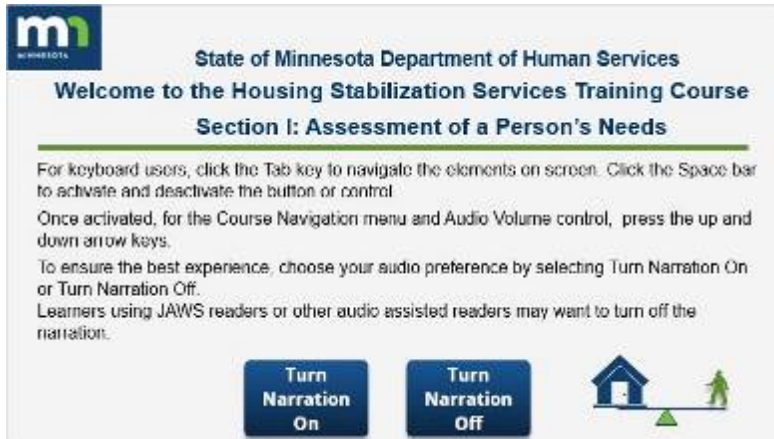


## 1. HSS Section 1 Overview

### 1.1 Welcome



#### Notes:

Welcome to the Housing Stabilization Services Training Course.

Section 1: Assessment of a Person's Needs.

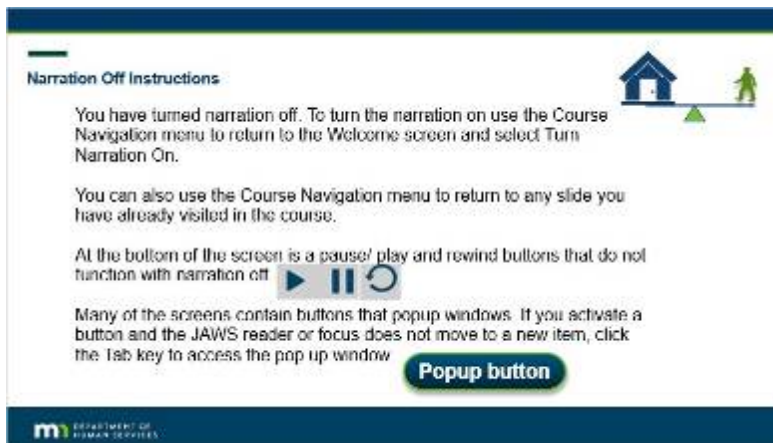
For keyboard users, click the Tab key to navigate the elements on screen. Click the Space bar to activate and deactivate the button or control.

Once activated, for the Course Navigation menu and Audio Volume control, press the up and down arrow keys.

To ensure the best experience, choose your audio preference by selecting Turn Narration On or Turn Narration Off.

Learners using JAWS readers or other audio assisted readers may want to turn off the narration.


## 1.2 Narration Off




**Narration Off Instructions**

You have turned narration off. To turn the narration on use the Course Navigation menu to return to the Welcome screen and select Turn Narration On.

You can also use the Course Navigation menu to return to any slide you have already visited in the course.

At the bottom of the screen is a pause/ play and rewind buttons that do not function with narration off 

Many of the screens contain buttons that popup windows. If you activate a button and the JAWS reader or focus does not move to a new item, click the Tab key to access the pop up window

**Popup button** 

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### Notes:

You have turned narration off. To turn the narration on use the Course Navigation menu to return to the Welcome screen and select Turn Narration On.

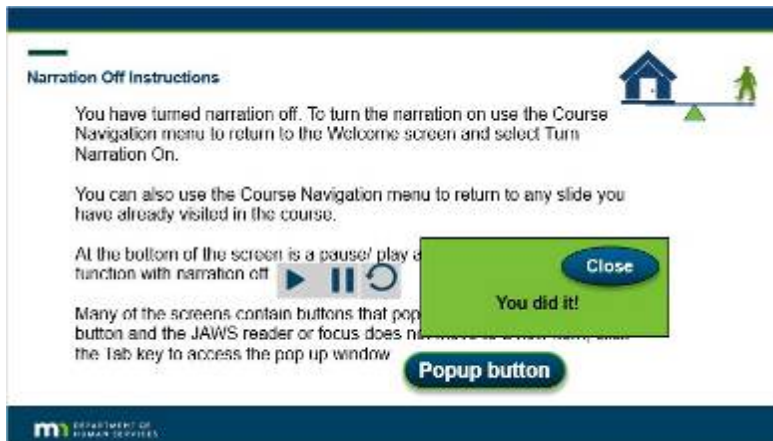
You can also use the Course Navigation menu to return to any slide you have already visited in the course.

At the bottom of the screen is a pause/ play and rewind buttons that do not function with narration off.

Many of the screens contain buttons that popup windows.

If you activate a button and the JAWS reader or focus does not move to a new item, click the Tab key to access the pop up window.

## Popup (Slide Layer)



**Narration Off Instructions**

You have turned narration off. To turn the narration on use the Course Navigation menu to return to the Welcome screen and select Turn Narration On.

You can also use the Course Navigation menu to return to any slide you have already visited in the course.

At the bottom of the screen is a pause/ play function with narration off.

Many of the screens contain buttons that pop up a window when clicked. The JAWS reader or focus does not see the Tab key to access the pop up window.

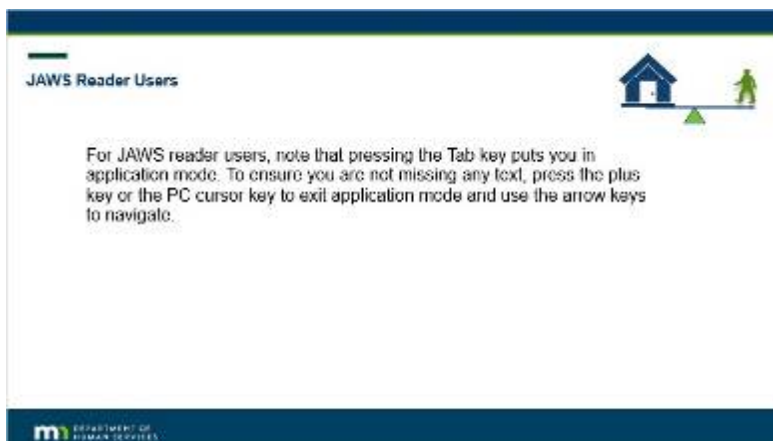
**Close**

**You did it!**

**Popup button**

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### 1.3 JAWS Reader Users



**JAWS Reader Users**

For JAWS reader users, note that pressing the Tab key puts you in application mode. To ensure you are not missing any text, press the plus key or the PC cursor key to exit application mode and use the arrow keys to navigate.

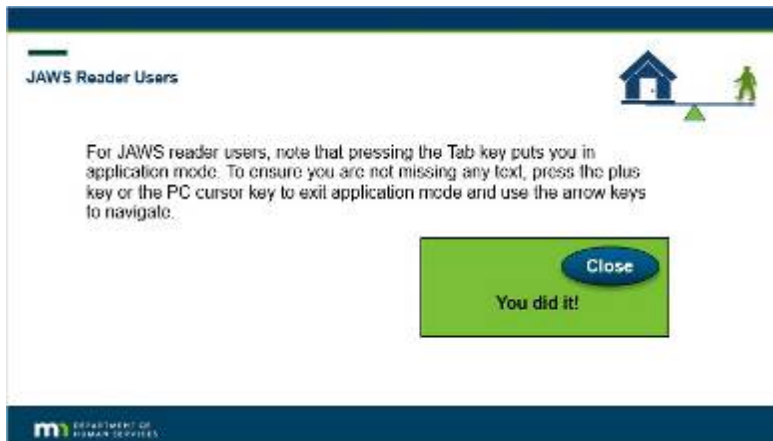
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#### Notes:

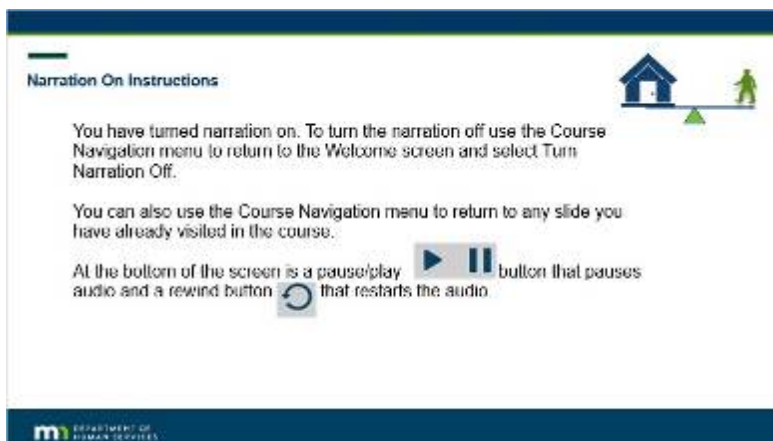
For JAWS reader users, note that pressing the Tab key puts you in application mode.

To ensure you are not missing any text, press the plus key or the PC cursor key to exit application mode and use the arrow keys to navigate.

## Popup (Slide Layer)



## 1.4 Narration On



### Notes:

You have turned narration on.

To turn the narration off use the Course Navigation menu to return to the Welcome screen and select Turn Narration Off.

You can also use the Course Navigation menu to return to any slide you have already visited in the course.

At the bottom of the screen is a pause/play button that pauses audio and a rewind button that restarts the audio.

## 2. HB101 Overview

### 2.1 Introduction

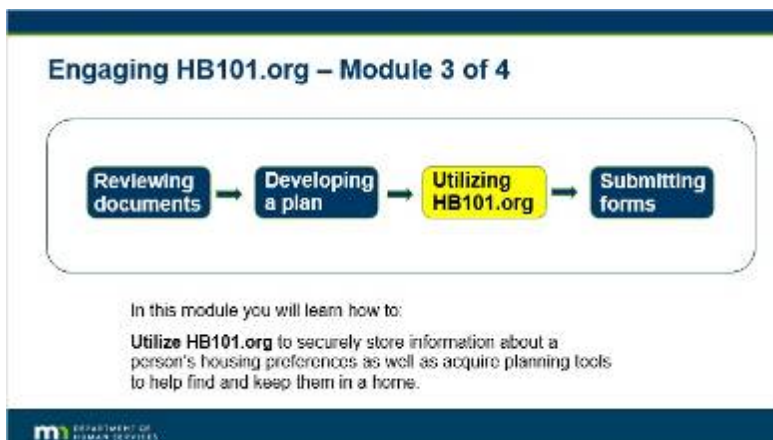


#### Notes:

Welcome to Housing Stabilization Services Section 1: Assessment of a Person's Needs: Module Three: HB101.org

Estimated Completion Time: 25 minutes

### 2.2 Engaging HB101.org – Module 3 of 4



#### Notes:

Engaging HB101.org- Module 3 of 4

In this module you will learn how to:

**Utilize HB101.org** to securely store information about a person's housing preferences as well as acquire planning tools to help find and keep them in a home.

