



A stronger Illinois begins at home

# Home Counselor Online Made Easy

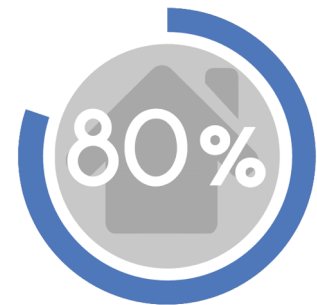
Home Counselor Online (HCO) is a free client management system (CMS) developed and managed by Fannie Mae that can make required reporting to HUD and other funders easier. But until now, there hasn't been a comprehensive hands-on training to teach housing counselors how to use it.

That's why Housing Action Illinois has developed a straightforward, step-by-step training to help housing counselors learn how to maximize HCO's functionalities. During the course, housing counselors learn to:

- Track client services
- Submit required reports to HUD
- Generate activity and impact reports for other funders
- Resolve error codes
- Identify successes and trends in client services

When HCO is used more effectively, housing counseling agencies can **save time, better understand their client service delivery, and ultimately do a better job of meeting the needs of families and individuals in their communities.**

AND ESTIMATED 80% OF  
HOUSING COUNSELING  
AGENCIES NATIONWIDE  
USE HCO



## HOST A TRAINING

Housing Action Illinois is interested in partnering to host Home Counselor Online Made Easy trainings within or outside of Illinois. The maximum class size is 30 people, which necessitates two instructors because of the intensive, practical nature of the course instructions.

*Sponsoring organizations must provide a computer lab equipped with computer stations for each student, internet connection, and a projector and whiteboard for instructor(s). They are also responsible for all marketing, site selection, and meals.*

### Interested? Let's Talk.

David Young, Director of Technical Assistance  
at 312.939.6074 x202

[david@housingactionil.org](mailto:david@housingactionil.org)

## WE'LL COME TO YOU

### 8-Hour (Single Day) In-Person Training

Up to 15 participants: \$3,900 (one instructor)

Up to 30 participants: \$5,250 (two instructors)

*These costs include travel and related expenses for instructors to come and deliver the training; preparation and shipping of course materials; conducting course evaluations; issuing certificates of completion; and any necessary follow-up.*