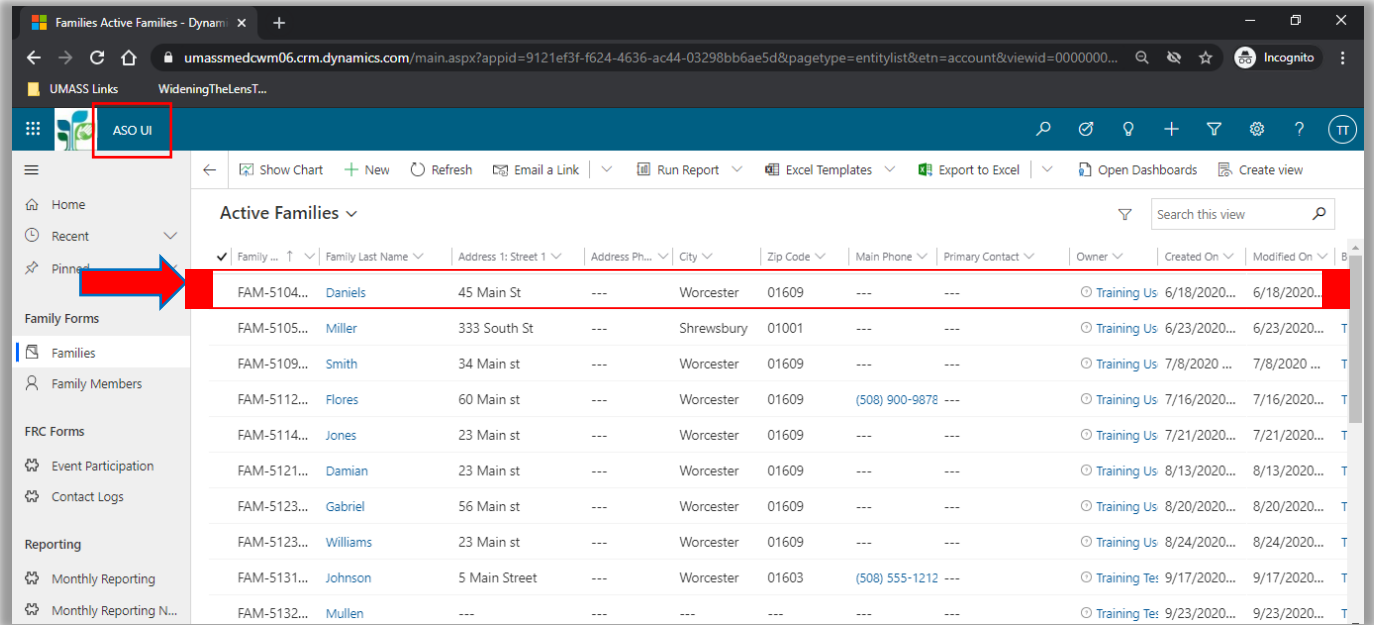


Directions for Downloading the Housing Intake Form for METAR

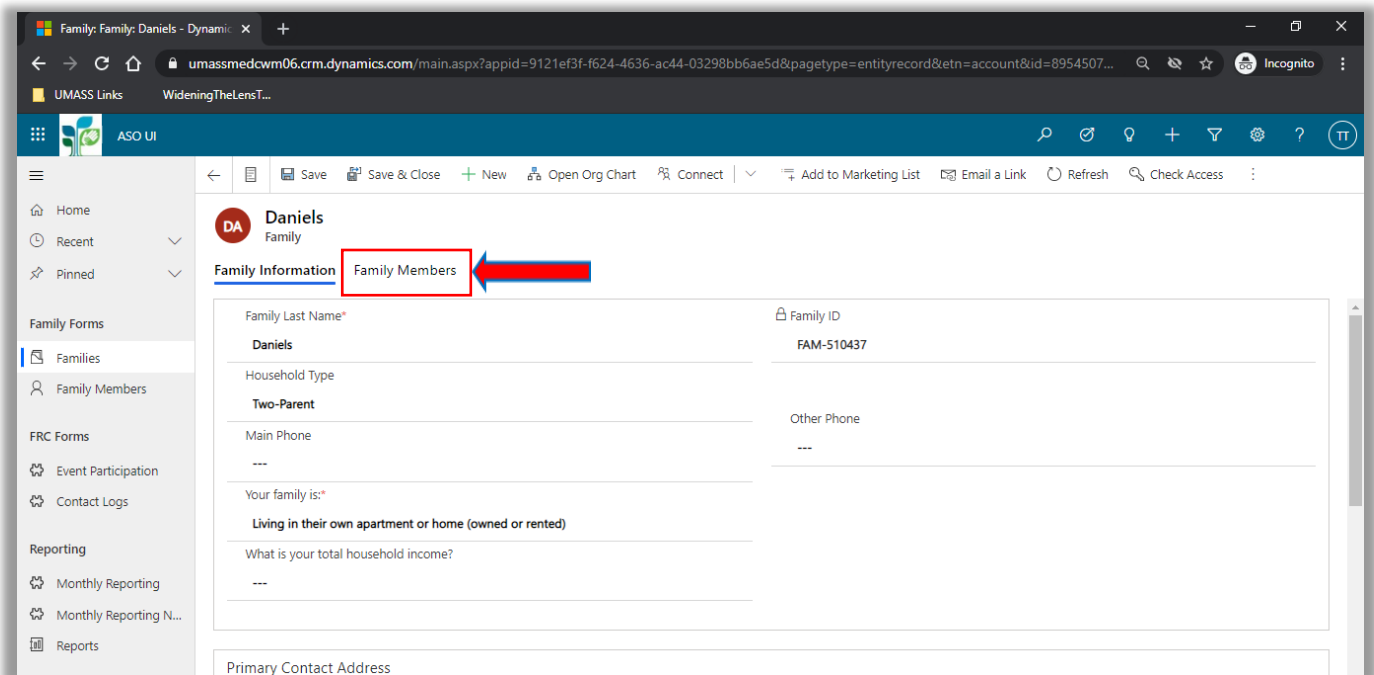
1. On the CRM homepage, check the top left corner to ensure it shows “ASO UI”. Then, select the family you are looking for (this view is the training CRM).



The screenshot shows the 'Active Families' list view in the CRM. The 'ASO UI' label is highlighted in the top left corner. A red arrow points to the first row of the table, which is highlighted with a red background. The table contains the following data:

Family ID	Family Last Name	Address 1: Street 1	Address Ph...	City	Zip Code	Main Phone	Primary Contact	Owner	Created On	Modified On
FAM-5104...	Daniels	45 Main St	---	Worcester	01609	---	---	---	6/18/2020...	6/18/2020...
FAM-5105...	Miller	333 South St	---	Shrewsbury	01001	---	---	---	6/23/2020...	6/23/2020...
FAM-5109...	Smith	34 Main st	---	Worcester	01609	---	---	---	7/8/2020 ...	7/8/2020 ...
FAM-5112...	Flores	60 Main st	---	Worcester	01609	(508) 900-9878	---	---	7/16/2020...	7/16/2020...
FAM-5114...	Jones	23 Main st	---	Worcester	01609	---	---	---	7/21/2020...	7/21/2020...
FAM-5121...	Damian	23 Main st	---	Worcester	01609	---	---	---	8/13/2020...	8/13/2020...
FAM-5123...	Gabriel	56 Main st	---	Worcester	01609	---	---	---	8/20/2020...	8/20/2020...
FAM-5123...	Williams	23 Main st	---	Worcester	01609	---	---	---	8/24/2020...	8/24/2020...
FAM-5131...	Johnson	5 Main Street	---	Worcester	01603	(508) 555-1212	---	---	9/17/2020...	9/17/2020...
FAM-5132...	Mullen	---	---	---	---	---	---	---	9/23/2020...	9/23/2020...