## 2.3 Objectives



**Objectives**

When you have completed this module, you will be able to:

- Set up an account with a user login on HB101
- Request a Professional HB101 role
- Access Vault tutorial videos
- Store and exchange provider and person information using the functions of the "Vault" on HB101 including "Pro Files" and "Pro Contacts" features, and
- Work on housing needs with a recipient using the functions of "Paths" on HB101

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### Notes:

#### Objectives

When you have completed this module you will be able to:

Set up an account with a user login on HB101

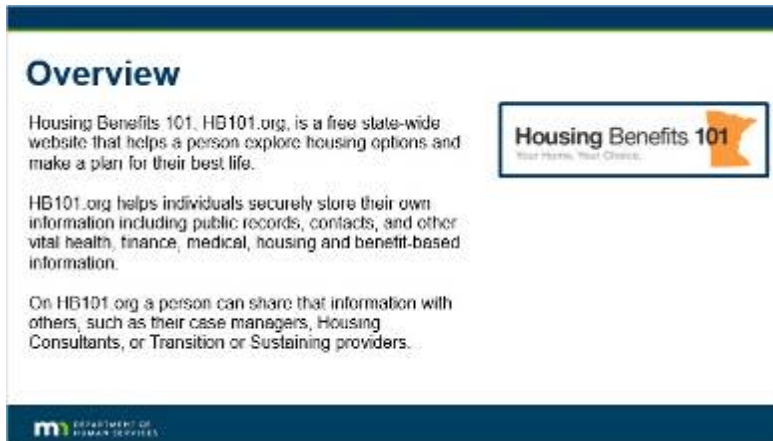
Request a Professional HB101 role

Access Vault tutorial videos

Store and exchange provider and person information using the functions of the "Vault" on HB101 including "Pro Files" and "Pro Contacts" features, and

Work on housing needs with a recipient using the functions of "Paths" on HB101

## 2.4 Overview



The screenshot shows a webpage titled "Overview" for "Housing Benefits 101". The text describes the website as a free state-wide tool for exploring housing options and storing personal information. A logo for "Housing Benefits 101" with the tagline "Your Home. Your Choice." is visible. The footer includes the Michigan Department of Human Services logo.

**Overview**

Housing Benefits 101, HB101.org, is a free state-wide website that helps a person explore housing options and make a plan for their best life.

HB101.org helps individuals securely store their own information including public records, contacts, and other vital health, finance, medical, housing and benefit-based information.

On HB101.org a person can share that information with others, such as their case managers, Housing Consultants, or Transition or Sustaining providers.

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### Notes:

#### Overview

Housing Benefits 101, HB101.org, is a free state-wide website that helps a person explore housing options and make a plan for their best life.

HB101.org helps individuals securely store their own information including public records, contacts, and other vital health, finance, medical, housing and benefit-based information.


On HB101.org a person can share that information with others, such as their case managers, Housing Consultants, or Transition or Sustaining providers.


## 2.5 Professionals

### Professionals

Professionals can use HB101 to securely store files related to their contacts and to share important files with their recipients.

As a Housing Consultant or Transition/Sustaining provider, you can create a professional account for yourself.





### Notes:

#### Professionals

Professionals can use HB101 to securely store files related to their contacts and to share important files with their recipients.

As a Housing Consultant or Transition/Sustaining provider, you can create a professional account for yourself.

## 2.6 HB101 – Scenario Example

### HB101 – Scenario Example

*Let's look at an example of how you can use HB101.*

Sybil Clark enters your office looking for housing. She has documents that confirm her eligibility for housing stabilization services.

Creating an HB101 account will allow Sybil to share information with you and access beneficial information.

Complete the "Housing Needs & Wants" HB101 path with Sybil so you can learn more about her housing needs and wants, and assist her in choosing the best possible Transition Provider.





### Notes:

#### HB101 - Scenario Example

*Lets look at an example of how you can use HB101.*



Sybil Clark enters your office looking for housing. She has documents that confirm her eligibility for housing stabilization services.

Creating an HB101 account will allow Sybil to share information with you and access beneficial information.

Complete the "Housing Needs & Wants" HB101 path with Sybil so you can learn more about her housing needs and want, and assist her in choosing the best possible Transition Provider.

## 2.7 HB101 – Scenario Example

## HB101 – Scenario Example

*Let's look at an example of how you can use HB101.*

**The "Housing Needs & Wants" path uncovers basic needs and wants as well as needs and wants for accessibility and services**

By working with people like Sybil to complete the "Housing Needs & Wants" path you will understand how to help them find stable housing.

**Notes:**

## HB101 - Scenario Example

Let's look at an example of how you can use HB101.

The "Housing Needs & Wants" path uncovers basic needs and wants as well as needs and wants for accessibility and services.

By working with people like Sybil to complete the “Housing Needs & Wants” path you will understand how to help them find stable housing.


## 2.8 Account Setup Overview


### Account Setup Overview

Setting up an account on HB101 as a professional gives you an easy-to-use and secure way to discover, share and store important information for people at no cost to you.

This includes details about recipients' desires, goals, and needs for housing. The available paths on HB101 will assist you in generating a more detailed housing-focused person centered plan.

All information recipients create on HB101 can be shared with you securely and will remain on HB101. To securely receive information from recipients on HB101, both you and the recipient will need to have an account.





### Notes:

#### Account Setup Overview

Setting up an account on HB101 as a professional gives you an easy-to-use and secure way to discover, share and store important information for people at no cost to you.


This includes details about recipients' desires, goals, and needs for housing. The available paths on HB101 will assist you in generating a more detailed housing-focused person centered plan.

All information recipients create on HB101 can be shared with you securely and will remain on HB101. To securely receive information from recipients on HB101, both you and the recipient will need to have an account.

## 2.9 Knowledge Check

### Knowledge Check


*True or False. Select the correct answer.*



**HB101 is a pay based system.**

True

False



### Notes:

#### Knowledge Check

*True or False. Select the correct answer.*

HB101 is a pay based system.

### Correct (Slide Layer)




### Incorrect (Slide Layer)



## 2.10 Knowledge Check

**Knowledge Check**  
*True or False. Select the correct answer.*



HB101 provides an easy-to-use secure way to share and store important information.

☐ True ☐ False

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### Notes:

#### Knowledge Check

*True or False. Select the correct answer.*

HB101 provides an easy-to-use secure way to share and store important information.

### Correct (Slide Layer)

**Know**  
*True or*

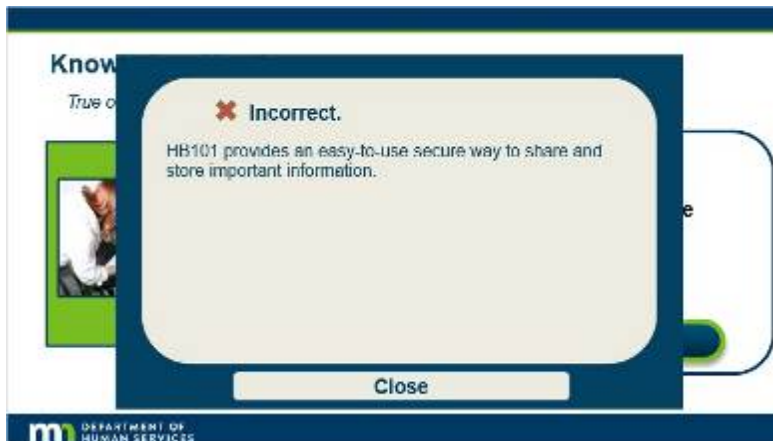


✓ **Correct!**

HB101 provides an easy-to-use secure way to share and store important information.

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## Incorrect (Slide Layer)



## 3. Account Setup

### 3.1 Account Setup – How-to

A screenshot of a webpage titled 'Account Setup – How-to'. The page includes the following text: 'Let's walk through how to set up an HB101 account as a Housing Professional.' followed by 'Please note that HB101 uses the same account logins as Disability Hub MN and DB101. If you already have an account on either of those sites, then you can use them to login to HB101.' and 'Depending on whether or not you already have an account on any of the above locations, this can be done with two processes. The first process is setting up an account for the first time, and designating yourself as a Housing Professional. The second process is designating yourself as a professional if you already have an account.' To the right of the text is a small image of the HB101 website interface. The Minnesota Department of Human Services logo is in the bottom left corner.

#### Notes:

#### Account Setup - How-to

*Let's walk through how to set up an HB101 account as a Housing Professional.*

Please note that HB101 uses the same account logins as Disability Hub MN and DB101. If you already have an account on either of those sites, then you can use them to login to HB101.

Depending on whether or not you already have an account on any of the above locations, this can be done with two processes. The first process is setting up an account for the first time, and designating yourself as a Housing Professional. The second process is designating yourself as a professional if you already have an account.

## 3.2 Account Setup

### Account Setup

Walk through the following screenshots to learn how to set up an account with a user login on HB101.org

**Step 1.**

Visit [hb101.org](http://hb101.org) and click "Register."

Get a Vault Account!



### Notes:

#### Account Setup

Walk through the following screenshots to learn how to set up an account with a user login on HB101.org

#### Step 1.


Visit [hb101.org](http://hb101.org) and click "Register".

## 3.3 Account Setup

### Account Setup

**Step 2.**

Enter your email and a password with at least 1 special character (e.g., !, \*, etc.).



### Notes:

#### Step 2.

Enter your email and a password with at least 1 special character (e.g., 7, !, \*, etc.).

### 3.4 Account Setup

The screenshot shows a web-based registration form titled "Step 3. Register". The form includes fields for Email, Password, and Confirm Password. Below these is a dropdown menu for "Organization" which is circled in red. An arrow points to this dropdown menu. The background of the form shows a blurred image of a person's face. At the bottom of the form is a blue button labeled "Next: Review & Submit".

**Account Setup**

**Step 3.**

Select the appropriate organization from the drop down menu, e.g., County, Tribal Government, State Agency, etc., or pick "Other Provider Agency" if the Organization options do not apply.

**Step 3. Register**

We appreciate you taking another step to protect yourself and your data on our site. Please complete the following information.

Email: [text input]  
Password: [text input]  
Confirm Password: [text input]  
**Organization:** [dropdown menu]  
County: [text input]  
Unassigned Care Organization: [text input]  
Tribal Government: [text input]  
Obesity Help Hub: [text input]  
State Agency: [text input]

[Next: Review & Submit](#)

#### Notes:

##### Step 3.

Select the appropriate organization from the drop down menu, e.g., County, Tribal Government, State Agency, etc., or pick "Other Provider Agency" if the Organization options do not apply.

### 3.5 Account Setup

## Account Setup

**Step 4.**

Check the box, "I'm a housing professional and need Vault Pro tools."



Notes:

Step 4.


Check the box, "I'm a housing professional and need Vault Pro tools."

### 3.6 Account Setup

## Account Setup

**Step 5.**

Once you have provided an email, confirmed your password, selected the appropriate organization, and checked the box, "I'm a housing professional and need Vault Pro tools", click the Submit button.



Notes:

Step 5.



Once you have provided an email, confirmed your password, selected the appropriate organization, and checked the box, "I'm a housing professional and need Vault Pro tools", click the Submit button.

### 3.7 Account Setup – Your turn

**Account Setup – Your turn**

Okay, now it's your turn! Follow the tutorial instructions and set up an account on [HB101.org](http://HB101.org). You can also click on [Get a Vault Account!](#) to learn more and see video.

**Step 1.**  
Visit [HB101.org](http://HB101.org) and click "Register".

**Step 2.**  
Enter your email and a password with at least 1 special character (e.g., !, \*, etc.).

**Step 3.**  
Select the appropriate organization from the drop down menu, or pick "Other Provider Agency" if the Organization options don't apply.

**Step 4.**  
Check the box, "I'm a housing professional and need Vault Pro tools."

**Step 5.**  
Click the Submit button.

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#### Notes:

#### Account Setup - Your turn

Okay, now it's your turn! Follow the tutorial instructions and set up an account on [HB101.org](http://HB101.org)

##### Step 1.

Visit [HB101.org](http://HB101.org) and click "Register".

