

# HMIS Intake CES Housing Actionable & Prioritization

Effective 10/01/2020

Intake Date	Entry Date	ServicePoint (HoH) ID:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Name
<input type="text"/>

HoH Name First	Middle	Last
<input type="text"/>	<input type="text"/>	<input type="text"/>

Suffix	Alias
<input type="text"/>	<input type="text"/>

Name Data Quality	
<input type="checkbox"/> Full Name Reported	<input type="checkbox"/> Partial, Street or Code Name
<input type="checkbox"/> Client doesn't know	<input type="checkbox"/> Client Refused

Social Security Number	Date of Birth
<input type="text"/>	<input type="text"/>

<input type="checkbox"/> Full SSN Reported (HUD) <input type="checkbox"/> Approx or partial SSN reported (HUD) <input type="checkbox"/> Client doesn't know (HUD) <input type="checkbox"/> Client refused (HUD) <input type="checkbox"/> Data Not collected (HUD)	<input type="checkbox"/> Full DOB Reported (HUD) <input type="checkbox"/> Approx or partial SSN reported (HUD) <input type="checkbox"/> Client doesn't know (HUD) <input type="checkbox"/> Client refused (HUD) <input type="checkbox"/> Data Not collected (HUD)
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Gender	
<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Trans Female (MTF or male to female) <input type="checkbox"/> Non-Conforming (not exclusively male or female)	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Trans Male (FTM or female to male)

Race (select all that apply)	
<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> White	<input type="checkbox"/> Black or African American <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused

Ethnicity	
<input type="checkbox"/> Non-Hispanic/Non-Latino <input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused

Veteran Status	Relationship to HoH
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Self (Head of Household) <input type="checkbox"/> HoH's child <input type="checkbox"/> HoH's other relation member <input type="checkbox"/> HoH's spouse or partner <input type="checkbox"/> Other: non-relation member

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## Housing Actionable & Prioritization

Disability						
<p><b>Do you have a physical, mental or emotional Impairment, a post-traumatic stress disorder, or brain injury; a development disability, HIV/AIDS, or a diagnosable substance abuse problem?</b></p> <p> <input type="checkbox"/> No                          <input type="checkbox"/> Yes (indicate type(s) below)                          <input type="checkbox"/> Client doesn't know                          <input type="checkbox"/> Client refused                 </p>						
	<b>Physical</b> <input type="checkbox"/>	<b>Mental Health</b> <input type="checkbox"/>	<b>Chronic Health Condition</b> <input type="checkbox"/>	<input type="checkbox"/> Alcohol <input type="checkbox"/> Drugs <input type="checkbox"/> Both	<b>Developmental</b> <input type="checkbox"/>	<b>HIV/AIDS</b> <input type="checkbox"/>
Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Covid-19 Risk Factors

<b>Start Date</b>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;">/</td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;">/</td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>			/			/		
		/			/				

Due to COVID-19, KHC has established criteria to determine if a client/household is potentially High, Medium, or Low risk for prioritization purposes.

Answer the following questions based on the client/household's Medical Factors Criteria and Living Situation Criteria:

<p><b>Medical Factors Criteria</b></p> <ul style="list-style-type: none"> <li>▪ Pregnant or breastfeeding women</li> <li>▪ Individuals ages 55+</li> <li>▪ One of the following pre-existing health conditions:                             <ul style="list-style-type: none"> <li>▪ Chronic lung disease or moderate to severe asthma</li> <li>▪ Serious heart conditions (expected to be of long-continued and indefinite duration, and significantly inhibits ability of the individual to live independently)</li> <li>▪ Conditions that can cause a person to be immunocompromised, including cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV/AIDS, and</li> </ul> </li> </ul>	<p>Does the client/household have 1 or more of the above listed Medical Factors?</p> <p> <input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> Doesn't Know/Refused                 </p>
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<p><i>prolonged use of corticosteroids and other immune weakening medications</i></p> <ul style="list-style-type: none"><li>▪ <i>Severe obesity (body mass index [BMI] or 40 or higher)</i></li><li>▪ <i>Diabetes</i></li><li>▪ <i>Chronic kidney disease and those who are undergoing dialysis</i></li><li>▪ <i>Liver disease</i></li></ul>	
<p><b>Living Situations Criteria</b></p> <ul style="list-style-type: none"><li>▪ <i>Individuals/Households sleeping outdoors or in other places not meant for regular human habitation in close proximity (less than 6 feet apart) to other not in the same household without regular access to hygiene facilities where frequent handwashing possible. (Potentially High-Risk)</i></li><li>▪ <i>Individuals/Households sleeping in emergency shelter where appropriate social distancing and isolation is not possible (e.g., sharing bedrooms or congregate sleeping spaces with people from other households where sleeping/general presence cannot consistently be 6 feet apart.) (Potentially High-Risk)</i></li><li>▪ <i>Individuals/Households sleeping in emergency shelters where appropriate social distancing is being practiced for sleeping (e.g., individuals/households share separate sleeping areas from other households or where sleeping is at least 6 feet apart from others) but bathing/hand-washing facilities and common areas are shared with other people not in the same household. (Potentially Medium-Risk)</i></li><li>▪ <i>Individuals/Households sleeping outdoors or in other places not meant for regular human habitation, but not in close proximity to others not in the same household yet still without regular access to hygiene facilities where frequent handwashing is possible. (Potentially Medium-Risk)</i></li><li>▪ <i>Individuals/Households sleeping in emergency shelters where appropriate social distancing is being practiced (e.g., individuals/households share separate</i></li></ul>	<p>Is the client/household's Living Situation considered High, Medium, or Low Risk based on the above criteria?</p> <p><input type="checkbox"/> High</p> <p><input type="checkbox"/> Medium</p> <p><input type="checkbox"/> Low</p>