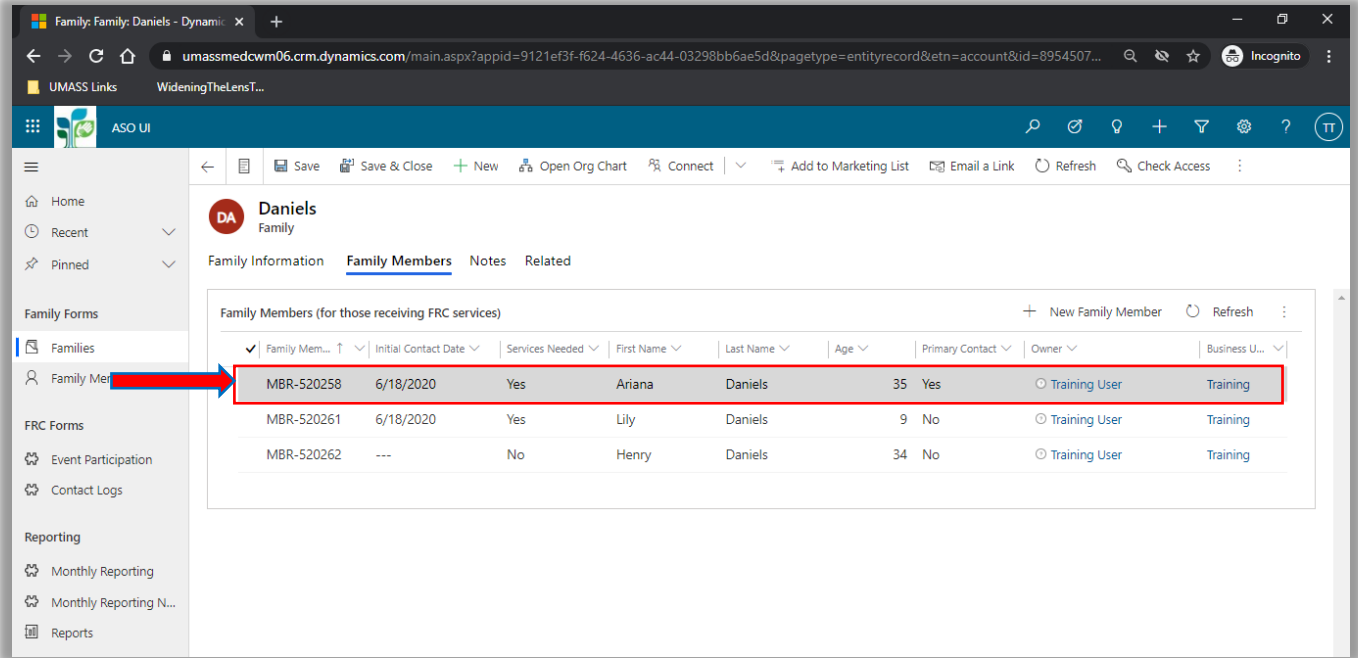
2. Select, “Family Members”.



