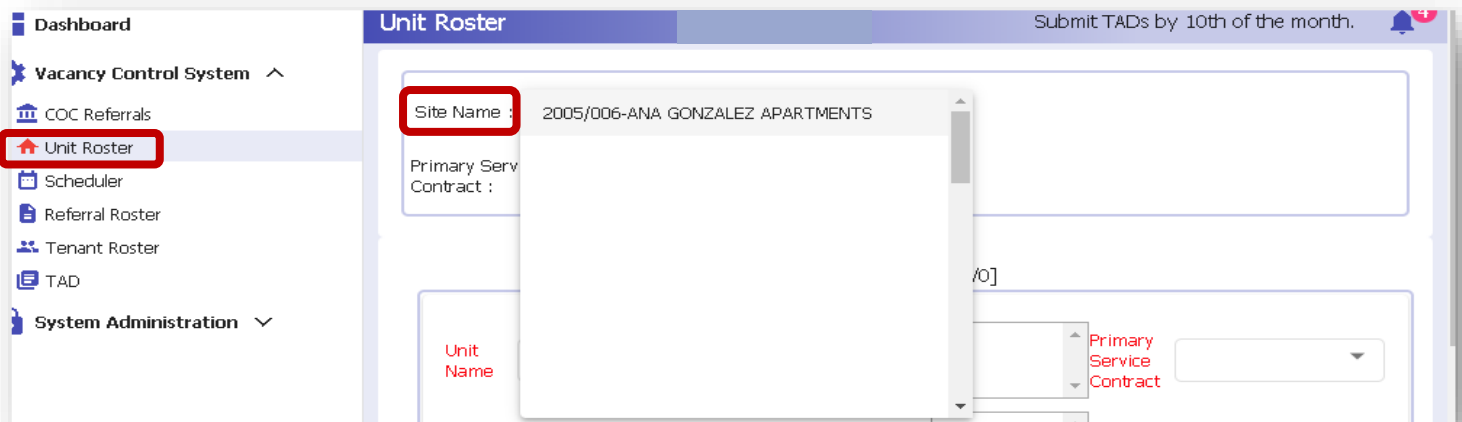
From the *Unit Roster* screen, select the site to be edited from the *Site Name* drop-down menu. The *Primary Service Contract's* drop-down menu lists all approved contracts for the site selected.



Users can select all service contract units or just one specific service contract to be edited.

CAPS provides a *Unit Roster* counter (located just above the unit details window) which provides a tally of the number of units for which information has been added in relation to the number of total units in the contract. The counter changes as unit information is entered, enabling users to keep track of progress.

A complete list of the units that have been entered for the selected site will be displayed on the bottom of the screen.



To select a unit to edit:

- Click the three dots in the *Action* column to the left of the unit to be edited
- Select *Edit Unit* from the menu

Actions	Primary Ser...	Contracting...	Unit Name	Unit T...	Unit St...	Unit Features	Rental Subsidies
⋮	NY/NY III :: PO...	OMH	1A	Studio	Unit-Offline	Private Bathroom-...	Section 8 - HPD
Edit Unit	NY/NY III :: PO...	OMH	1B	Studio	Unit-Online	Private Bathroom-...	Section 8 - HPD
Delete Unit	NY/NY III :: PO...		1C	Studio	Unit-Occu...	Private Bathroom-...	Section 8 - HPD
	NY/NY III :: PO...		1D	Studio	Unit-Online	Private Kitchen-Ye...	Section 8 - HPD

Scroll up to see the unit features at the top of the screen.

The screenshot shows a web form titled "Unit Roster [44/43]". The form contains several input fields and dropdown menus. The "Unit Name" field is highlighted with a red box and contains the value "1B". The "Primary Service Contract" dropdown is also highlighted with a red box and shows "SMI-Singles". The "Contracting Agency" dropdown is highlighted with a blue box and shows "DOHMH". The "Unit Status" dropdown is highlighted with a red box and shows "Unit-Occup...". The "Unit Type" dropdown is highlighted with a red box and shows "One-Bedro...". There are also "Unit features" and "Rental Subsidies" dropdowns. At the bottom of the form, there are two blue buttons labeled "Save" and "Clear".