##### Step 2.

Enter your email and a password with at least 1 special character (e.g., !, \*, etc.).

##### Step 3.

Select the appropriate organization from the drop down menu, or pick "Other Provider Agency" if the Organization options don't apply.

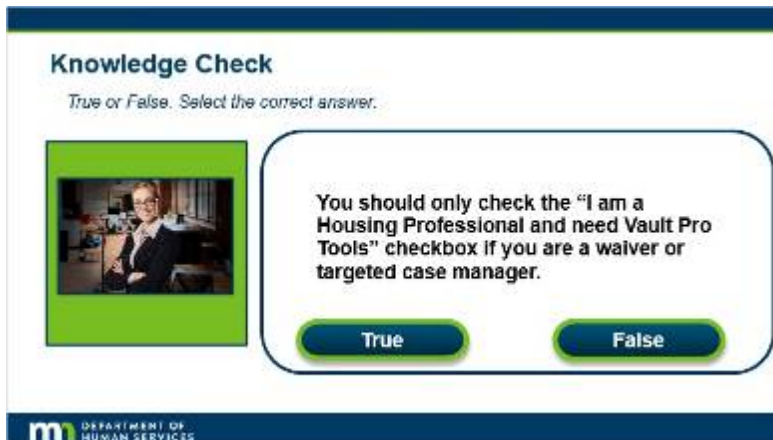
##### Step 4.

Check the box, "I'm a housing professional and need Vault Pro tools."


##### Step 5.

Click the Submit button.

### 3.8 Knowledge Check



**Knowledge Check**  
*True or False. Select the correct answer.*



You should only check the "I am a Housing Professional and need Vault Pro Tools" checkbox if you are a waiver or targeted case manager.

**True** **False**

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#### Notes:

#### Knowledge Check

*True or False. Select the correct answer.*

You should only check the "I am a Housing Professional and need Vault Pro Tools" checkbox if you are a waiver or targeted case manager.

#### Correct (Slide Layer)



**Know**  
*True o*



**Correct!**

You should also check the "I am a Housing Professional and need Vault Pro Tools" checkbox if you are a Housing Consultant.

**Close**

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## Incorrect (Slide Layer)



## 4. Request a Professional Role on HB101.org

### 4.1 HB101 Professional Role - Scenario



#### Notes:

##### HB101 Professional Role - Scenario

*Read the following scenario.*

Liza Dufresne is a 36 year old woman experiencing homelessness in Shakopee, MN.

She has the documentation and is ready to apply for the housing stabilization services program. All Liza's information is stored on HB101.

She wants to share it with you and have you walk through the paths for her.

## 4.2 HB101 Professional Role - Capabilities

### HB101 Professional Role - Capabilities

To be able to share information with Liza and allow Liza to share information with you, you do not need to be designated as a professional on HB101.

However, the professional role gives you more advanced file management capabilities, plus the ability to do activities on behalf of an individual like Liza, who requested that.

When you have been designated with a Housing Professional role, you get a separate file folder for each contact you have on HB101 (the contacts are managed in the Contacts tab).





### Notes:

#### HB101 Professional Role - Capabilities

To be able to share information with Liza and allow Liza to share information with you, you do not need to be designated as a professional on HB101. However, the professional role gives you more advanced file management capabilities, plus the ability to do activities on behalf of an individual like Liza, who requested that.

When you have been designated with a Housing Professional role, you get a separate file folder for each contact you have on HB101 (the contacts are managed in the Contacts tab).

## 4.3 HB101 - Request a Pro Role

### HB101 - Request a Pro Role

As mentioned, the Professional role on HB101 allows you to perform activities on behalf of individuals like Liza.

If you did not select the "Vault Pro tools" access when registering, then in order to receive a MN Housing Professional role on HB101 you will have to request one. *All requests are accepted.*

Let's walk through the quick process to request a Pro HB101 role. We recommend you sign up for a pro role on HB101 now. We'll provide a "Your turn" slide at the end of this sequence to do so.





## Notes:

### HB101 - Request a Pro Role

As mentioned, the Professional Role on HB101 allows you to perform activities on behalf of individuals like Liza.

If you did not select the “Vault Pro tools” access when registering, then in order to receive a MN Housing Professional role on HB101 you will have to request one. All requests are accepted.

Let's walk through the quick process to request a Pro HB101 role. We recommend you sign up for a pro role on HB101 now. We'll provide a “Your turn” slide at the end of this sequence to do so.

## 4.4 How To Request a Professional Role



The slide is titled "How To Request a Professional Role" in a large, bold, dark blue font. Below the title, there is a subtitle in italics: "Let's walk through how to request a Housing Professional role". The main body of the slide contains two paragraphs of text. The first paragraph states: "If you did not just sign up for HB101 on the previous sequence, because you already had an account, designating yourself as a professional is a very quick process." The second paragraph states: "By becoming a professional, you will also be able to create and store documents and information on behalf of recipients, work through paths on HB101 with them, as well as monitor their progress as they complete activities." To the right of the text is a screenshot of the HB101 web application interface, showing a user profile and various navigation options. At the bottom of the slide, there is a logo for the "DEPARTMENT OF HUMAN SERVICES" with a stylized 'm' icon.

## Notes:

### How To Request a Professional Role

*Let's walk through how to request a Housing Professional role*

If you did not just sign up for HB101 on the previous sequence, because you already had an account, designating yourself as a professional is a very quick process.

By becoming a professional, you will also be able to create and store documents and information on behalf of recipients, work through paths on HB101 with them, as well as monitor their progress as they complete activities.

## 4.5 Request a Pro Role

### Request a Pro Role

**Step 1.**

*Log in to your regular account on the HB101 website, and click on "Profile".*

[MN Housing Professional Role](#)

A screenshot of the HB101 website. At the top, there's a navigation bar with links: HOME, MY PROFILE, REQUEST A PRO ROLE, MY ACCOUNT, and PARTNERS. Below the navigation bar, there's a large banner with the text "Step 1." and an arrow pointing to a circular icon. The banner also features a photo of two people smiling. Below the banner, there's a section titled "Please log in to your regular account on the HB101 website, and click on 'Profile'." with a button that says "Log in to your regular account".

### Notes:

#### Request a Pro Role

#### Step 1.

*Log in to your regular account on the HB101 website, and click on "Profile".*

## 4.6 Request a Pro Role

### Request a Pro Role

**Step 2.**

*In the Update Your Profile popup box, click the Manage Roles link.*

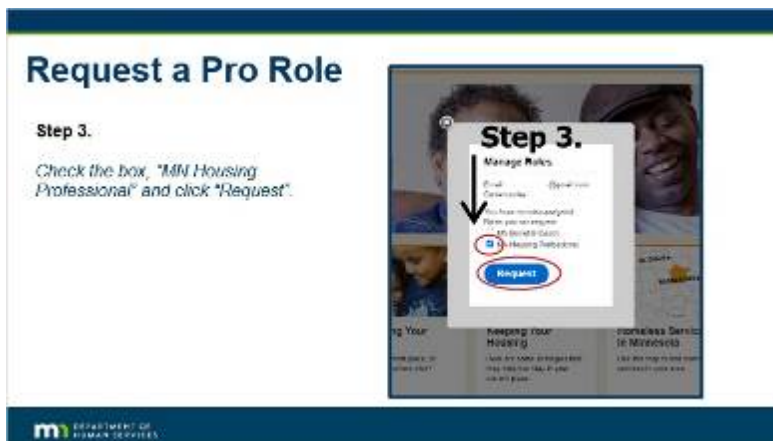
A screenshot of the HB101 website showing a "Update Your Profile" popup box. The popup box has a title "Update Your Profile" and a subtitle "Manage Roles". It contains a form with fields for "Email" and "Password". Below the form, there's a button that says "Update". The background of the website shows a navigation bar with links: HOME, MY PROFILE, REQUEST A PRO ROLE, MY ACCOUNT, and PARTNERS. Below the navigation bar, there's a large banner with the text "Step 2." and an arrow pointing to a circular icon. The banner also features a photo of two people smiling.

### Notes:

## Step 2.

*In the Update Your Profile popup box, click the Manage Roles link.*

## 4.7 Request a Pro Role



### Notes:

## Step 3.

*Check the box, "MN Housing Professional" and click "Request"*

## 4.8 Request a Pro Role

### Request a Pro Role

**Step 4. & Step 5:**

*Log out and log back in.*

The role itself will be automatically granted and the user will be sent an email with instructions stating that the user *must log out and sign back in* to activate the professional role.





### Notes:

#### Step 4. & Step 5.

*Log out and log back in.*

The role itself will be automatically granted and the user will be sent an email with instructions stating that the user *must log out and sign back in* to activate the professional role.

## 4.9 Conclusion

### Conclusion

Now that you learned how to "Request a Pro Role on HB101", you can be approved as a MN Housing Professional.

With a Pro Role on HB101 you can share information and documents with recipients and recipients share their information with you, walk through paths on their behalf, and monitor their progress on all HB101 activities

**Remember:**  
You have to sign out and sign back in after you request the MN Housing Professional role. Just in case you forgot to do that, HH101 will send you an email instructing you to do so.





### Notes:



## Conclusion

Now that you learned how to “Request a Pro Role on HB101”, you can be approved as a MN Housing Professional. With a Pro Role on HB101 you can share information and documents with recipients and recipients share their information with you, walk through paths on their behalf, and monitor their progress on all HB101 activities.

### Remember:

You have to sign out and sign back in after you request a MN Housing Professional role. Just in case you forgot to do that, HB101 will send you an email instructing you to do so.

## 4.10 Request a Pro Role – Your turn

### Request a Pro Role – Your turn

Okay, now it's your turn! Follow the tutorial instructions and request a pro role. You can also click on [MN Housing Professional Role](#) to learn more and see video.

**Step 1.**  
Log in to your regular account on the HB101 website, and click on "Profile".

**Step 2.**  
In the Update Your Profile popup box, click the Manage Rules link

**Step 3.**  
Check "MN Housing Professional" and then click the "Request" button



**Step 4.**  
Log out.

**Step 5.**  
Sign in.

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### Notes:

#### Request a Pro Role - Your turn

*Okay, now it's your turn! Follow the tutorial instructions and request a pro role.*

##### Step 1.

*Log in to your regular account on the HB101 website, and click on "Profile".*

##### Step 2.

*In the Update Your Profile popup box, click the Manage Rules link.*

**Step 3.**

*Check "MN Housing Professional" and then click the "Request" button.*

**Step 4.**

*Log out.*

**Step 5.**

*Sign in.*

## **4.11 Learn About the Pro Features**



**Notes:**


**Learn About the Pro Features**

*Here are four additional vides you can watch.*

## 4.12 Knowledge Check

**Knowledge Check**

*True or False. Select the correct answer.*



In order to do activities on behalf of many different people you need to have a MN Housing Professional role.

**True** **False**

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### Notes:

#### Knowledge Check


*True or False. Select the correct answer.*

In order to do activities on behalf of many different people you need to have a MN Housing Professional role.

### Correct (Slide Layer)

**Know**

*True or*



**Correct!**

In order to do activities on behalf of many different people you need a MN Housing Professional role

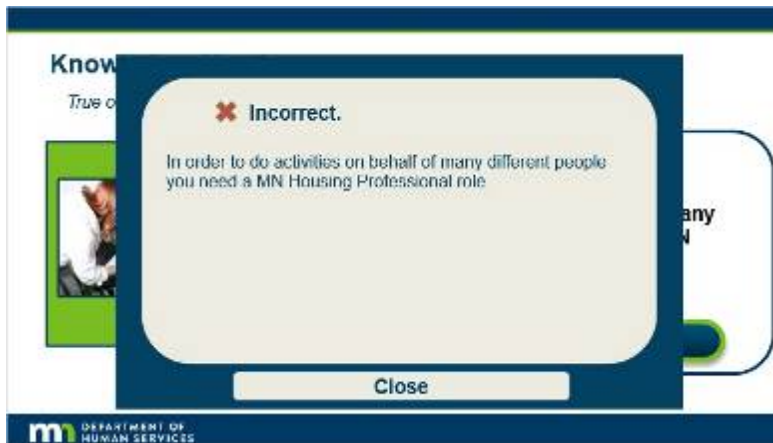
**any**

**N**

**Close**

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## Incorrect (Slide Layer)



## 4.13 Knowledge Check



### Notes:

#### Knowledge Check

*True or False. Select the correct answer.*

If you already have an HB101.org account you need to request a MN Housing Professional role to access "Vault Pro tools."

### Correct (Slide Layer)

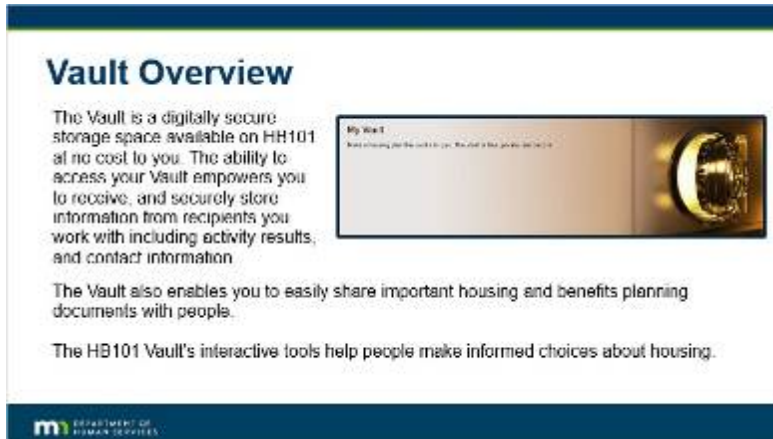


### Incorrect (Slide Layer)



## 5. Tutorial The Vault's Shares Tab

### 5.1 Vault Overview



#### Notes:

##### Vault Overview

The Vault is a digitally secure storage space available on HB101 at no cost to you. The ability to access your Vault empowers you to receive, and securely store information from recipients you work with including activity results, and contact information.

The Vault also enables you to easily share important housing and benefits planning documents with people.

The HB101 Vault's interactive tools help people make informed choices about housing.

### 5.2 Vault Tutorials



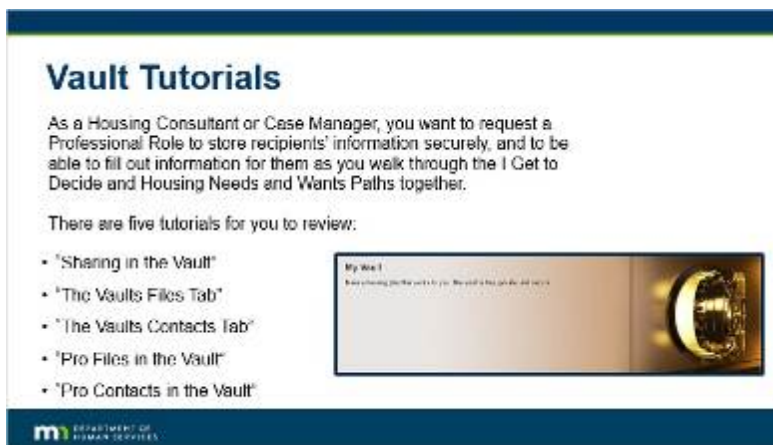
## Notes:

### Vault Tutorials

The tutorials are embedded in the Vault itself - you can access them from within the paths and tabs. The access points look like this:

These paths have been mentioned but have not been described yet. Walk through the following five tutorials to learn how to use the Vault. The fourth and fifth tutorials are for those who request a Housing Professional role on HB101.

## 5.3 Vault Tutorials



## Notes:

### Vault Tutorials

As a Housing Consultant or Case Manager, you want to request a Professional Role to store recipients' information securely, and to be able to fill out information for them as you walk through the I Get to Decide and Housing Needs and Wants Paths together. There are five tutorials for you to review:


"Sharing in the Vault"  
"The Vaults Files Tab"  
"The Vaults Contacts Tab"  
"Pro Files in the Vault" and  
"Pro Contacts in the Vault"

## 5.4 Tutorial “Sharing in the Vault”

### Tutorial “Sharing in the Vault”

The Vault's secure sharing feature lets users share their files, activity results, and contact information with people they trust including case managers, counselors, family, or other allies.

This first tutorial shows you how to access the video that explains and introduces secure sharing and the Shares tab.



[Click here to access the Tutorial, “Sharing in the Vault.”](#)

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### Notes:

#### Tutorial “Sharing in the Vault”

The Vault’s secure sharing feature lets users share their files, activity results, and contact information with people they trust including case managers, counselors, family, or other allies.


This first tutorial shows you how to access the video that explains and introduces secure sharing and the Shares tab.

[Click here to access the Tutorial, “Sharing in the Vault.”](#)

## 5.5 Conclusion

### Conclusion

Now that you have reviewed the first video tutorial, “Sharing in the Vault” you can securely share files, activity results and contact information with case managers, counselors, family or other allies using HB101.org.



**Remember:**

The Vault's Shares tab keeps a record of everything you have shared on HB101. If you shared it once, you can see who it was sent to, and when. Use the Shares tab to make sure you have shared everything you needed to share.

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### Notes:



## Conclusion

Now that you have reviewed the first video tutorial, “Sharing in the Vault” you can securely share files, activity results and contact information with case managers, counselors, family or other allies using HB101.org.

## Remember:

The Vault’s Shares Tab keeps a record of everything you have shared on HB101. If you shared it once, you can see who it was sent to, and when. Use the Shares tab to make sure you have shared everything you needed to share.

## 5.6 Knowledge Check

### Knowledge Check

*True or False. Select the correct answer.*



When using the Vault anytime you see the Share icon you can click on it to securely share with a person you trust.



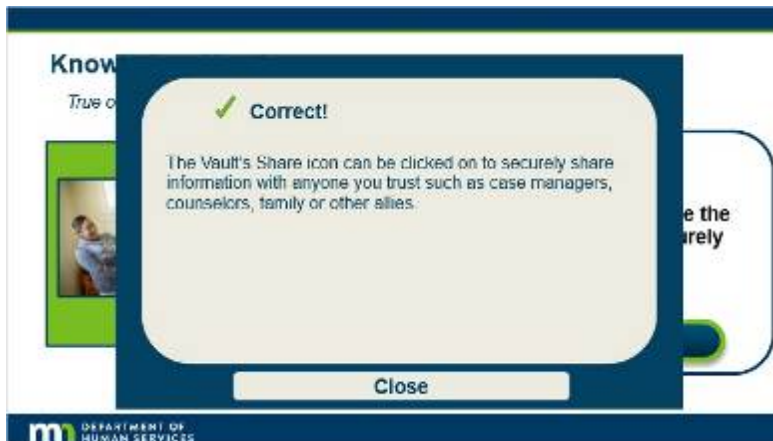
## Notes:

### Knowledge Check

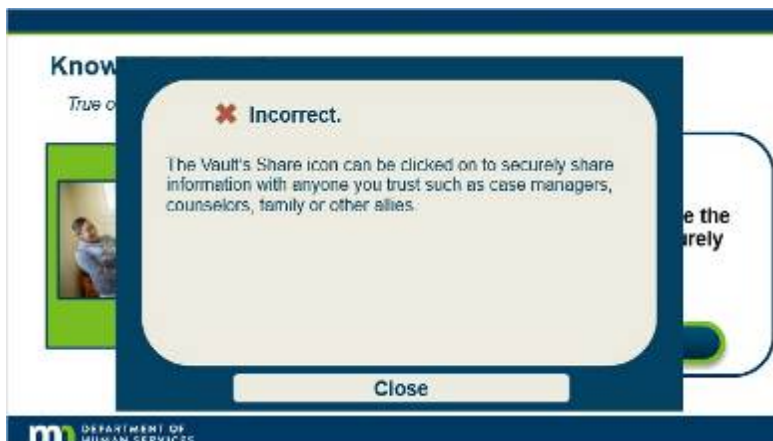
*True or False. Select the correct answer.*

When using the Vault anytime you see the Share icon you can click on it to securely share with a person you trust.

### Correct (Slide Layer)



### Incorrect (Slide Layer)



### 5.7 Knowledge Check



## Notes:

### Knowledge Check

*True or False. Select the correct answer.*

The Vault Share's tab is a record of everything you've completed in the last month.

### Correct (Slide Layer)



### Incorrect (Slide Layer)



## 6. Tutorial The Vault's Files Tab


### 6.1 Tutorial “The Vault’s Files Tab”

### Tutorial “The Vault’s Files Tab”

The HB101 Vault’s interactive tools help people with disabilities make informed choices about housing. The Vault’s Files tab has all of your vault files including files you upload, files shared with you, and downloadable printable versions of your Vault Activity Reports.

The Vault’s Files tab lets users securely store files and share them with people they trust.

[Click here to access the Tutorial, “The Vault’s Files Tab.”](#)



The screenshot shows a web interface titled 'My Vault'. It features a navigation bar with tabs for 'Home', 'Files', 'Documents', and 'Shared'. The 'Files' tab is currently selected and highlighted with an orange circle. Below the navigation bar, the 'Files' section is visible, displaying a list of files and a 'Download' button. The interface is clean and user-friendly, designed for accessibility.

#### Notes:

##### Tutorial “The Vault’s Files Tab”

The HB101 Vault’s interactive tools help people with disabilities make informed choices about housing.

The Vault’s Files tab has all of your vault files including files you upload, files shared with you, and downloadable printable versions of your Vault Activity Reports.

The Vault’s Files tab lets users securely store files and share them with people they trust.

[Click here to access another video tutorial to learn more about the vault’s Files tab.](#)

## 6.2 Conclusion

### Conclusion

Now that you have reviewed the second video tutorial, "The Vault's Files tab" you know how to work with the files tab on HB101.org.

**Remember:**

The Files tab has all of your Vault files. This includes both files you upload and files shared with you, and downloadable printable versions of Vault Activity Reports.



### Notes:

#### Conclusion

Now that you have reviewed the second video tutorial, "The Vault's Files tab" you know how to work with the files tab on HB101.org.

#### Remember:

The Files tab has all of your Vault files. This includes both files you upload and files shared with you, and downloadable printable versions of Vault Activity Reports.

## 6.3 Knowledge Check

### Knowledge Check

*True or False. Select the correct answer.*



The Files tab includes all the files you upload but not files shared with you.

True False



## Notes:

### Knowledge Check

*True or False. Select the correct answer.*

The Files tab includes all the files you upload but not files shared with you.