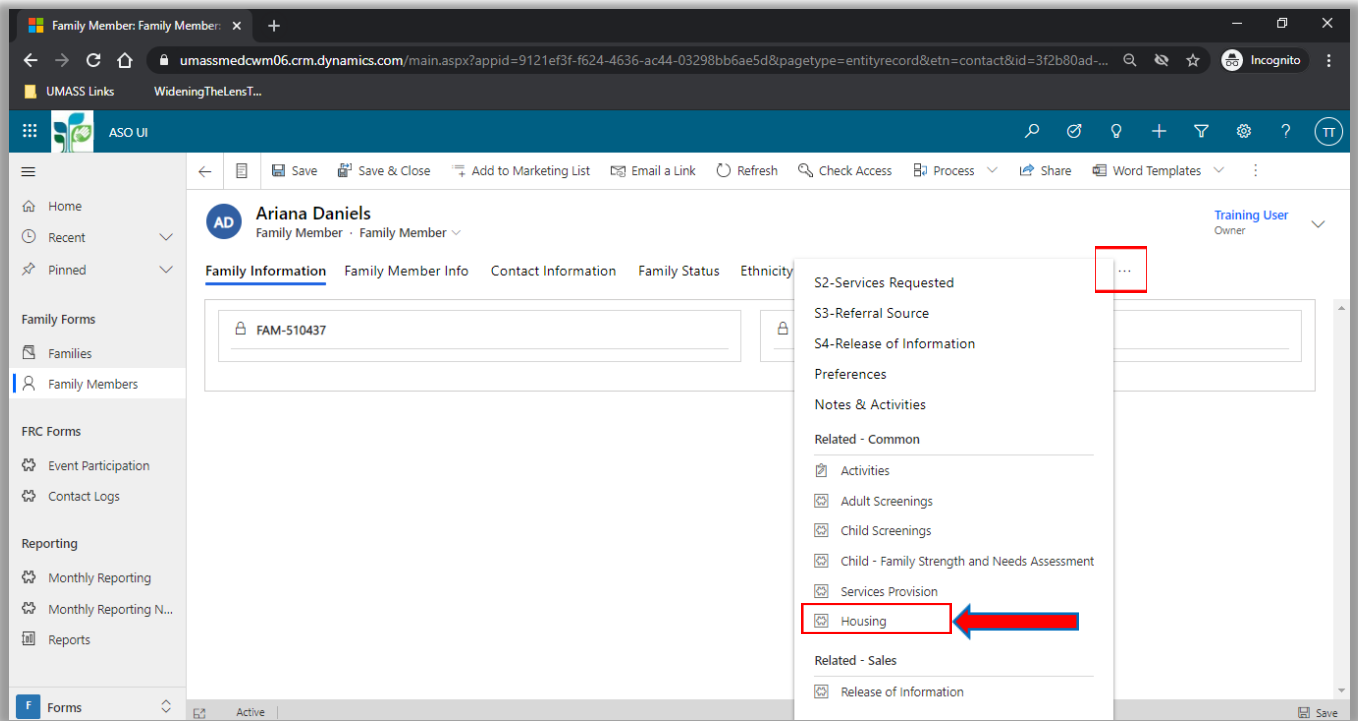
The screenshot shows the 'Family Members' view for the Daniels family. The 'Family Members' tab is highlighted with a red box and a red arrow. The view displays the following information:

- Family Information**
 - Family Last Name*: Daniels
 - Household Type: Two-Parent
 - Main Phone: ---
 - Your family is*: Living in their own apartment or home (owned or rented)
 - What is your total household income?: ---
- Family ID**: FAM-510437
- Other Phone**: ---
- Primary Contact Address**: (field is partially visible)

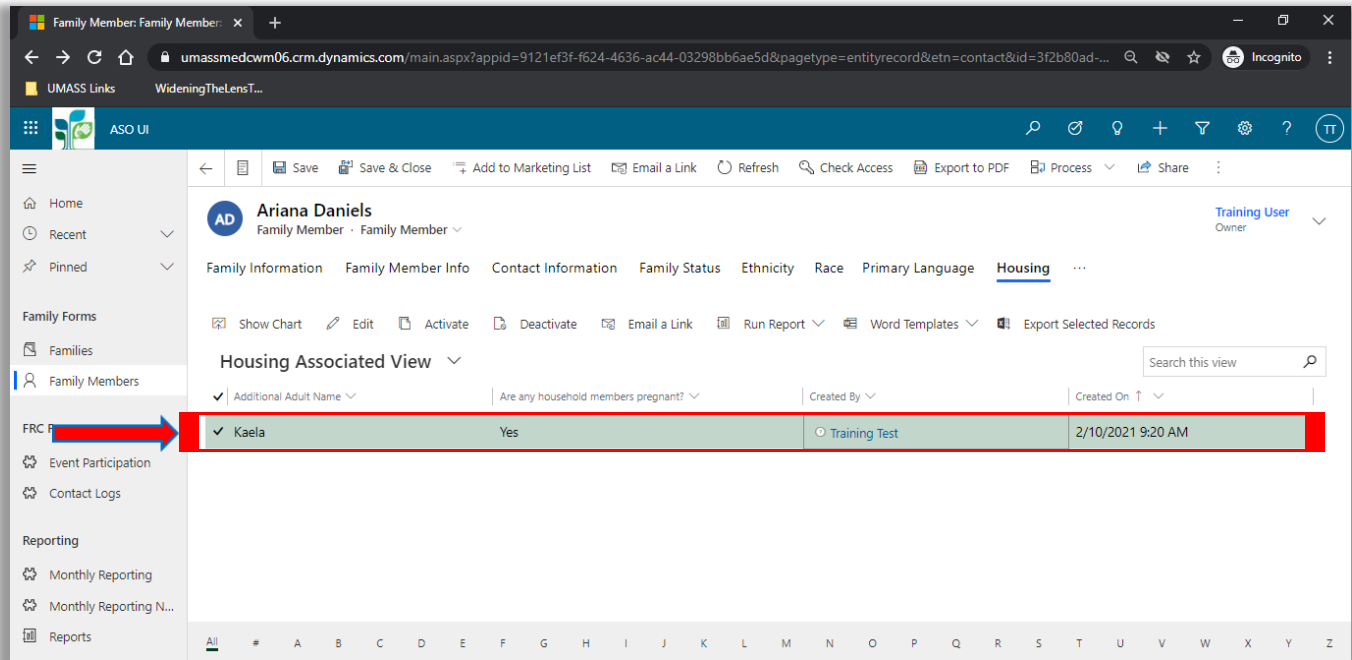
3. Select the family member you are looking for.



