

## Coordinated Entry Assessment Part 1 - Safety Screening:

These questions are asked to help insure the safety of the client and the program. The information is **NOT** used as criteria for program eligibility.

Client Name: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_ HMIS #: \_\_\_\_\_

Possible staff script: "We want to make sure everyone we serve is safe and gets the best possible support, so we will start with a few quick questions about your safety and needs."

### Staff instructions:

- Ask Question #1 to any person who could possibly be aged 24 or younger who presents without a parent or guardian.
- Question #2 should be asked to each individual adult in the family privately.
- Follow your agency's protocols and policies where applicable, and / or consult with your supervisor when concerned for people's safety.

### **1. How old are you?** (Ask this question to any person who could possibly be aged 24 or younger who presents without a parent or guardian.)

\_\_\_ under 18    \_\_\_ 18-24    \_\_\_ not a Transition Aged Youth (TAY)

### **\*For unaccompanied minor youth (under age 18 without a guardian):**

Possible staff script: "We are glad you're here, and we are going to make sure you have a safe place to be. Because we're not licensed by the state to shelter minors in our shelters, we need to work with the youth service system to get shelter, housing and other services for you. We can start that process by calling the Youth Service agency for this region. They will send a worker to help us figure out together the best plan for you."

Staff instructions: Follow your agency's protocol for unaccompanied minors, and contact the Comprehensive Community-Based Youth Service (CCBYS) agency for your area. While waiting for the CCBYS staff to respond, admit the young person, provide them with basic needs, and keep them safe. Do not mislead or surprise the young person, but make sure they know their options and what to expect at each step of the process.

*Statewide CCBYS Hotline (24/7 resource for finding your local CCBYS crisis response agency): 877-870-2663*

### **\*For youth aged 18-24 (or emancipated minors):**

Possible staff script: "You are welcome to be served as an adult in any of our programs that you're interested in and otherwise eligible for. We recognize that young people sometimes prefer youth-specific programs, so we can help you find youth services instead or in addition to what we provide if you prefer."

Staff instructions: Provide the youth with contact info for Youth Serving Organizations in your region.

**North:** Youth & Opportunity United - 847-866-1200

The Harbour – 847-297-8540

Northwest Compass - 847-392-2344

**West:** Corazon - 708-656-1400

**South:** Aunt Martha's Youth Services - 708-747-7100

**2. What is the bigger priority for you at this moment?** (Ask these questions of each adult alone, and not with a partner or potential abuser present!)

\_\_\_\_\_ safety \_\_\_\_\_ housing and/or shelter

Have you left your housing to try to get away from someone who was hurting you, threatening you, or making you feel unsafe?  Yes  No

Has your partner or anyone in your home ever forced or coerced you to do something sexual that you did not want to do?  Yes  No

We know some people are forced by someone into trading sex or labor for money, shelter, or other survival needs. Is this something that has happened to you?  Yes  No

Are you currently afraid for your safety, or is there anyone trying to find you to do you harm?  Yes  No

Is there anyone you have an order of protection against?  Yes  No

**\*If “Yes” to any of these questions, or a prioritization of “safety” over “housing and/or shelter:”**

**A. Make a “safety plan” with the client:**

- Determine how likely it is that an abuser could locate the client at this program or any other location.
- Call 911 if an abuser is nearby or there is a high potential for harm, but only with consent of the client.
- Help the client consider medical attention as appropriate for injuries.

**B. Encourage specialized support:**

Possible staff script: “Your safety is very important to me. I can help you find a more secret place to stay, and other services that might be helpful, healing or supportive for you. Would you like for me to help you find these things?”

Chicago area Rape Crisis Hotline (YWCA) – 888-293-2080

National Rape Crisis Hotline – 800-656-4673

City of Chicago Domestic Violence Hotline - 1-877-863-6338

IL Domestic Violence Hotline – 800-273-8255

Child Abuse and Neglect Hotline – 800-252-2873 (1-800-25-ABUSE)

National Human Trafficking Hotline – 1-888-373-7888

DV Services South – SSFS – 708-335-3028

DV Services West – Sarah’s Inn – 708-386-4225

- Constance Morris House – 708-485-5254

DV Services North – WINGS – 847-221-5680

**C. Ensure that the client’s HMIS record is locked**, and follow all other protocols to preserve their confidentiality. Ask a supervisor or HMIS team if you are unsure how to lock an HMIS record.

### 3. Do you have thoughts or feelings of hurting yourself or ending your life?

Yes       No

**\*If “Yes”:**

Possible staff script: “Your safety is very important to me, so we need to come up with a safety plan. These are some hotlines that might help us with that. I will also need to work together with my teammates or supervisor to help ensure your safety. I will not make any plans without discussing them with you first.”

National Suicide Prevention Hotline – 800-273-8255

Veterans Crisis Line - 800-273-8252 or text 838255

VA Suicide Prevention Line – 800-273-8255 ext. 1

Staff instructions:

- Follow your agency’s protocols and policies as applicable.
- Explore with the client their plans and intentions. Determine:
  - how specific and detailed their plan is (Ask: “Have you thought about how you would do it?”)
  - what their chosen method would be
  - if they have access to their chosen means (drugs, gun, etc.) (Ask: “Do you have the \_\_\_\_\_ you’re planning to use? How would you get them?”)
  - if they have a timeline (Ask: “When are you thinking you would act on your plan?”)
  - if there’s anything special about this day or timing, or other things that could be creating urgency for the client (Ask: “What’s making this come up today?”)
- Develop a “safety plan” with the client which might include:
  - A client’s agreement not to follow-through with their plans for a specified period of time, or before they seek identified professional help or other designated remedies, etc.
  - A client’s agreement that they will not pursue the means to harm themselves or act on their plan before further discussing the matter with you or another staff or professional.
- Encourage the client to call a hotline above.
- Consult with teammates and/or your supervisor.
- Don’t leave the client unattended until a safety plan can be made.
- Call 911 if the client is an imminent danger to themselves [has a detailed plan and immediate access to their chosen method], and / or will not (after appropriate discussion) agree to forgo or delay following through with their plan for a defined period of time.

### **Additional safety guidelines for staff:**

Seek emergency medical help if someone:

- Has taken poison or any overdose of drugs or medication. **Poison Control Center: 1-800-222-1222**
- Has rapid or pulsing bleeding, or heavy bleeding that will not stop with direct pressure.
- Is unconscious and cannot be revived.
- Is confused or disoriented, if a head injury could be suspected.
- Has difficulty breathing.