

## Entry Point Assessment Progress Tracker:

This form provides an overview of the parts of the phased assessment and timing guidelines for completing assessments, acquiring verification documentation and entering and uploading data into HMIS. If you are tracking completion dates in HMIS, you are not required to input dates here.

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

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

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

Step:		Completed? Y/N/NA	Date uploaded to HMIS:
Part 1	Safety Screening (complete at first point of contact and retain in client's file.)		-----
Part 2	HMIS Initial Intake (complete at first point of contact, enter into HMIS). Verify <b>2016</b> HMIS ROI Consent is valid and uploaded.		-----
Part 3	Child and Family Needs Assessment (complete ASAP if applicable, and retain in clients' file.)		-----
Part 4A	Determination to Proceed with Housing Assessment (wait 7-14 stays/service days to complete, complete earlier for families, TAY, those who are Chronically Homeless and extremely vulnerable people) <b>If client is not interested in housing at this time, indicate in HMIS and STOP process. Revisit housing conversation within a month and resume assessment when client indicates desire to secure housing.</b>		-----
Part 4B	Vulnerability and Severity of Service Needs Assessment. Begin Progress Tracker record in HMIS.	Entry Point Assessment and VI-SPDAT Consent form signed and uploaded in HMIS. ( <i>Entry Point Inclusion Policy signature page</i> ).	
		Appropriate VI-SPDAT entered into HMIS.	
		Vulnerability and Service Needs Assessment completed and uploaded in HMIS. ( <b>Notify Referral Manager if advocating for an estimated score.</b> )	

Part 5	Eligibility Verifications	Cover Sheet – Client and Sending Agency Info (upload in HMIS.)		-----
		Homelessness History Verification (Upload forms and supporting documents in HMIS.)		
		Disability Verification (If applicable; Upload forms and supporting documents in HMIS.)		
		Veteran Status Verification (If applicable; upload DD214 in HMIS.)		
		Income Verification (Upload pay stubs, award letters, verification of zero income, etc. in HMIS.)		
		Identity Verification (Work to obtain IDs for the client and all household members while it is free!)		
		Other Eligibility Verification (Collect and upload documents as required.)		
Part 6	Housing Preferences, History, and Other Considerations (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. Completion not tracked in HMIS.)			