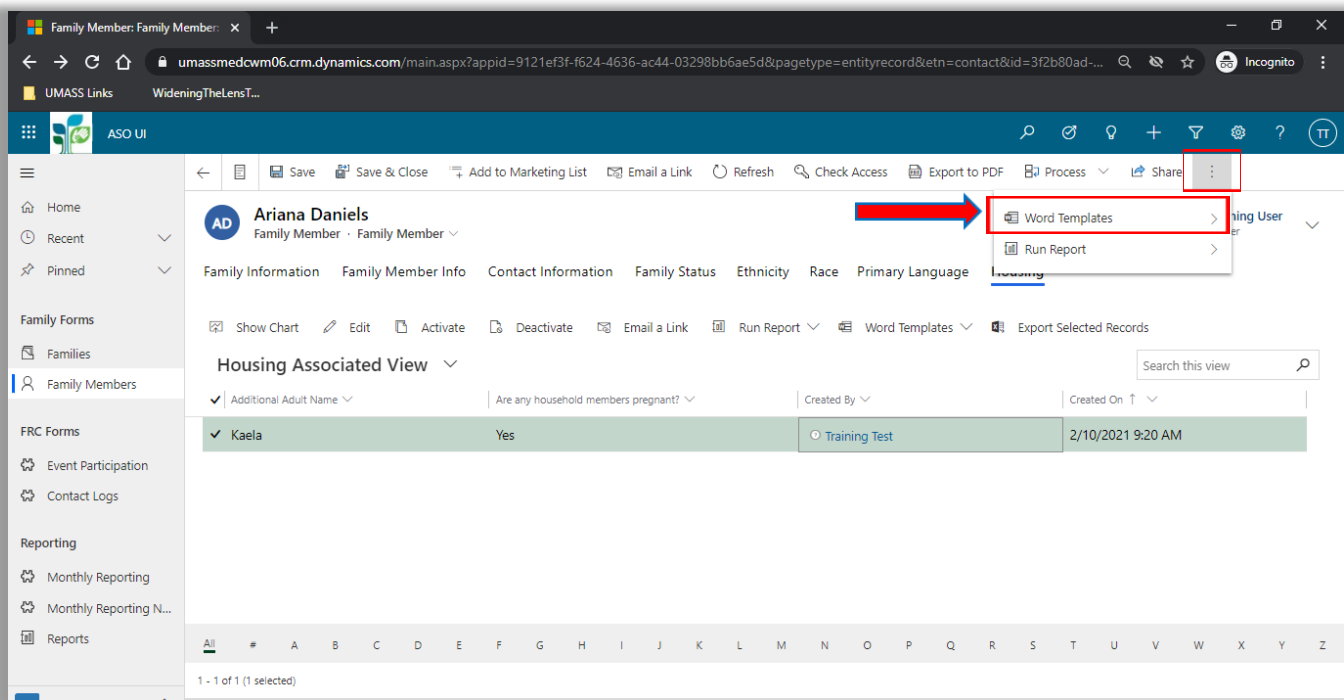
4. Select the 3 dots, then select "Housing".