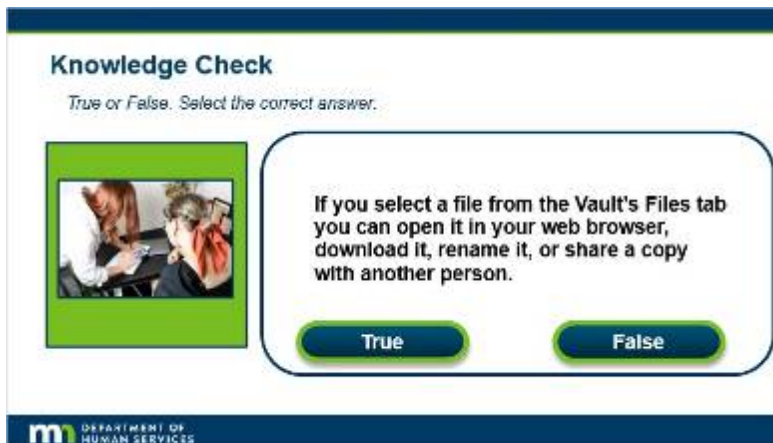
### Correct (Slide Layer)



### Incorrect (Slide Layer)



## 6.4 Knowledge Check



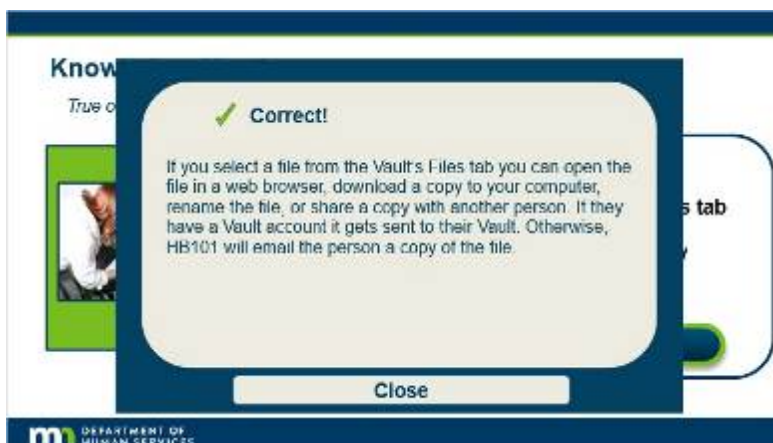
### Notes:

#### Knowledge Check

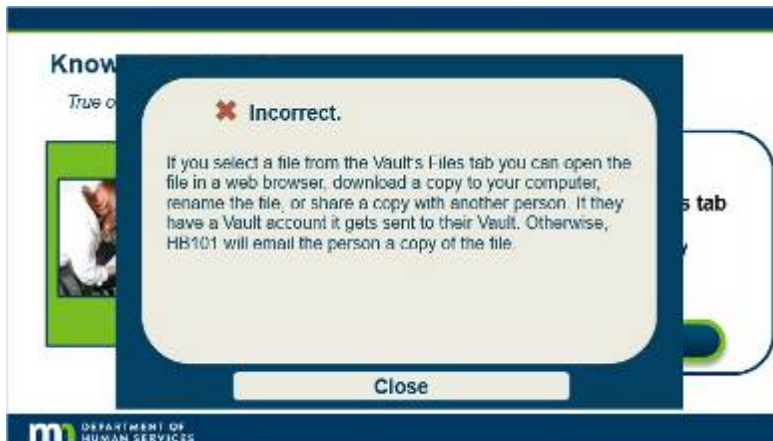
*True or False. Select the correct answer.*

If you select a file from the Vault's Files tab you can open it in your web browser, download it, rename it, or share a copy with another person.

### Correct (Slide Layer)



## Incorrect (Slide Layer)



## 7. Tutorial The Vault's Contacts Tab

### 7.1 Tutorial “The Vault’s Contacts Tab”



#### Notes:

##### Tutorial “The Vault’s Contacts Tab”

The Vault’s Contacts tab lets users set up contacts with whom they can securely share vault files, activity results and contact information. It also lists the phone numbers for agencies who help with benefits or services.  
*Click here to access another video tutorial to learn more about the Vault’s Contacts Tab.*




## 7.2 Conclusion

### Conclusion

Now that you have reviewed the third video tutorial, "The Vault Contacts Tab" you can set up contacts with whom you can securely share vault files, activity results and contact information.

The Vault's Contacts Tab keeps a record of everyone you have shared with on HB101. You can also add new contacts to the contacts tab whenever you want.

Use the Contacts tab to keep an email record of all case managers, counselors, family or other allies.



The screenshot shows the 'My Vault' interface with tabs for 'Home', 'Files', 'Contacts', and 'Shared'. The 'Contacts' tab is highlighted with a red circle. Below the tabs, there is a 'Contacts' section with a sub-header 'Keep a list of people you contact. Your contacts can include community health or support personnel who offer messages, advice and benefits. You can view their contact info and messages and whenever needed add people to your contacts list.'

### Notes:

#### Conclusion

Now that you have reviewed the third video tutorial, "The Vault Contacts Tab" you can set up contacts with whom you can securely share vault files, activity results and contact information. The Vault's Contacts Tab keeps a record of *everyone* you have shared with on HB101. You can also add new contacts to the contacts tab whenever you want. Use the Contacts tab to keep an email record of all case managers, counselors, family or other allies.


## 7.3 Conclusion

### Conclusion

**Remember:**

The Vault's Contacts Tab also lists the phone numbers for agencies who help with benefits or services.

Make sure your contact info is up-to-date by clicking "My contact info" and updating your phone number and state. Your contact info is not automatically included upon registration.



The screenshot shows the 'My Vault' interface with tabs for 'Home', 'Files', 'Contacts', and 'Shared'. The 'Contacts' tab is highlighted with a red circle. Below the tabs, there is a 'Contacts' section with a sub-header 'Keep a list of people you contact. Your contacts can include community health or support personnel who offer messages, advice and benefits. You can view their contact info and messages and whenever needed add people to your contacts list.'

## Notes:

### Remember:

The Vault's Contacts Tab also lists the phone numbers for agencies who help with benefits or services. Make sure your contact info is up-to-date by clicking "My contact info" and updating your phone number and state. Your contact info is not automatically included upon registration.

## 7.4 Knowledge Check

A screenshot of a knowledge check interface. At the top, it says "Knowledge Check" in bold, followed by "True or False. Select the correct answer." in a smaller font. Below this, there is a small image of a person's hands typing on a laptop. To the right of the image, the question is displayed: "All your contact information is already stored in the My Info section of the Contacts tab once you register." Below the question, there are two buttons: "True" and "False". At the bottom left of the interface, there is a logo for the "DEPARTMENT OF HUMAN SERVICES" with a stylized 'm'.

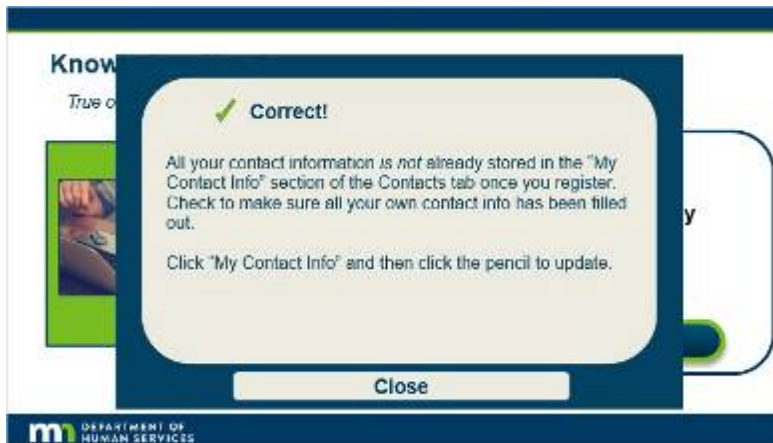
## Notes:

### Knowledge Check

*True or False. Select the correct answer.*

All your contact information is already stored in the My Info section of the Contacts tab once you register.

### Correct (Slide Layer)



### Incorrect (Slide Layer)



### 7.5 Knowledge Check



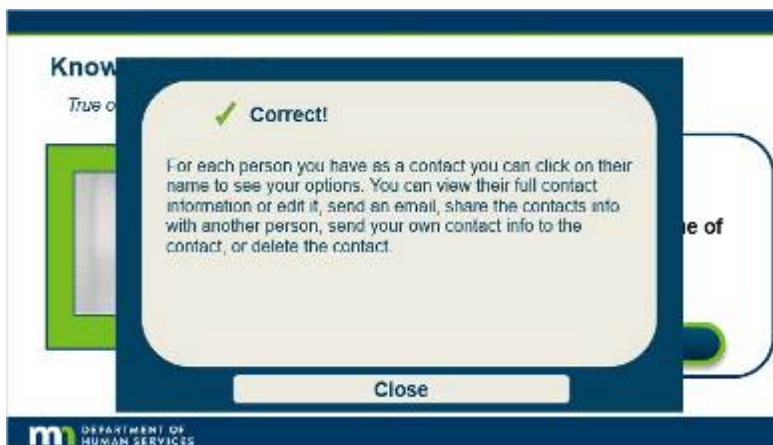
## Notes:

### Knowledge Check

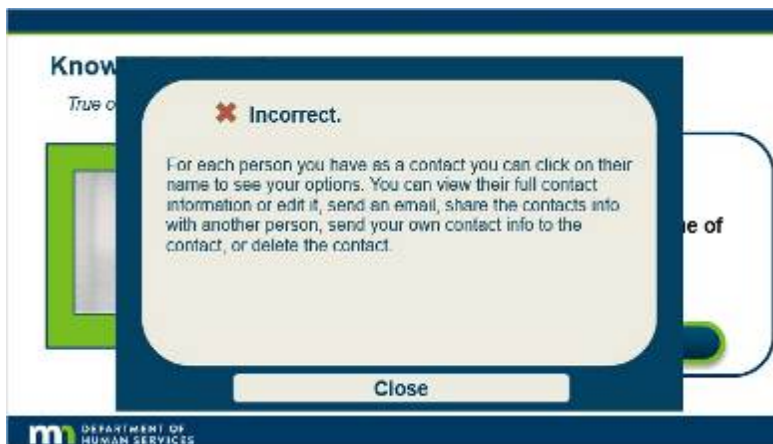
*True or False. Select the correct answer.*

You cannot share the information of one of your contacts with another person.

### Correct (Slide Layer)

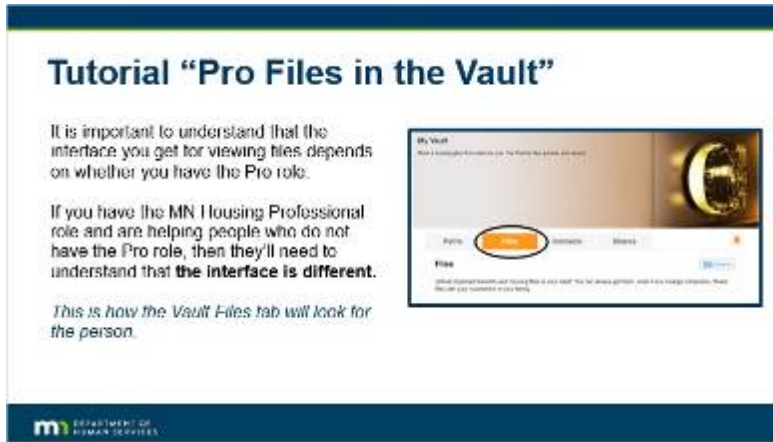


### Incorrect (Slide Layer)



## 8. Tutorial "Pro Files in the Vault"

### 8.1 Tutorial "Pro Files in the Vault"



#### Notes:

##### Tutorial "Pro Files in the Vault"

It is important to understand that the interface you get for viewing files depends on whether you have the Pro role.