The following fields are required:

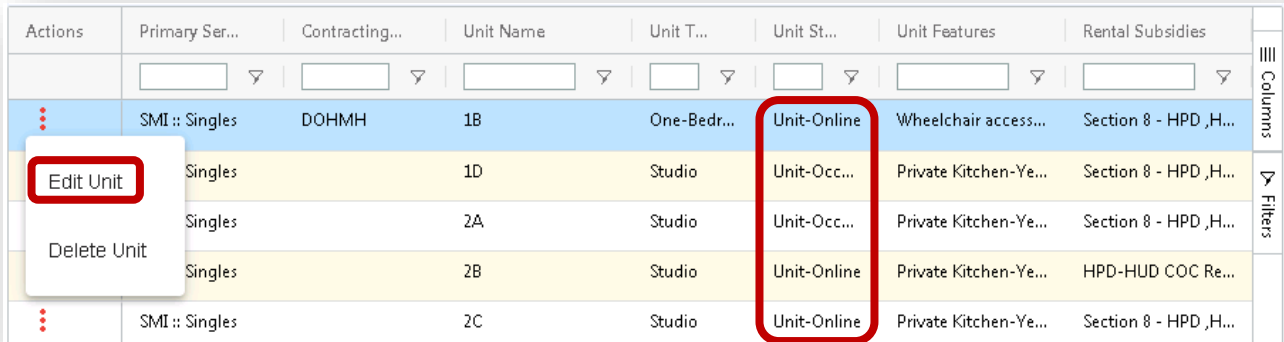
- *Unit Name* - Will be grayed out and not editable when the unit is occupied. It can be edited if the unit is Online (vacant).
- *Primary Service Contract* - Will be grayed out and not editable
- *Contracting Agency* – If DHS/SRO is the contract agency, it will be grayed out and not editable. For any other agency, or if this field is blank, it will be editable.
- *Unit Status*
 - Will be grayed out and not editable if information was previously entered.
 - Will be editable if nothing was entered when unit was originally submitted.
 - If a unit is occupied, the only way to change the status is to delink the tenant or perform a move out for the client.
- *Unit Type* - Will be editable for most agencies. If DHS/SRO is the contract agency, it will be grayed out and not editable.

Once the changes are made, select **Save**. A green pop up will appear indicating the changes were successfully completed.

Edit an Online or Offline Unit


For online/offline units, the editing functions remain the same, all fields can be edited.

To edit a unit, click the three dots in the *Action* column to the left of the case. Select *Edit Unit* from the menu.



Actions	Primary Ser...	Contracting...	Unit Name	Unit T...	Unit St...	Unit Features	Rental Subsidies
⋮	SMI :: Singles	DOHMH	1B	One-Bedr...	Unit-Online	Wheelchair access...	Section 8 - HPD ,H...
⋮	Singles		1D	Studio	Unit-Occ...	Private Kitchen-Ye...	Section 8 - HPD ,H...
⋮	Singles		2A	Studio	Unit-Occ...	Private Kitchen-Ye...	Section 8 - HPD ,H...
⋮	Singles		2B	Studio	Unit-Online	Private Kitchen-Ye...	HPD-HUD COC Re...
⋮	SMI :: Singles		2C	Studio	Unit-Online	Private Kitchen-Ye...	Section 8 - HPD ,H...

Units in *Unit-Online* status will allow all fields to be edited. Units in *Unit-Occupied* status will only allow certain fields to be edited.



Unit Roster [44/59]

Unit Name: 1B Unit features: Wheelchair accessi... Wheelchair accessible u...
Private Bathroom-No Primary Service Contract: SMI-Singles

Contracting Agency: DOHMH Rental Subsidies: Section 8 - HPD, H... Section 8 - HPD HUD COC Rental Subsi...
SRO MOD

Unit Status: Unit-Online Unit Type: One-Bedro...

Save Clear