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<p><i>sleeping areas from other households such as a separate bedroom with doors and bathing/handwashing facilities are separate from others not in the same household). This includes staying in hotel/motels or in other alternative locations arranged by the shelter. (Potentially Lower-Risk)</i></p>	
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<p>Has your current period of homelessness been caused by fleeing a domestic violence, dating violence, sexual assault or stalking situation?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Doesn't Know/Refused</p>
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Client's Current Living Situation – current to project entry															
(Select one Living Situation and answer the corresponding questions in the order in which they appear)															
Start Date	End Date	Information Date													
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> </tr> </table>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> </tr> </table>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> </tr> </table>					
(Select one Living Situation and answer the corresponding questions in the order in which they appear)															
Homeless Situation	Institutional Situation	Transitional/Permanent Housing Situation	Other												
<p><input type="checkbox"/> Place not meant for habitation (e.g. a vehicle, abandoned building, bus/train/subway station, airport, anywhere outside).</p> <p><input type="checkbox"/> Emergency shelter, including hotel or motel paid for with emergency shelter voucher</p> <p><input type="checkbox"/> Safe Haven</p>	<p><input type="checkbox"/> Foster care home or foster group home</p> <p><input type="checkbox"/> Hospital or other residential non-psychiatric medical facility</p> <p><input type="checkbox"/> Jail, prison or juvenile detention facility</p> <p><input type="checkbox"/> Long-term care facility or nursing home</p> <p><input type="checkbox"/> Psychiatric hospital or other psychiatric facility</p>	<p><input type="checkbox"/> Residential project or halfway house with no homeless criteria</p> <p><input type="checkbox"/> Hotel or motel paid for without emergency shelter voucher</p> <p><input type="checkbox"/> Transitional housing for homeless persons (including homeless youth)</p> <p><input type="checkbox"/> Host Home (non-crisis) Staying or living in a friend's room, apartment or house</p> <p><input type="checkbox"/> Staying or living in a family member's room, apartment or house</p> <p><input type="checkbox"/> Rental by client, with GPD TIP housing subsidy</p> <p><input type="checkbox"/> Rental by client, with VASH housing subsidy</p> <p><input type="checkbox"/> Permanent housing (other than RRH) for formerly homeless persons</p> <p><input type="checkbox"/> Rental by client, with RRH or equivalent subsidy</p> <p><input type="checkbox"/> Rental by client, with HCV voucher (tenant or project based)</p>	<p><input type="checkbox"/> Other:</p> <hr style="width: 100%;"/> <p><input type="checkbox"/> Worker unable to determine</p> <p><input type="checkbox"/> Client doesn't know</p> <p><input type="checkbox"/> Client refused</p>												

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	<input type="checkbox"/> Substance abuse treatment facility or detox center	<input type="checkbox"/> Rental by client in a public housing unit <input type="checkbox"/> Rental by client, no ongoing housing subsidy <input type="checkbox"/> Rental by client with other ongoing housing subsidy <input type="checkbox"/> Owned by client, with ongoing housing subsidy <input type="checkbox"/> Owned by client, no ongoing housing subsidy	
Is client going to have to leave their current living situation within 14 days?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, answer the following questions.</b>		
Has a subsequent residence been identified?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Does individual or family have resources or support networks to obtain other permanent housing?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Has the client moved 2 or more times in the past 60 days?  <input type="checkbox"/> Yes <input type="checkbox"/> No