If you have the MN Housing Professional role and are helping people who do not have the Pro role, then they'll need to understand that **the interface is different**.


*This is how the Vault Files tab will look for the person.*

## 8.2 Tutorial “Pro Files in the Vault”

### Tutorial “Pro Files in the Vault”

*This is how the Vault Files tab will look for a Professional Housing Consultant*

The Vault's Files tab securely stores Housing and Benefits planning documents. For professionals, the File's tab has two sections: "My Files" and "My Contacts' Files"



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### Notes:

*This is how the Vault Files tab will look for a Professional Housing Consultant.*

The Vault's Files tab securely stores Housing and Benefits planning documents. For professionals, the File's tab has two sections: "My Files" and "My Contacts' Files".


## 8.3 Tutorial “Pro Files in the Vault”

### Tutorial “Pro Files in the Vault”

The "My Files" section is for things about you, or that aren't about a specific person. You can use it to store common documents or forms for easy sharing with Vault contacts.

The "My Contacts' Files" section is an organized set of folders that has files shared with you by your Vault contacts, files you upload related to those contacts, and files created on behalf of your contacts.

[Click here to access the Tutorial, "Pro Files in the Vault."](#)



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### Notes:

The "My Files" section is for things about you, or that aren't about a specific person. You can use it to store common documents or forms for easy sharing with Vault contacts.

The "My Contacts' Files" section is an organized set of folders that has files shared with you by your Vault contacts, files you upload related to those contacts, and files created on behalf of your contacts.

related to those contacts, and files created on behalf of your contacts.


*Click [here](#) to access another video tutorial to learn more about Pro Files in the Vault.*

## 8.4 Conclusion

### Conclusion

Now that you have reviewed the fourth tutorial, "Pro Files in the Vault" you have a good idea of how to work with the professional elements of the files tab on HB101.org.

The "My Files" section is for things about you, or that aren't about a specific person. You can use it to store common documents or forms for easy sharing with Vault contacts.



### Notes:

#### Conclusion

Now that you have reviewed the fourth tutorial, "Pro Files in the Vault" you have a good idea of how to work with the professional elements of the files tab on HB101.org.

The "My Files" section is for things about you, or that aren't about a specific person. You can use it to store common documents or forms for easy sharing with Vault contacts.

## 8.5 Conclusion

### Conclusion

**Remember:**

The "My Contacts' Files" section is an organized set of folders that has files shared with you by your Vault contacts, files you upload related to those contacts, and files created during Vault Pro sessions done on behalf of your contacts.



The screenshot shows a web interface titled "My Vault". It has a navigation bar with "Files" highlighted. Below the navigation bar, there's a section titled "My Files" which contains a list of folders. The folders listed are "Bach, Anne" and "Bach, Anne".

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### Notes:


#### Remember:

The "My Contacts' Files" section is an organized set of folders that has files shared with you by your Vault contacts, files you upload related to those contacts, and files created during Vault Pro sessions done on behalf of your contacts.

## 8.6 Knowledge Check

### Knowledge Check

*True or False. Select the correct answer.*



For professionals, the files tab has two sections, "My Files" and "My Contact's Files."

True False

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### Notes:

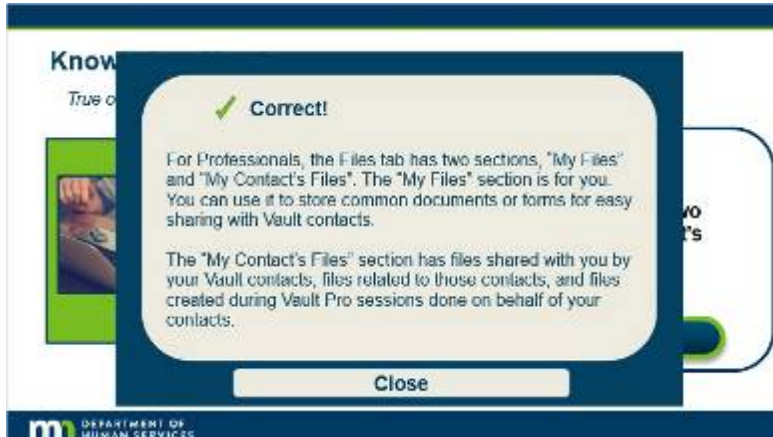
#### Knowledge Check



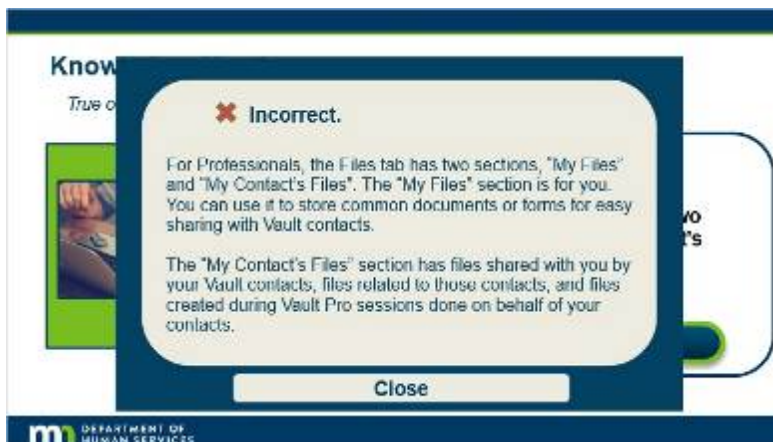
*True or False. Select the correct answer.*

For professionals, the files tab has two sections, "My Files" and "My Contact's Files".

### Correct (Slide Layer)



### Incorrect (Slide Layer)



## 8.7 Knowledge Check

**Knowledge Check**  
*True or False. Select the correct answer.*



When you are in a professional role in HB101, you can only share a file with another person if they have a Vault account.

**True** **False**

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### Notes:


#### Knowledge Check

*True or False. Select the correct answer.*

When you are in a professional role in HB101, you can only share a file with another person if they have a Vault account.

### Correct (Slide Layer)

**Know**  
*True or*



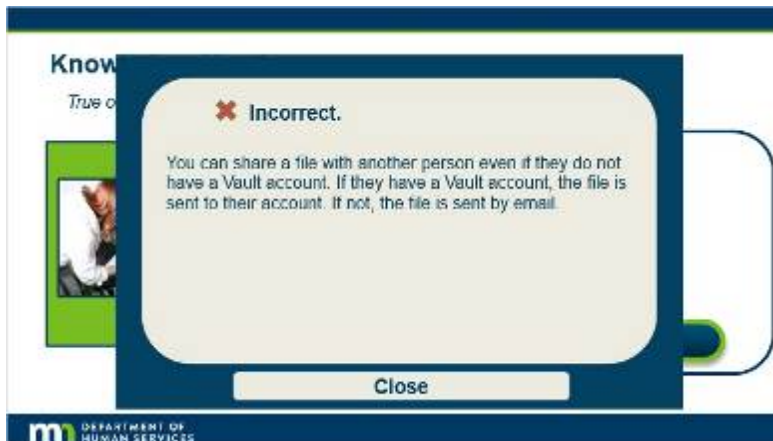
**✓ Correct!**

You can share a file with another person even if they do not have a Vault account. If they have a Vault account, the file is sent to their account. If not, the file is sent by email.

**Close**

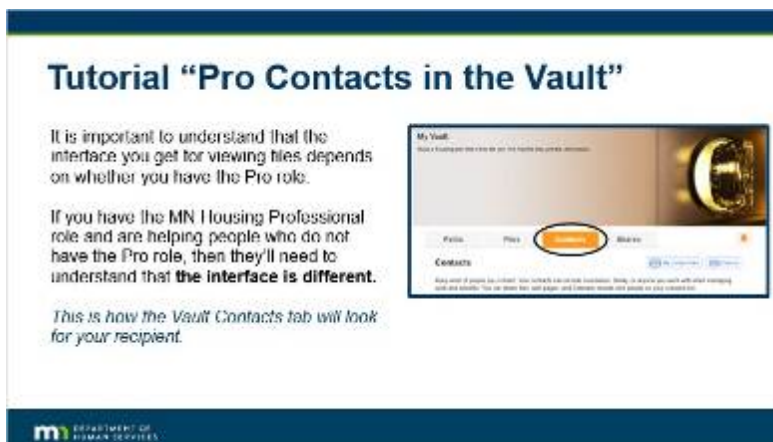
**m** DEPARTMENT OF HUMAN SERVICES

## Incorrect (Slide Layer)



## 9. Tutorial "Pro Contacts in the Vault"

### 9.1 Tutorial "Pro Contacts in the Vault"



#### Notes:

##### Tutorial "Pro Contacts in the Vault"

It is important to understand that the interface you get for viewing files depends on whether you have the Pro role.

If you have the MN Housing Professional role and are helping people who do not have the Pro role, then they'll need to understand that **the interface is different**.

*This is how the Vault Contacts tab will look for your recipient.*


## 9.2 Tutorial “Pro Contacts in the Vault”

### Tutorial “Pro Contacts in the Vault”

*This is how the Vault Contacts tab will look for a Professional Housing Consultant*

The Vault's Contacts tab lists people with whom you can securely share Vault files, activity results, and contact information. For professionals, the Contact's tab also says if you are part of a recipient's team and if you have permission to see a recipient's progress through the Vault activities.

[Click here to access the Tutorial, "Pro Contacts in the Vault."](#)



### Notes:

*This is how the Vault Contacts tab will look for a Professional Housing Consultant.*

The Vault's Contacts tab lists people with whom you can securely share Vault files, activity results, and contact information. For professionals, the Contact's tab also says if you are part of a recipient's team and if you have permission to see a recipient's progress through the Vault activities.


*[Click here to access another video tutorial to learn more about "Pro Contacts in the Vault".](#)*

## 9.3 Conclusion

### Conclusion

Now that you have reviewed the fifth tutorial, "Pro Contacts in the Vault" you have a good idea of how to work with the professional elements of the contacts tab on HB101.org.

**Remember:**  
For each person you have as a contact you can click on their name to see your options. If you want to do work on a recipient's behalf, click their name in the Contacts tab, and then click, "Launch Pro Session." This will allow you to work through Vault activities with them.



## Notes:

### Conclusion

Now that you have reviewed the fifth tutorial, “Pro Contacts in the Vault” you have a good idea of how to work with the professional elements of the contacts tab on HB101.org.

### Remember:

For each person you have as a contact you can click on their name to see your options. If you want to do work on a recipient’s behalf, click their name in the Contacts tab, and then click, “Launch Pro Session.” This will allow you to work through Vault activities with them.

## 9.4 Knowledge Check

A screenshot of a knowledge check interface. At the top, it says "Knowledge Check" in bold. Below that, in a smaller font, it says "True or False. Select the correct answer." To the left of the question is a small image showing a person's hands using a laptop. The question text is: "For professionals, the contacts tab indicates if you are part of a person's team and have permission to view their vault activities." Below the question are two buttons: "True" and "False". At the bottom left of the interface is a logo for the "MISSISSAUGA DEPARTMENT OF HUMAN SERVICES".

**Knowledge Check**

*True or False. Select the correct answer.*



**For professionals, the contacts tab indicates if you are part of a person's team and have permission to view their vault activities.**

**True** **False**

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## Notes:

### Knowledge Check

*True or False. Select the correct answer.*

For professionals, the contacts tab indicates if you are part of a person’s team and have permission to view their vault activities.

## Correct (Slide Layer)



A feedback slide titled "Correct!" with a green checkmark icon. It contains two paragraphs of text explaining the Contacts tab functionality for professionals. The slide has a "Close" button at the bottom. The background shows a blurred image of a person's hand and a "team" label.

