



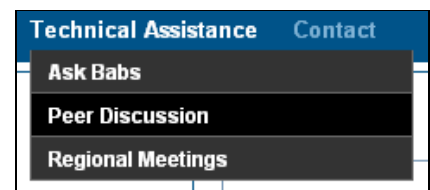
Instructions for Housing Specialist Discussion Forum

This section of the website provides Housing Specialists with the opportunity to share resources and ask questions of other Housing Specialists and LHOT Coordinators across Pennsylvania.

Topics include housing, services, funding opportunities, and other.

To access the Discussion Forum feature, simply:

- Go to the PAHousingChoices.org website.
- Hold the mouse over the “Technical Assistance” tab on the menu bar (as shown to the right)
- Click on “Peer Discussion”
- Or, to go directly to the “Peer Discussion”, visit <http://www.pahousingchoices.org/wp/ta/peer-discussion/>



To view the questions posted on the Discussion Forum:

- Click on any of the topic areas: housing, services, funding opportunities, or other. The topic areas are seen below under the column “Forums”.


Housing Specialist Discussion Forum An area for peer-to-peer discussion. Click on a topic below (housing, services, funding opportunities, or other) to post or read discussions.				
Forums	Last Post	Topics	Posts	
Housing View and discuss housing related questions with other Housing Specialists and LHOT Coordinators..	March 23, 2011 5:07 pm by OMHSASHousing@hotmail.com 	2	2	
Services Discuss service-related issues.	March 23, 2011 5:08 pm by OMHSASHousing@hotmail.com 	1	2	
Funding opportunities Share and view current funding opportunities.	February 4, 2010 2:44 pm by OMHSASHousing@hotmail.com 	1	1	
Other Discuss all issues that do not apply to housing, services, and funding opportunities.	March 23, 2011 5:09 pm by OMHSASHousing@hotmail.com 	1	1	

- Once you have gone into one of the topic areas, click on the **blue bolded wording** under the “Topic” column to view each question. (Shown below as **Chronic Homeless Beds**, within

the “Housing” topic area.) This will allow you to view the question asked by one of the Housing Specialists or LHOT Coordinators from around the state.

Housing View and discuss housing related questions with other Mental Health Housing Specialists.				
Page: 1				
Click on the issue under "Topics" to view and/or respond to the posting. (Reminder: You must be logged in to post.)				
Topics	Started	Last Post	Posts	Views
Chronic Homeless Beds	February 4, 2010 2:34 pm by OMHSASHousing@hotmail.com	February 4, 2010 2:34 pm by OMHSASHousing@hotmail.com	1	19

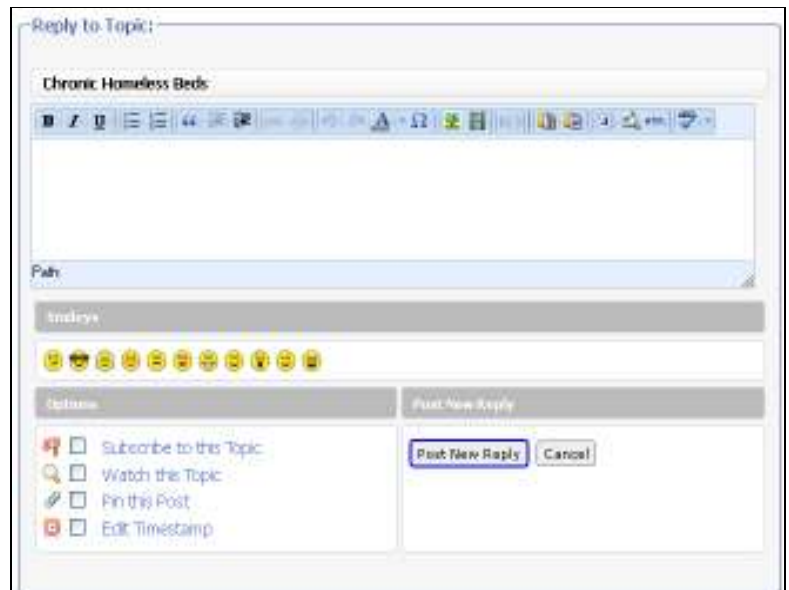
To register to use the Discussion Forum:

- In order to participate on the Discussion Forum, you must be a registered user.
- From the Peer Discussion page, click on the Register button  **Register**
- Complete the Registration form, as shown to the right
- Within 24 – 48 business hours you will receive approval of your registration via e-mail. You will not be able to post on the Discussion Forum until you receive your approval notification email.



To respond to a question on the Discussion Forum:

- To respond to a question posted on the Discussion Forum, you must first be registered and logged in.
- Next, under the column Forums click on housing, services, funding opportunities, or other.
- Click on the Topic for which you would like to respond.
- Click “reply to post”.
- Type your response, and choose any additional options. For example, you can opt to be notified when someone responds to your question by checking “Subscribe to this Topic”.
- Finally, you will click “Post New Reply”.



To ask a new question on the Discussion Forum:

- To post a question on the Discussion Forum, you must first be registered and logged in.
- Next, click on any of the topic areas: housing, services, funding opportunities, or other. The topic areas are seen below under the column “Forums”.
- Once you click on the appropriate “Forum”, simply click on the “Add a New Topic” button.
- To ask a question, simply click on the “Add a New Topic” button. You will enter a topic name, your question, and choose any additional options. For example, you can opt to be notified when someone responds to your question by checking “Subscribe to this Topic”.
- Finally, you will click “Post New Topic”.

The screenshot shows a web form titled "Add New Topic to: Housing". At the top is a text input field labeled "Topic Name:". Below this is a rich text editor with a toolbar containing icons for bold, italic, underline, list, quote, link, unlink, undo, redo, text color, background color, insert image, insert video, insert link, insert unlink, insert code, insert quote, insert smiley, insert signature, HTML, and ABC. Below the editor is a "Path:" field. Underneath is a "Smileys" section with a row of ten yellow smiley icons. The bottom section is divided into two columns. The left column, titled "Options", contains six checkboxes: "Subscribe to this Topic", "Watch this Topic", "Lock this Topic", "Pin this Topic", "Edit Timestamp", and "Create Linked Post". The right column, titled "Post New Topic", contains two buttons: "Post New Topic" (which is highlighted with a blue border) and "Cancel".

If you need any additional assistance with the PA Housing Choices website, please contact:
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