Client's Prior Living Situation - Prior to Project Entry			
(Select one Living Situation and <b>answer the corresponding questions in the order in which they appear</b> )			
Literally Homeless Situation	Institutional Situation	Transitional/Permanent Housing Situation	Other
<input type="checkbox"/> Place not meant for habitation (e.g. a vehicle, abandoned building, bus/train/subway station, airport, anywhere outside).  <input type="checkbox"/> Emergency shelter, including hotel or motel paid for with emergency shelter voucher  <input type="checkbox"/> Safe Haven	<input type="checkbox"/> Foster care home or foster group home  <input type="checkbox"/> Hospital or other residential non-psychiatric medical facility  <input type="checkbox"/> Jail, prison or juvenile detention facility  <input type="checkbox"/> Long-term care facility or nursing home	<input type="checkbox"/> Residential project or halfway house with no homeless criteria <input type="checkbox"/> Hotel or motel paid for without emergency shelter voucher <input type="checkbox"/> Transitional housing for homeless persons (including homeless youth) <input type="checkbox"/> Host Home (non-crisis) Staying or living in a friend's room, apartment or house <input type="checkbox"/> Staying or living in a family member's room, apartment or house <input type="checkbox"/> Rental by client, with GPD TIP housing subsidy <input type="checkbox"/> Rental by client, with VASH housing subsidy	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused

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	<input type="checkbox"/> Psychiatric hospital or other psychiatric facility  <input type="checkbox"/> Substance abuse treatment facility or detox center	<input type="checkbox"/> Permanent housing (other than RRH) for formerly homeless persons <input type="checkbox"/> Rental by client, with RRH or equivalent subsidy <input type="checkbox"/> Rental by client, with HCV voucher (tenant or project based) <input type="checkbox"/> Rental by client in a public housing unit <input type="checkbox"/> Rental by client, no ongoing housing subsidy <input type="checkbox"/> Rental by client with other ongoing housing subsidy <input type="checkbox"/> Owned by client, with ongoing housing subsidy <input type="checkbox"/> Owned by client, no ongoing housing subsidy	
<p><b>Length of Stay in Prior Living Situation (i.e. the literally homeless situation identified above)?</b></p> <input type="checkbox"/> One night or less <input type="checkbox"/> Two to six nights <input type="checkbox"/> One week or more but less than one month <input type="checkbox"/> One month or more but less than 90 days <input type="checkbox"/> 90 days or more but less than one year <input type="checkbox"/> One year or longer	<p><b>Length of Stay in Prior Living Situation (i.e. the institutional situation identified above)?</b></p> <input type="checkbox"/> One night or less <input type="checkbox"/> Two to six nights <input type="checkbox"/> One week or more but less than one month <input type="checkbox"/> One month or more but less than 90 days <input type="checkbox"/> 90 days or more but less than one year <input type="checkbox"/> One year or longer  <p><b>Did you stay in the institutional situation less than 90 days?</b></p> <input type="checkbox"/> Yes (If YES – Complete SECTION III) <input type="checkbox"/> No (If NO – End Homeless History Interview)	<p><b>Length of Stay in Prior Living Situation (i.e. the housing situation identified above)</b></p> <input type="checkbox"/> One night or less <input type="checkbox"/> Two to six nights <input type="checkbox"/> One week or more but less than one month <input type="checkbox"/> One month or more but less than 90 days <input type="checkbox"/> 90 days or more but less than one year <input type="checkbox"/> One year or longer  <p><b>Did you stay in the housing situation less than 7 nights?</b></p> <input type="checkbox"/> Yes (If YES – Complete SECTION III) <input type="checkbox"/> No (If NO – End Homeless History Interview)	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused
	<p><b>On the <u>night before</u> entering the</b></p>	<p><b>On the <u>night before</u> entering the housing situation did you stay on the</b></p>	

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<input type="checkbox"/> <b>N/A</b> (Complete SECTION IV Below)	<b>institutional situation did you stay on the streets, in emergency shelter or a safe haven?</b>  <input type="checkbox"/> Yes (If YES – Complete SECTION IV) <input type="checkbox"/> No (If NO – End Homeless History Interview)	<b>streets, in emergency shelter or a safe haven?</b>  <input type="checkbox"/> Yes (If YES – Complete SECTION IV) <input type="checkbox"/> No (If NO – End Homeless History Interview)	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused
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On the night <u>before your previous stay</u> , was that on the streets, in an Emergency Shelter, or Safe Haven? <input type="checkbox"/> No <input type="checkbox"/> Yes	Approximate start of homelessness: [ ] [ ] / [ ] [ ] / [ ] [ ]
Total <u>number of times homeless</u> on the street, in ES, or SH in the past three years <input type="checkbox"/> One time <input type="checkbox"/> Two times <input type="checkbox"/> Three times <input type="checkbox"/> Four times <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused	Total <u>number of months</u> homeless on the street, in emergency shelter, or SH in the past three years _____

## Client Contact Information

In what language do you feel best to express yourself?	<input type="checkbox"/> English <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Hebrew <input type="checkbox"/> Hindi <input type="checkbox"/> Italian <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Portuguese <input type="checkbox"/> Russian <input type="checkbox"/> Spanish <input type="checkbox"/> Tagalog <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other
Client Phone Number	_____
Alt. Client Phone Number	_____
Email address/other electronic communication (e.g. social media)	_____
On a regular day, where is it easiest to find you and what time of day is easiest to do so? (collect multiple locations)	_____