**Correct!**

For professionals, the Contacts tab indicates if you're part of a person's team and have permission to see if they've done the activities but you do not have permission to view the activity results. Their data is still private and encrypted - you can only see the data from an activity if they specifically choose to share that data with you.

The Contacts tab is also where you volunteer to be on a person's team, and request to view their Vault activities.

Close

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## Incorrect (Slide Layer)



An feedback slide titled "Incorrect." with a red X icon. It contains the same two paragraphs of text as the correct slide. The slide has a "Close" button at the bottom. The background shows a blurred image of a person's hand and a "team" label.

**Incorrect.**

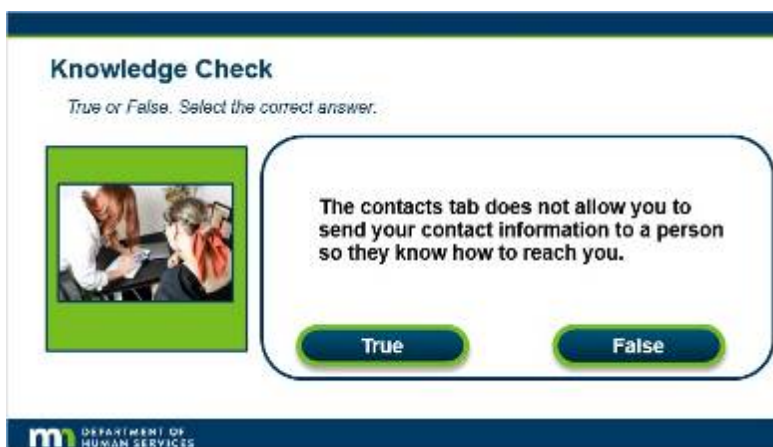
For professionals, the Contacts tab indicates if you're part of a person's team and have permission to see if they've done the activities but you do not have permission to view the activity results. Their data is still private and encrypted - you can only see the data from an activity if they specifically choose to share that data with you.

The Contacts tab is also where you volunteer to be on a person's team, and request to view their Vault activities.

Close

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## 9.5 Knowledge Check



A knowledge check slide titled "Knowledge Check" with the instruction "True or False. Select the correct answer." It features a photo of two people interacting and two buttons labeled "True" and "False". The slide has the "m DEPARTMENT OF HUMAN SERVICES" logo at the bottom.

**Knowledge Check**

*True or False. Select the correct answer.*

The contacts tab does not allow you to send your contact information to a person so they know how to reach you.

True False

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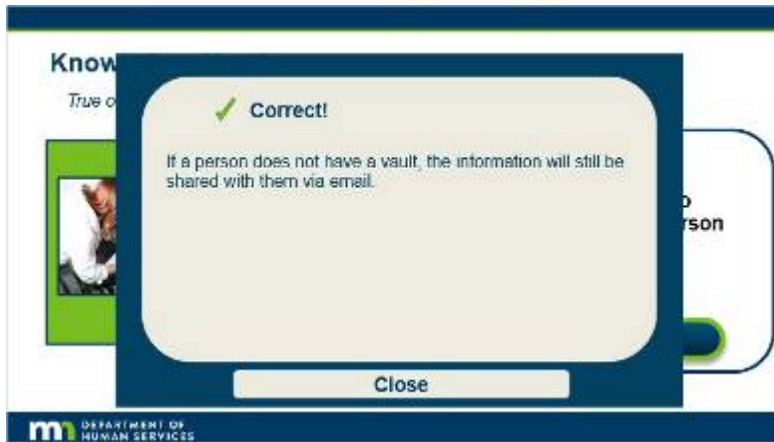
## Notes:

### Knowledge Check

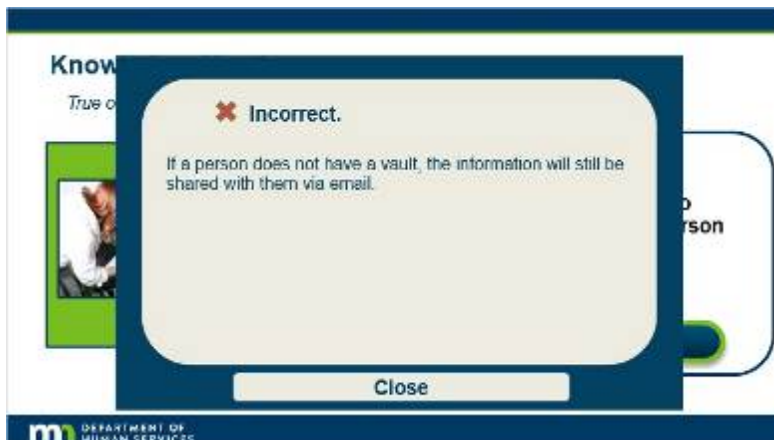
*True or False. Select the correct answer.*

The contacts tab does not allow you to send your contact information to a person so they know how to reach you.

### Correct (Slide Layer)



### Incorrect (Slide Layer)






## 10. HB101 Paths Overview

### 10.1 HB101 Paths Overview

### HB101 Paths Overview

The HB101 Paths are designed to make it easy for you and the person to walk through the important questions surrounding housing needs and wants.

While HB101 paths are optional, and not required to become eligible for Housing Stabilization Services, they are useful in discovering more details about a person's needs so you can better assist them with selecting a Housing Transition or Sustaining Provider.



*This is how the HB101 paths will look for your recipient.*

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#### Notes:

##### HB101 Paths Overview

The HB101 Paths are designed to make it easy for you and the person to walk through the important questions surrounding housing needs and wants.

While HB101 paths are optional, and not required to become eligible for Housing Stabilization Services, they are useful in discovering more details about a person's needs so you can better assist them with selecting a Housing Transition or Sustaining Provider.

*This is how the HB101 paths will look for your recipient.*



## 10.2 HB101 Paths Overview

### HB101 Paths Overview

*This is how the HB101 paths will look for a Professional Housing Consultant*

The "I Get To Decide" and "Housing Needs & Wants" paths will greatly assist the Transition and or Sustaining Provider when the person becomes an eligible recipient and goes to see them.





### Notes:

#### HB101 Paths Overview

*This is how the HB101 paths will look for a Professional Housing Consultant.*

The "I Get To Decide" and "Housing Needs & Wants" paths will greatly assist the Transition and or Sustaining Provider when the person becomes an eligible recipient and goes to see them.


## 10.3 HB101 Paths For The Housing Consultant


### HB101 Paths For The Housing Consultant

There are six paths total, and as a Housing Consultant, based on the person you working with, all six could be viable. Two of the six are very helpful regardless of the situation of the person you are working with.

The first path to walk through is, "I Get To Decide". The "I Get To Decide" path has three short activities that help you understand the recipient's rights, setting housing goals, and building a team that can help them achieve their goals.

This path informs the recipient that they have choice, and that they are in control of the decisions that will be made by them and documented by you.





### Notes:

#### HB101 Paths For The Housing Consultant

There are six paths total, and as a Housing Consultant, based on the person you are working with, all six could be viable. Two of the six are very helpful regardless of the situation of the person you are working with. The first path to walk through is, "I Get To Decide". The "I Get To Decide" path has three short activities that help you understand the recipient's rights, setting housing goals, and building a team that can help them achieve their goals.

This path informs the recipient that they have choice, and that they are in control of the decisions that will be made by them and documented by you.

## 10.4 HB101 – "I Get To Decide" Path - How-To

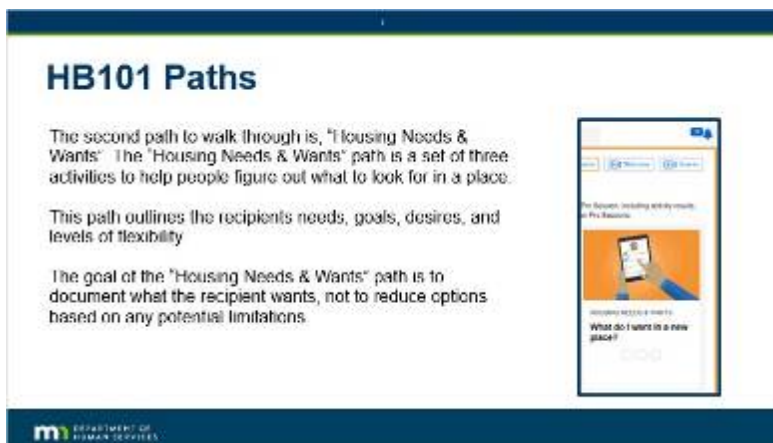


### Notes:

#### HB101 - "I Get To Decide" Path - How-To

After you click on the "I Get To Decide" Path, click on the video camera icon in the upper right corner to view the video tutorial.

## 10.5 HB101 Paths



## Notes:

### HB101 Paths

The second path to walk through is, “Housing Needs & Wants”. The “Housing Needs & Wants” path is a set of three activities to help people figure out what to look for in a place.

This path outlines the recipients needs, goals, desires, and levels of flexibility.

The goal of the “Housing Needs & Wants” path is to document what the recipient wants, not to reduce options based on any potential limitations.

## 10.6 HB101 “Housing Needs & Wants” Path - How-To



## Notes:

### HB101 “Housing Needs & Wants” Path - How-To

After you click on the “Housing Needs & Wants” Path, click on the video camera icon in the upper right corner labeled “How-to” to view the video tutorial.

## 10.7 HB101 Paths - Q&A Examples Best Practice

**HB101 Paths - Q&A Examples Best Practice**

Working on a path with a person will involve a series of questions, answers, and feedback.

Click the button to review the correct answer and best practice for this HB101 path question

When you've read the best practice, and closed the window, you can click Next to continue.

**Question 3: Who can help me make a housing plan?**

- ☒ My friends, family, and other people who care about me
- ☐ My family
- ☐ My county case manager

**Who can help you make a housing plan?**

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### Notes:

#### HB101 Paths - Q&A Examples Best Practice

Working on a path with a person will involve a series of questions, answers, and feedback.  
*Click the button to review the correct answer and best practice for this HB101 path question.*

*When you've read the best practice, and closed the window, you can click Next to continue.*

### Answer (Slide Layer)

**Question 3: Who can help me make a housing plan?**

- ☒ My friends, family, and other people who care about me
- ☐ My family
- ☐ My county case manager

**The correct answer is that you can build a team that includes your family, friends, and other people who care about you, like case managers or social workers. You are always the leader of your team.**

If a recipient does not select the correct answer, kindly inform them of the correct answer so they know what kind of assistance is available to them.

**"While I see how you could think that, actually in this instance your team, including your family, friends and other people who care about you can help make a housing plan."**

**Close**

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## 10.8 HB101 Paths - Q&A Examples Best Practice



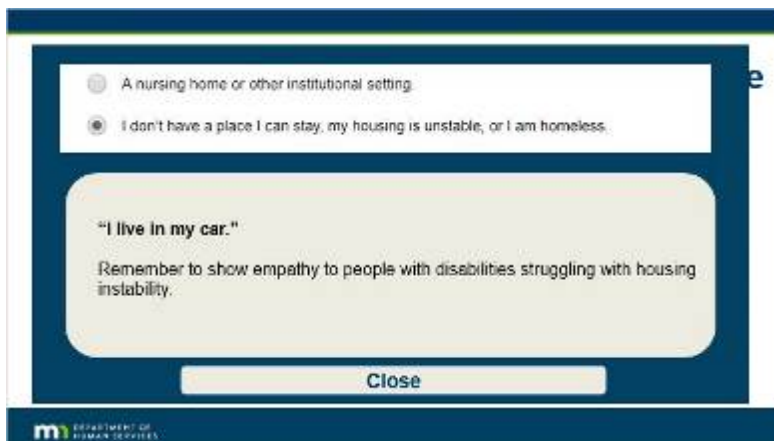
### Notes:

The person says, "I live in my car."

