

## Coordinated Entry Multi-Stage Assessment Packet Overview:

\*Pre-screen and Diversion Screenings occur prior to this point.

Part 1 - Safety Screening

Part 2 – HMIS Universal Entry (current version Alliance website) and 2016 ROI Consent

Part 3 – Child and Family Needs Assessment

- A. Needs of People who are Pregnant and Parenting
- B. Needs of Preschool Children
- C. Needs of School-Aged Children and Youth

Part 4 - Determination of Vulnerability and Acuity:

- VI-SPDAT Consent Form
- VI-SPDAT (for Individual, Family, or Transition Aged Youth)
- Vulnerability and Acuity Screening

Part 5 – Eligibility Verifications:

- Cover Sheet
- A. Homelessness History / Chronic Homelessness Verification
- B. Disability Verification (if appropriate)
- C. Veteran Status Verification (if appropriate)
- D. Income Verification (if appropriate)
- E. Identity Verification

Part 6 - Housing Needs, Preferences and Barriers Assessment

- Housing Area & Type Preference
- Special Accommodations
- Household Members
- Housing History and Last Permanent Residence
- Legal Barriers

Part 7 – Housing Stabilization Plan

- Emergency Contact Information
- Employment History
- Income Summary
- Supportive Services Assessment
- Client Narrative
- Health and Wellness History
- Insurance Information
- Medical Conditions
- Medications
- Health Care Provider
- Hospitalization and Emergency Room History

## Assessment Progress Tracking:

*This form is intended to help staff track all the steps of assessing a client, acquiring verification documentation, entering data into HMIS, and sending documentation to the receiving housing agency.*

Client Name: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

HMIS #: \_\_\_\_\_

<b>Step:</b>		<b>Date entered / uploaded to HMIS:</b>
Part 1	Safety Screening (complete at first point of contact and retain in client's file)	
Part 2	HMIS Universal Entry (complete at first point of contact and enter into HMIS) and <b>2016</b> HMIS ROI Consent (make sure using current versions; upload ROI into HMIS)	
Part 3	Child and Family Needs Assessment (complete ASAP if applicable, and retain in clients' file.)	
Part 4	Determination of Vulnerability and Acuity (wait 7-14 days to complete, except complete earlier for families, TAY, those who are Chronically Homeless and extremely vulnerable people)	VI-SPDAT Consent form and upload in HMIS
		VI-SPDAT form 2.0 and enter into HMIS
		CE Vulnerability and Acuity Screening (Upload in HMIS. Notify CE Lead if advocating estimated score.)
Part 5	Eligibility Verifications (Start working on these documents when your client has a VISPDAT score of 8 or above or when prompted by the CE Lead Team.)	Cover Sheet – Client and Sending Agency Info (upload in HMIS)
		Homelessness History / Chronic Homelessness Verification (Upload forms and supporting documents in HMIS.)
		Disability Verification (If applicable; upload in HMIS along with supporting documents)
		Veteran Status Verification (If applicable; upload DD214 in HMIS)
		Income Verification (If applicable; upload pay stubs, award letters, etc. in HMIS)
		Identity Verification (Work to obtain IDs for the client and all household members while it is free! Upload what you have in HMIS.)
Part 6	Housing Needs, Preferences and Barriers Assessment (Complete ASAP after Part 5; Upload in HMIS.)	
Part 7	Housing Stabilization Plan (To be completed by receiving housing program staff and retained in client's housing file.)	