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<b>For Coordinated Entry, please record the county in which the client would like to be housed.</b>	
County	

## Housing Engagement Information

Housing Engagement Category?	<input type="checkbox"/> Individual <input type="checkbox"/> Couple (no children) <input type="checkbox"/> Family <input type="checkbox"/> Transition Age Youth
When did client engage in Coordinated Entry CES conversation?	<input type="text"/> / <input type="text"/> / <input type="text"/>
Where is the client staying right now?	<input type="checkbox"/> Outdoors <input type="checkbox"/> Shelter
Agency	
Case Manager	
What LPC are you in?	

## Housing Option Information

Once a housing option is available, what size unit will be needed (# of bedrooms)?	
If available, would the client be interested in a roommate option?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Once a housing option is available, will the client require special accommodation (e.g. 1 <sup>st</sup> floor, wheelchair access, ramp, bathroom facilities?)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes for special accommodation, please specify:	

## VI-SPDAT

**ONLY complete the VI-SPDAT when a client/household is not able to be successfully diverted or has been a long stayer in the system. Complete the appropriate VI-SPAT based upon household composition.**

Does the client's severe mental illness, or any other circumstance, prevent you from completing the VI-SPDAT?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If VI-SPDAT cannot be conducted with this client, please select a reason:	<input type="checkbox"/> Experiencing Traumatic Crisis <input type="checkbox"/> Mental Health Issues <input type="checkbox"/> Too Intoxicated



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## Coordinated Entry Event

Start Date	<input type="text" value=""/> <input type="text" value=""/> / <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
Date of Event	<input type="text" value=""/> <input type="text" value=""/> / <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
Event	<p><b>Access Event</b></p> <p><input type="checkbox"/> Referral to Prevention Assistance project</p> <p><input type="checkbox"/> Problem Solving/Diversion/Rapid Resolution intervention or service</p> <p><input type="checkbox"/> Referral to scheduled Coordinated Entry Crisis Needs Assessment</p> <p><input type="checkbox"/> Referral to scheduled Coordinated Entry Housing Needs Assessment</p> <p><b>Referral Events</b></p> <p><input type="checkbox"/> Referral to post-placement/follow-up case management</p> <p><input type="checkbox"/> Referral to Street Outreach project or services</p> <p><input type="checkbox"/> Referral to Housing Navigation project or services</p> <p><input type="checkbox"/> Referral to Non-continuum services: Ineligible for continuum services</p> <p><input type="checkbox"/> Referral to Non-continuum services: No availability in continuum services</p> <p><input type="checkbox"/> Referral to Emergency Shelter bed opening</p> <p><input type="checkbox"/> Referral to Transitional Housing bed/unit opening</p> <p><input type="checkbox"/> Referral to Joint TH-RRH project/unit/resource opening</p> <p><input type="checkbox"/> Referral to RRH project resource opening</p> <p><input type="checkbox"/> Referral to PSH project resource opening</p> <p><input type="checkbox"/> Referral to Other PH project/unit/resource opening</p>
<b>If: Problem Solving/Diversion/Rapid Resolution intervention or service result:</b>	
Client housed/re-housed in a safe alternative	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If Referral to post-placement/follow-up case management result:</b>	
Enrolled in Aftercare project	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If Referral to an ES, TH, Joint TH-RRH, PSH, or Other PH opening:</b>	
Location of Crisis Housing or Permanent Housing Referral	<input type="text" value=""/>
Referral Result	<p><input type="checkbox"/> Successful referral: client accepted</p> <p><input type="checkbox"/> Unsuccessful referral: client rejected</p> <p><input type="checkbox"/> Unsuccessful referral: provider rejected</p>
Date of Result	<input type="text" value=""/> <input type="text" value=""/> / <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>

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## Permanent Housing Information

Have you, the Engaging Agency or the client obtained ALL of the following paperwork? And, are copies of ALL ATTACHED TO THE CLIENT'S HMIS RECORD? This means ALL necessary paperwork is on file; not that the client has simply reported having the paperwork.

- Proof of Citizenship (for PSH Placement)
- Verification of Disability (for PSH Placement)
- Verification of Homelessness Form & Supporting Documentation (including HMIS records 3<sup>rd</sup> party verification from another agency or entity)
- Verification of Personal Identification (State Issued ID, Birth Certificate, or Social Security Card) most likely needed for Landlords/Property Management Agencies during Housing Search and Placement, but not required for CoC/ESG RRH Placement

Client is paperwork ready for housing, and all documents are uploaded in HMIS

Yes     No

Staff Completing (Printed Name):

Date:

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