*Click the button to review the best practice available for this HB101 path question.*

*When you've read the best practice, and closed the window, you can click Next to continue.*

### Answer (Slide Layer)



## 10.9 HB101 Paths - Q&A Examples Best Practice

**HB101 Paths - Q&A Examples Best Practice**

**Location**

The same area where I live now

Must have ☒ Would like ☐ Don't want ☐ Don't need ☐

You said, "As we look for housing, let's think about what you must have, and what you would like. How do you feel about living in the same area where you live now?"

Click the button to review the best practice available for this HB101 path question.

When you've read the best practice, and closed the window, you can click Next to continue.

**"How do you feel about living in the same area where you live now?"**

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### Notes:

You said, "As we look for housing, let's think about what you must have, and what you would like. How do you feel about living in the same area where you live now?"

Click the button to review the best practice available for this HB101 path question.

When you've read the best practice, and closed the window, you can click Next to continue.

### Answer (Slide Layer)

As we look for housing, think about:

- What you must have in the place you live, and
- What you would like, but don't need

Tip: The more details you can give, the easier it will be to find a place.

**Location**

The same area where I live now

Must have ☒ Would like ☐ Don't want ☐ Don't need ☐

**"That's a must have for me."**

Always re-affirm that you are recording a recipient's answer just as they have expressed.

**"Okay, good. I'll put must have for living in the same area."**

**Close**

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## 10.10 HB101 Paths - Q&A Best Example Practice



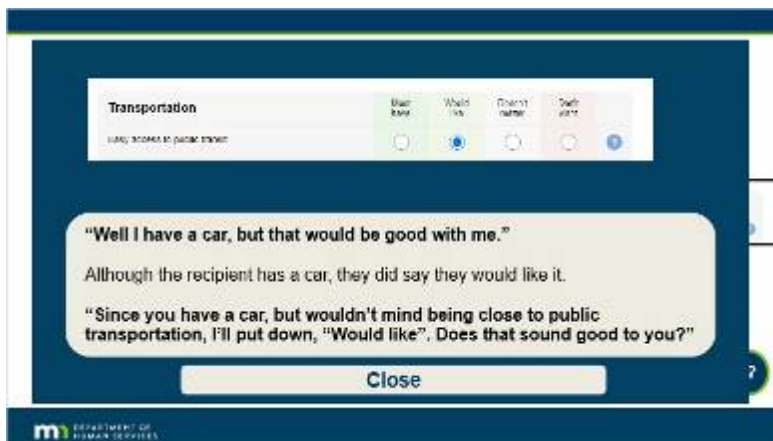
### Notes:

You said, "How about easy access to public transportation?"

Click the button to review the correct answer and best practice for this HB101 path question.

When you've read the best practice, and closed the window, you can click Next to continue.

### Answer (Slide Layer)





## 10.11 HB101 Paths - Q&A Best Example Practice

### HB101 Paths - Q&A Best Example Practice

Entry	Must have	Good to have	Count me in
Clearly marked signs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Automatic entry door	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
No steps or low steps	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

You said, "If you move into a place that isn't accessible yet, you might be able to improve it on your own. In terms of accessibility, what do you think about a place with no stairs or has ramps?"

Click the button to review the best practice available for this HB101 path question.

When you've read the best practice, and closed the window, you can click Next to continue.

**In terms of accessibility, what do you think about a place with no stairs or has ramps?**



### Notes:

You said, "If you move into a place that isn't accessible yet, you might be able to improve it on your own. In terms of accessibility, what do you think about a place with no stairs or has ramps?"

Click the button to review the best practice available for this HB101 path question.

When you've read the best practice, and closed the window, you can click Next to continue.

### Answer (Slide Layer)


Entry	Must have	Good to have	Count me in
Clearly marked signs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Automatic entry door	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
No steps or low steps	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**"That is a must have for me, I have trouble with stairs."**

Remember to reiterate that you hear them when a recipient expresses a firm need.

**"Okay, well since you have trouble with stairs, I'll put down 'must have' for a place with no stairs."**

Close





## 10.12 HB101 Paths - Q&A Best Example Practice

**HB101 Paths - Q&A Best Example Practice**

**Medical**

Option	Selected
Somebody who checks in on you regularly	<input checked="" type="radio"/>
Somebody who checks in on you occasionally	<input type="radio"/>
Somebody who checks in on you once a week	<input type="radio"/>
Somebody who checks in on you once a month	<input type="radio"/>

You said, "In terms of medical support, would you like somebody who can check in on you regularly?"

Click the button to review the best practice available for this HB101 path question.

When you've read the best practice, and closed the window, you can click Next to continue.

**In terms of medical support, would you like somebody who checks in on you regularly?**

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### Notes:

You said, "In terms of medical support, would you like somebody who can check in on you regularly?"  
Click the button to review the best practice available for this HB101 path question.

When you've read the best practice, and closed the window, you can click Next to continue.

### Answer (Slide Layer)

**Answer (Slide Layer)**

**Medical**

Option	Selected
Somebody who checks in on you regularly	<input checked="" type="radio"/>
Somebody who checks in on you occasionally	<input type="radio"/>
Somebody who checks in on you once a week	<input type="radio"/>
Somebody who checks in on you once a month	<input type="radio"/>

"That would be nice but it's not necessary. It does help to have someone remind me to take my medication, and see if I need assistance with anything in my living home."

Since the recipient does not require this you can treat this as a "would like"

"Alright, I'll put down 'would like' but we won't make it an absolute requirement. Your flexibility does increase our chances of getting you the housing you desire."

**Close**

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## 10.13 Conclusion


### Conclusion

Now that you have reviewed the HB101 paths overview, you have a good understanding of the process of utilizing the HB101 paths.

**Remember:**

There is no incorrect goal for what the recipient would like to have in housing. You are there to help them record and document their preferences. It is good to tell the recipient that the more flexible they can be, the easier it will be to find a place.





### Notes:

#### Conclusion

Now that you have reviewed the HB101 paths overview, you have a good understanding of the process of utilizing the HB101 paths.

#### Remember:

There is no incorrect goal for what the recipient would like to have in housing. You are there to help them record and document their preferences. It is good to tell the recipient that the more flexible they can be, the easier it will be to find a place.

## 10.14 Knowledge Check

### Knowledge Check

*True or False. Select the correct answer.*



**A person has to use HB101 in order to receive housing benefits.**

**True** **False**



### Notes:

## Knowledge Check

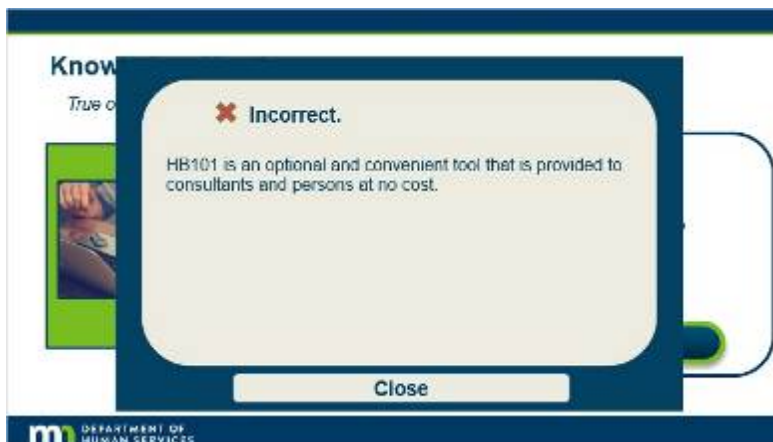
*True or False. Select the correct answer.*

A person has to use HB101 in order to receive housing benefits.

### Correct (Slide Layer)




### Incorrect (Slide Layer)




## 10.15 Knowledge Check

### Knowledge Check

*True or False. Select the correct answer.*



If a person says they “must have” their own apartment, but they also might not be able to afford it, you should tell them to change their answer to “would like.”



### Notes:

#### Knowledge Check


*True or False. Select the correct answer.*


If a person says they “must have” their own apartment, but they also might not be able to afford it, you should tell them to change their answer to “would like”.

### Correct (Slide Layer)


### Know

*True o*

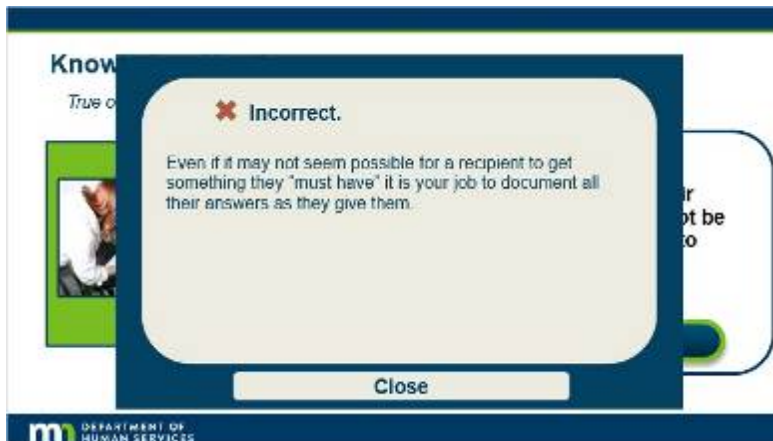


 **Correct!**

Even if it may not seem possible for a person to get something they “must have” it is your job to document all their answers as they give them.

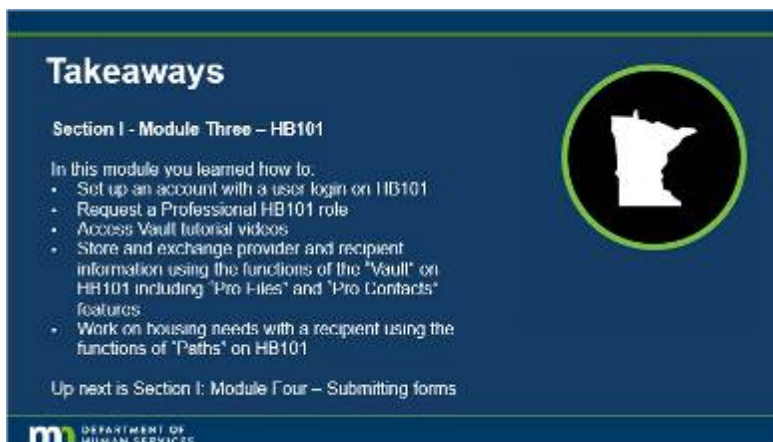


## Incorrect (Slide Layer)



## 11. Takeaways

### 11.1 Takeaways



#### Notes:

#### Takeaways

#### Section I - Module Three - HB101

In this module you learned how to:

- Set up an account with a user login on HB101
- Request a Professional HB101 role
- Access Vault tutorial videos

- Store and exchange provider and recipient information using the functions of the “Vault” on HB101 including “Pro Files” and “Pro Contacts” features
- Work on housing needs with a recipient using the functions of “Paths” on HB101
- 

Up next is Section I: Module Four - Submitting forms

## 11.2 End Screen



### Notes:

Congratulations!

You have completed:

Section 1 - Module Three: HB 101

Click the Exit course button to exit the course.