

9. How to use the Resources Database

This handy database that gets updated automatically the more it is used by housing advocates and resident service coordinators.

1. Go to: <http://www.housingworks.net> or <http://www.housingworks.com>
2. Click the link: “Enter HousingWorks”
3. Click the link: “Registered Housing Provider”
4. Enter your ID and password. These are found in the document: “1. How to Start HousingWorks: Office Set-up” which should be on file in your site office and at the central management office, if there is one.)
5. You will see the following webpage. Click the link “Search for housing or housing resources”

6. You’ll then see this page: Click the second Link: “Search for Housing Related Resources”.

What do you want to search for?

- [Search for Open Waitlists](#)
- [Search for Housing-Related Resources](#)
- [Monitor which Housing Programs are updating information](#)

I. Search for Open Waitlists

A. Look for housing within a **mile radius of zip code:**

B. What kinds of housing?
Feel free to check as many options as you like.

PERMANENT HOUSING or RENTAL ASSISTANCE:	SHELTER/TRANSITIONAL
<input type="checkbox"/> Rental Assistance Voucher	<input type="checkbox"/> Adult Single Females or Women with Children
<input type="checkbox"/> Assisted Living / Special Needs / Nursing Home	<input type="checkbox"/> Adult Single Males only
<input type="checkbox"/> Congregate Housing Opportunities	<input type="checkbox"/> Battered Women / Men's Programs
<input type="checkbox"/> Deaf Independent Living	<input type="checkbox"/> Deceased Shelter / Transitional Programs
<input type="checkbox"/> Deafened	<input type="checkbox"/> Developmentally Disabled Programs
<input type="checkbox"/> Elder/Senior Citizen Housing	<input type="checkbox"/> Ex-offender Programs
<input type="checkbox"/> Ex-offender Housing	<input type="checkbox"/> Family Programs
<input type="checkbox"/> Family/Individual Housing	<input type="checkbox"/> HIV+ Transitional
<input type="checkbox"/> HIV+ Housing	<input type="checkbox"/> Immigrant without documented status
<input type="checkbox"/> Housing with Educational Component	<input type="checkbox"/> Shelter plus Care (homeless & disabled)
<input type="checkbox"/> Homeownership Opportunities	<input type="checkbox"/> Singles (any/other gender)
<input type="checkbox"/> Immigrant without documented status	<input type="checkbox"/> Substance Use Recovery Transitional
<input type="checkbox"/> Mobile Home Parks	<input type="checkbox"/> Teen - pregnant /parenting
<input type="checkbox"/> Permanent Housing-Disability (visiting services)	<input type="checkbox"/> Teen - Runaway/Castaway/Custodial Behavioral
<input type="checkbox"/> Permanent Sober ("Oxford House" model)	<input type="checkbox"/> Temporary Sober/Wet Shelter Programs
<input type="checkbox"/> Permanent Housing-Disability (live-in services)	<input type="checkbox"/> Veterans Shelter Transitional
<input type="checkbox"/> Veterans Housing	<input type="checkbox"/> Wheelchair Accessible / No-Steps Buildings
<input type="checkbox"/> Wheelchair Accessible / No-Steps unit	

7. Next, click the circled link:

Search for Housing-related Resources (HomeBasics)

This can include such items as: Housing advocates who speak foreign languages, lists of thrift shops and food pantries, free cell phones per persons escaping domestic violence

8. Select a state and check the box to make that choice stick permanently (saves you steps in the future):

Select a State | Demo 1BR Waitlist

[Search](#) [Advocate](#) [Provider](#) **HousingWorks**
v. 2.0_GIS 12SEP2005

Choose the state in which you wish to search for housing or housing resources. To bypass this page in the future, click on the checkbox to make the state you choose your default.

- make this my default search state

9. Select a county by 1) clicking on the county or 2) finding the listbox at the bottom of the page and picking a county.

Select County & Search Type | Demo 1BR Waitlist

HousingWorks
v. 2.0_GIS 12SEP2005

Click on the region you wish to search, or choose a region from the drop-down menu and click the "Go" button.

I want to search for Housing-related Services (HomeBasics)

[Search a Different State](#)

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10. Check the boxes for the kinds of resources you want to search, and then hit the button below the boxes. *You may want to enlarge this webpage page so that you can read the choices more easily.*

County & Type : **HousingWorks**

HomeBasics Search | Fensgate Cooperative

You are about to search **Norfolk county, Massachusetts** for Housing-related services.

1. Indicate which housing-related resources you want by "ticking" all the categories that interest you.
2. Press the "Search Selected Categories" button.
3. If you don't narrow your search, you will end up with a long list that will be hard to read, wasteful to print, and out of date in a very short time.

Pick the **Categories you want** to search on:

<input type="checkbox"/> Advocacy - Not Housing Related	<input type="checkbox"/> Emotional and Physical Support
<input type="checkbox"/> Realtors (Section 8 Friendly)	<input type="checkbox"/> Jobs/Education/Day Care/Training Programs
<input type="checkbox"/> Financial/Home-Owner Education and Assistance	<input type="checkbox"/> Government
<input type="checkbox"/> Food and Clothing	<input type="checkbox"/> House/Furniture Assistance
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Advocacy - Housing
<input type="checkbox"/> Legal or Mediation Services	<input type="checkbox"/> Internet-Based Resources / Computer Centers
<input type="checkbox"/> Print and Audio-Video Resources	<input type="checkbox"/> Transportation or Relocation Services
<input type="checkbox"/> Volunteer Opportunities	<input type="checkbox"/> Recovery/Chronic Care
<input type="checkbox"/> Property Management Central Offices	<input type="checkbox"/> Voicemail, Phone and MailBox Resources

11. Here's how to deal with the long list of results! First thing: the list is organized by the first column. Second: don't print out the page, as it may be 50 pages long! Instead, mark the items that seem interesting by clicking in the "Mark" box to the right of each item, then scroll down to the bottom of the page and click the button: "Show Marked List". Third: You have two choices now: a) can print out the shortened page and give it to a client or b) you can contact the places yourself and find out if the info is still current (because contact info changes a lot in the social service world). If you try to reach someone and the info is out of date, scroll to the bottom of the page and notify us. It takes less than 30 seconds! **Changing the information (see box at bottom of picture above) makes the new information available to all other service coordinators or advocates within 24 hours. So the more the system gets used the more current the resources remain. Currently it is a huge database. For instance, you can find an Ethiopian speaking Housing advocate, long lists of food pantries and hot meal programs, or free cell phones for women escaping domestic violence.**

		<input type="checkbox"/> Mark
Lead Safety	Southwest Affordable Housing Dedham MA phone: 781-321-3543	<input type="checkbox"/> Mark
Movers	Death Wish Piano Movers MA phone: 617-547-4962 or 617-277-8311	Generally moves only pianos and large single pieces of furniture. <input type="checkbox"/> Mark
Movers	Dollar Moving Company phone: 617-576-0149 or 617-579-9588 pager	"Licensed and Insured; Local and Long Distance Moving; no frills, just low rates. Ralph Swain, Manager." <input type="checkbox"/> Mark
Movers	Gentle Express Moving Company MA phone: 617-201-0134 or 781-284-8114 or 866-286-1980	<input type="checkbox"/> Mark

Click to



Tell Housingworks your Comments, Corrections or Suggestions:

Let us know about any mistakes or changes in the above list, or tell us about other resources we may have forgotten to include. Use the form below, including your name, your email (or contact telephone number) and a description of the changes or additions that you think we should know about:

Your Name:

Email or Contact Number:

Details of Mistakes or Suggested Additions: