

**STEP 1. PICK A TIME WHEN WE’RE SCHEDULED TO SUPPORT YOUR TYPE OF QUESTION:**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 AM	WAITLIST ADMINISTRATOR HELP				WAITLIST ADMINISTRATOR HELP
9 AM			WAITLIST ADMINISTRATOR HELP	HPRP HELP SESSION HMIS HELP SESSION	
10 AM	Jane Doe Data Project HELP TIME	HMIS/HPRP HELP SESSION	Housing Search BASIC TRAINING		Jane Doe Data Project HELP TIME
11 AM		WAITLIST ADMINISTRATOR HELP			
NOON	Housing Search QUESTION TIME				Housing Search QUESTION TIME
1 PM					
2 PM	HPRP HELP SESSION HMIS HELP SESSION	HW staff not available during this grey block			HW staff not available during this grey block
3 PM				Housing Search QUESTION TIME	
4 PM			WAITLIST ADMINISTRATOR HELP	WAITLIST ADMINISTRATOR HELP	
5 PM					
6 PM					

**STEP 2. DOWNLOAD A “HELP REQUEST” FORM, THEN FAX IT TO HOUSINGWORKS.**

Form for **HMIS, HPRP, ICHH** staff: [www.housingworks.net/static/WebTrainHMIS.pdf](http://www.housingworks.net/static/WebTrainHMIS.pdf)

Form for **Housing Search** staff: [www.housingworks.net/static/WebTrainAdvo.pdf](http://www.housingworks.net/static/WebTrainAdvo.pdf)

*Note to Advocates: **Please don't let your clients contact us.** We can only work with agencies, not individual people looking for housing.*

Form for **Waitlist Administrators**: [www.housingworks.net/static/WebTrainProv.pdf](http://www.housingworks.net/static/WebTrainProv.pdf)