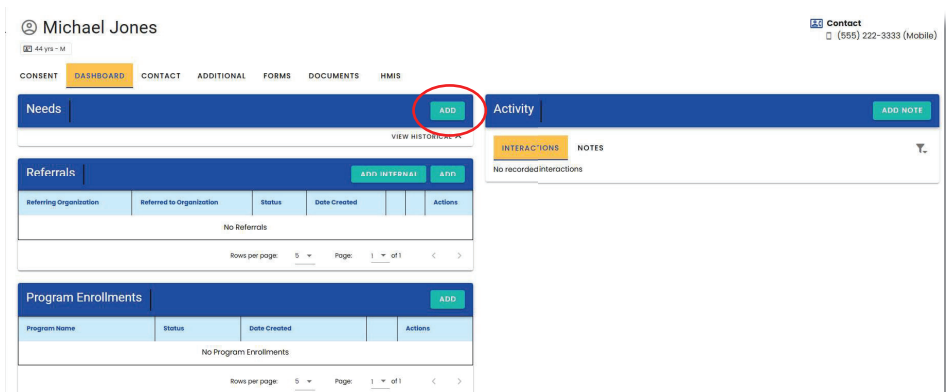




# Needs Quick Reference Guide

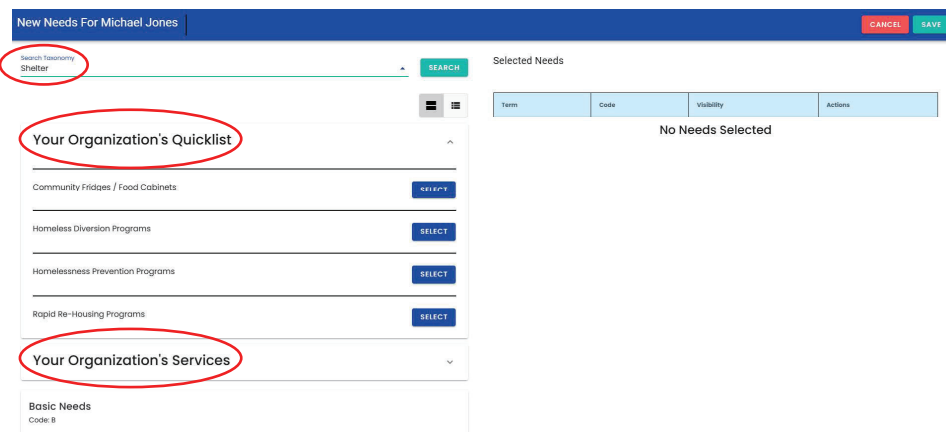
## Step 1: Add Needs

From the Dashboard of the community member you are working with, click on ADD in the Needs box.



## Step 2: Search Options for Needs

There are three sections on the community member's Needs page: Search Taxonomy, Your Organization's Quicklist, and Your Organization's Services.





## Section 1: Search Taxonomy

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Section 1 (Search Taxonomy) allows you to search by a keyword. When you enter the key word and click on SEARCH or choose a term from the resulting drop-down menu, the system will populate Sections 2 and 3 (Your Organization's Quicklist and Your Organization's Services) with options.

Search Taxonomy  
Homeless Shelter

Family Crisis Shelters  
FEMA Emergency Food / Shelter Administrative Agencies  
Foster Care / Temporary Shelter for Animals  
**Homeless Shelter**  
Homeless Shelter Pickup Sites  
Homeless Shelter Residents  
Homeless Diversion Programs

SEARCH  
SELECT  
SELECT

## Section 2: Your Organization's Quicklist

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Your Organization's Quicklist is defined during the company profile set-up done by the organization administrator. Click on SELECT next to the identified need. Once you have selected the need, it will appear on the right side of the screen. Click on SAVE.

New Needs For Michael Jones

SEARCH

Selected Needs

Term	Code	Viability	Actions
Rapid Re-Housing Programs	BH-0500.7000		REMOVE

Your Organization's Quicklist

Community Fridges / Food Cabinets  
Homeless Diversion Programs  
Homelessness Prevention Programs  
Rapid Re-Housing Programs

SELECT  
SELECT  
SELECT  
SELECT

CANCEL SAVE



## Section 3: Your Organization's Services

This section allows you to select services offered by your organization. Click SELECT next to the identified service. Once you have selected the service, it will appear on the right side of the screen as a Selected Need. Click on SAVE.

**Your Organization's Services**

**Homeless Shelter**  
Code: BH-1800.8500

Programs that provide a temporary place to stay (usually three days to two weeks), generally in dormitory-style facilities with very little privacy, for people who have no permanent housing. Also included are programs that provide motel vouchers for people who are homeless.

**Your Organization's Services**

**Community Shelters**  
Code: BH-1800.8500-150

Programs, usually sponsored by community organizations or coalitions, that provide temporary shelter for homeless people, generally in dormitory-style facilities with very little privacy. Most community shelters offer support services which may include counseling, advocacy, referrals and help with future plans; and enforce house rules including curfews and mandatory household chores. Participation in religious activities is either optional or not a part of the program. There may be differences in intake, length of stay and amenities in family oriented facilities and those that target other specific populations.

SEE CHILDREN | **SELECT**

**CANCEL** | **SAVE**

**Selected Needs**

Term	Code	Visibility	Actions
Community Shelters	BH-1800.8500-150		<b>REMOVE</b>

The need now appears on the Dashboard.

**Michael Jones**  
44 yrs - M

CONSENT | **DASHBOARD** | CONTACT | ADDITIONAL | FORMS | DOCUMENTS | HMIS

**Needs** | **ADD**

**New**

Emergency Shelter

VIEW HISTORICAL ^