

Housing Portal Hints

January 2021

For more information:

<https://ddsd.vermont.gov/content/housing-safety-and-accessibility-process>



- Once you request a *Variance*, it locks the system for the Service Coordinator until DAIL reviews the *Variance* request
- Please use *Naming Conventions* from the manual for addresses and documents
- Please only use one person's name per *Contact*
- Do not change the *Record Type* or *Form Template* after an assessment has been completed. Please contact DAIL
- Please remember to print a copy of the *Approved Case* for the home provider and client record once the *Assessment* has been approved

(Variance process page 32)

(Naming conventions pages 10 and 28)

(Create a contact page 9)

(Creating as assessment page 20)

(Printing a record page 55)