AAC Housing Search & Advocacy Referral Form

This document will guide you through the process of submitting a referral for the AAC Housing Search & Advocacy Program

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Survey link to refer clients:

You may open the survey in your web browser by clicking the link below:

AAC Housing Search Advocacy Referral Form

If the link above does not work, try copying the link below into your web browser:

https://tfisecure.org/surveys/?s=HMCPYWFRR3
Referral Information Sheet

• Click the submit button to continue to referral form.

• Do Not click the “Submit” button if you are not referring a client – just close the information page.

• Clients may be eligible for other Fenway Health/AAC Programs such as RAP. Click the link below for more information: https://aac.org/about-us/housing/
Referral Form – Must Provide/Required Fields

• All required fields must be completed so your client can be on the waitlist

• If the question has a “must provide value” you cannot continue to the next question or submit referral if no information is provided
Referral Form – Save & Return Option

- You can stop the referral and return to complete it later, but please make sure to do the following:

  1. Bookmark the page to return or
  2. Provide an email after you click the “save & return later” button
Referral Form – Save & Return Option

- Bookmark the page to return or provide an email after you click the “save & return later” button

- Enter email address to receive survey link to continue later

- Continue referral or bookmark the page
Referral Partially Completed

You will receive this email if you entered an email to return to complete referral at a later time.

The email will come from data and the subject will read “Survey partially completed”.

Click here to complete referral.

If the above link does not work, copy this link on your browser.
Referral Completed

The page below is displayed as soon as you submit a completed referral. You will then receive an email confirmation message of the referral submission including the attachments for the HS&A Waitlist Policy and referral completed, but you must provide an email.

Enter your email here to receive confirmation of your referral submission

Download completed referral if an email was not provided
Referral Submission Confirmation

You will receive this email notification once the referral is completed and submitted.

Notification is sent only if you entered your email.

This email will come from “HSA Waitlist” and the subject will indicate that the form has been completed.

Housing Search & Advocacy Waitlist Policy

Completed referral
Need to Update Referral?

If you need to update a submitted referral, please **do not** submit or start a new referral, simply send the information to the email below:

hwaitlist@fenwayhealth.org
Questions

For questions regarding REDCap (e.g., training, form is not displaying correctly or not working, accidently closed a form without entering email or bookmarking the page etc.) please contact Sara Rodriguez at srodriguez@fenwayhealth.org

For questions regarding referrals (e.g., form submission, updates, waitlist removal etc.) please contact us at hwaitlist@fenwayhealth.org