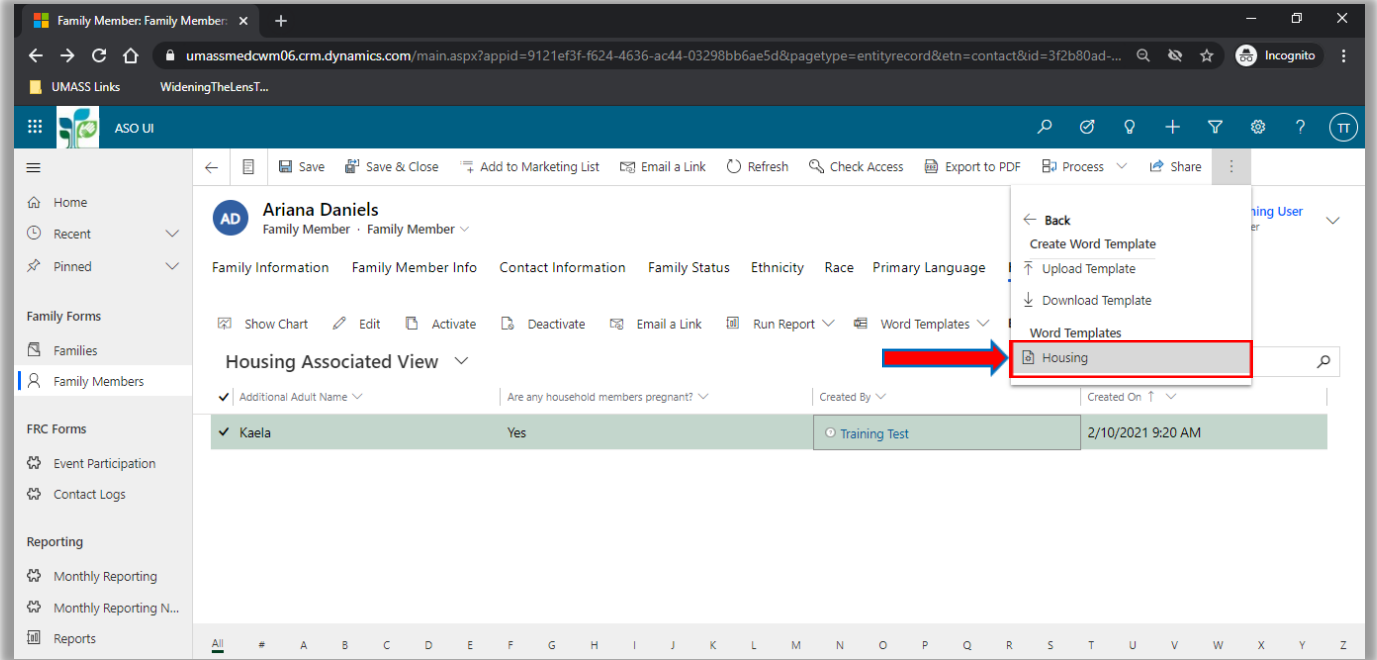
5. Enter a new housing form or select a saved housing form from the list. If entering a new form you will need to save and close it before you can print it. Select the form you want to print so that it has a check next to the row as seen below.



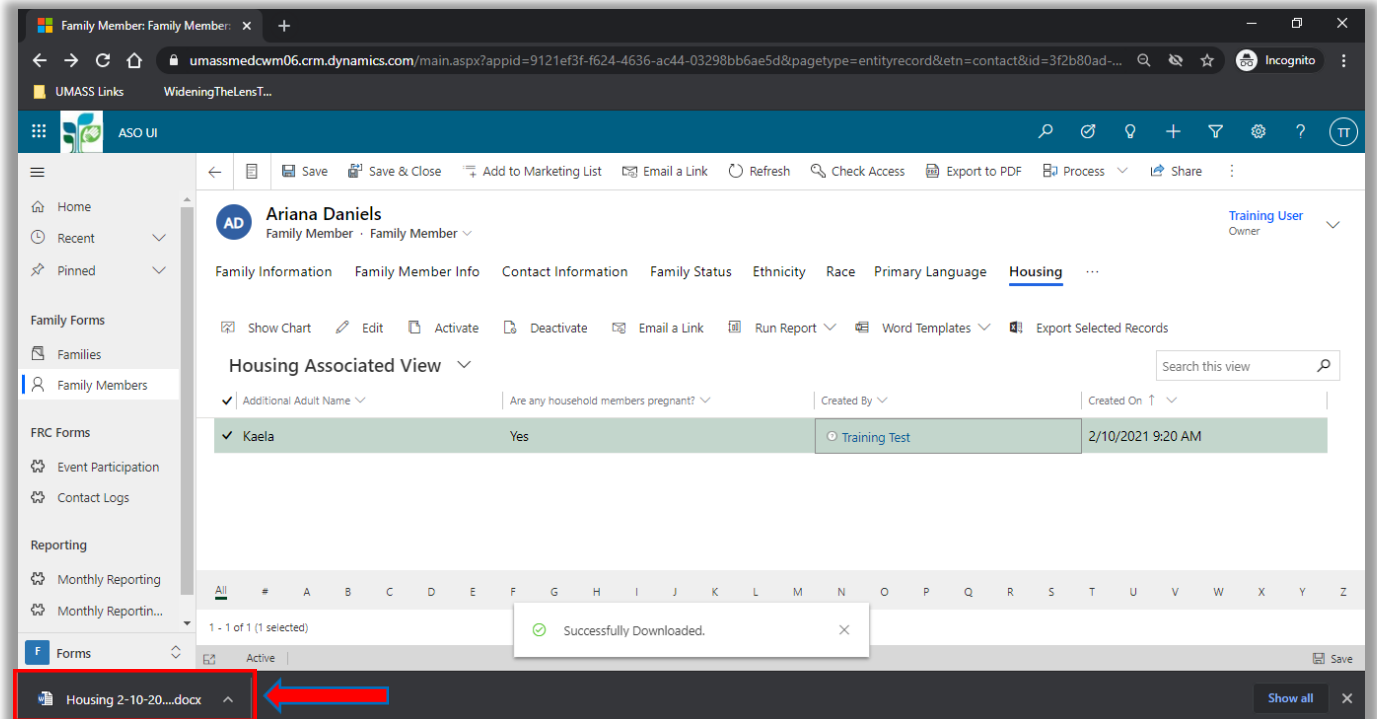
6. Next, select the 3 dots in the top right corner. Then select, "Word Templates". Make sure that you are accessing the "Word Templates" on this top navigation bar and not the one right above "Housing Associated View".



7. Under Word Templates, select "Housing".



8. Select the newly downloaded word document in the bottom left corner.



9. This will be the final product.

AutoSave 2:22 PM Housing 2-10-2021 9-22-32 AM - Protected View - Saved to this PC Dunn, Kaela

File Home Insert Design Layout References Mailings Review View Help Tell me what you want to do

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

Family Resource Centers

Email to all three managers:

Region 1 Boston Ezequiel.Lopes@mass.gov
Region 2 Western, Central, & Northeast Bonnie.Caldwell@mass.gov
Region 3 Southeast Daniel.Dessin2@mass.gov

FAMILY INTAKE FORM FOR THE EVICTION DIVERSION INITIATIVE REFERRAL TO METAR, HOMEBASE, OR EMERGENCY ASSISTANCE			
Family Member Requesting Services		Program	Initial Contact Date
Name	Ariana Daniels		6/18/2020
		Household size	3
Additional adult name		Kaela	
		Number of children	1
Proof of MA residency		Are any household members pregnant	
		Yes	
US citizen		Pregnant household member	
Housing status		Due date	
Living in their own apartment or home (owned or rented)		2/17/2021	
Family Member Contact Information			
Street Address		45 Main St	
		Apartment Number	
City/Town		State	Massachusetts
Worcester		Zip code	
		01609	
Home phone		Cell phone	
		Email	
Additional Family Information			
Emergency Contact Name		Region the Family is Applying From	
Emergency Contact Number		Housing Instability due to COVID-19	
		No	
Income		Primary Language	
		Mandarin Chinese	
Reason for Homelessness			
Eviction due to		No-fault, non-renewal of tenancy	

Page 1 of 1 197 words

Tips:

1. Click on the "Enable Editing" at the top of the page.
2. Save it to your computer.
3. Once downloaded on to your computer complete the Citizen and MA Residency questions located in the top section of the form and save.
4. METAR Intake forms are to be emailed to the 3 emails at the top of the form
5. Remember to include the RRRR Referral form