

Contra Costa Council on Homelessness

Contra Costa Homeless Management Information System

Contra Costa Standard HMIS Intake Form

^FIF	st Name	Middle	^Las	t Name [*]	*Suffix (Jr/Sr.)
*Soc	ial Security No			Intake Date	<u> </u>
Intal	ce Counselor			Agency /Program	
Serv	ices Requested at Intake (check all that a	pply):			
	Housing	Serv	ices/Ot	her	Health
0 0 0 0	Rental assistance o Bene Housing o Child Section 8 o Cloth Security deposit o Coun		0 0 0 0 0	Employment/job training Food Info and referral Legal services Transportation Other	Crisis intervention Drug/alcohol treatment Mental health Perinatal services Primary health care
Note	e: All information requested below is vol	untary, however some	e ques	tions may be required by specific pr	rograms to determine eligibility
1.	Do you speak and understand E	inglish (Y/N)?	_ If no	o, what language are you most o	comfortable speaking?
0	Spanish o Chinese	o Vietnamese	0	Tagalog o Arabic	o Other
2.	Who referred you to this progra	m?			
0 0 0 0 0 0 0	AB 109 probation officer Friend Family member Hospital (non-psychiatric) Psychiatric hospital/facility Criminal justice system (non AB 109) Law enforcement/police Shelter Clinic/Outpatient facility	o Residential program o Skilled Nursing Facil o 211 Crisis Line o Other Crisis Center o Shelter Hotline o Mental Health Acces VA o Church/religious orgo o Benefits worker/case	ity s Line anizatior		ter ow
3.	Nickname/Alias			4. Maiden Name	
*5.	Birth Date:	Check one: Full Ap	proximat	e/Partial Client doesn't know Refused	Age:
*6.	Gender: Check one: Male Fema	e Transgender to Male _	т	ransgender to female Other Client do	oesn't know Refused
7.	If another adult is applying for serv	vices with you, pleas		their full name and relationship	to you:
	Name:		_ 0	Spouse/Partner o Child o Nonr	relative o Other
*8.	Are you the Head of Household?	9. How many childre	en in ho	ousehold? 10. Total	household size:
11.	Phone # (if any):	12. Email (if any): _		13. Identi	ification #:
*14. °	Ethnicity? Hispanic/Latino • Other	(non-Hispanic/Latino)	0	Client Doesn't Know	Client Refused
*15. °	What race BEST describes you? mark American Indian if their ancestry mark Asian. Those from the Middle Ea	(check all that ap from North, South or	Centra .]		st (including India) should
0	Asian Native Hawaiian / Pacific Islander	White	a icai i	o Client Refuse	
*16.	Household Configuration: o Single o Couple Without Children	 Female Single Parent 	t	 Male Single Parent Two Parent 	Family o Other
			· ·		

17.	Sexual Orientation: Heterosexual _	Gay Lest	pian Bisexual	Questioning/Unsure	Refused
*18.	Have you ever served in the US N		No Client do	pesn't know Client refu	sed
	es, Branch of the Military? Army _				
	Year entered military service:			ed from military servi	ce:
	Era (check all that apply): o World War II o Persian Gulf War of Korean War o Afghanistan o Vietnam War o Iraq Freedom	Iraq Dawn	Discharge St. o Honorable o General un conditions o Under othe	atus: o Ba der honorable o Di o Ur r than honorable o Cl	ad Conduct shonorable icharacterized/Other ient doesn't know ient refused
		Living S	ituation Info		
*19.	Please check what best describe	s your living situa	ation last night (prior to entering this	program):
0	Emergency shelter, including hotel or motel paid for with emergency shelter voucher Transitional housing for homeless persons (includin homeless youth) Permanent housing for formerly homeless persons (such as CoC project; HUD legacy programs; or HOPWA PH) Hotel or motel paid for without emergency shelter voucher Place not meant for habitation (vehicle, abandoned bldg, train station/airport, or anywhere outside) Safe haven	o Rental by client, Rental by client, Rental by client, Rental by client, Subsidy Owned by client Owned by client Staying or living apartment or	venile detention facility no ongoing housing subs with VASH housing subs with GPD TIP housing su with other ongoing housing no ongoing housing sub, with ongoing housing su in a family member's roo house in a friend's room, apartn	sidy medical fac sidy Psychiatric hos ubsidy Substance abu center Long-term care sidy Foster care ho ubsidy Residential pro m, homeless c Other	spital or other psychiatric facility use treatment facility or detox e facility or nursing home me or foster care group home oject or halfway house with no riteria
*20.	Length of living situation prior to	entering this pro	gram:		
0 0	One day or less Two days to one week	 One to three mont 	hs onths, but less than one	Client doesn't knClient refused	ow
	If less than 30 days or if coming from an	nstitution, where wer	e you living before?		
0	Emergency Shelter	o Other (see item 19	for best description)		
*21.	Housing Status at Program Entry	,			
0 0	Category 1 – Homeless (i.e. streets, shelter, trans Category 2 – At imminent risk of losing housing (w Category 3 – Homeless only under other federal st	thin 14 days) o	Category 4 – Fleeing do At-risk of homelessness Stably housed		Client doesn't know Client refused
	Note: Category 1 Homeless includes individuals red	cently exiting an institution	who were homeless prio	r to entering the institution	
	Cause of homelessness? (Choose up		rimary reason, 2 fo	r secondary reason. 3 for	tertiary reason): For
	prevention programs, cause for potential Divorce/Separation	5 "		o Eviction	
0	Loss of job	 Low income 		 Mental illness 	
0	Parole Substance abuse	Ran awayThrown out		Rent increaseOther:	
*23.	City where you lost stable housing programs, city where you are at-risk			onal housing, or institut	ions). For prevention
0	Alamo o Byron	o Danville	Kensington	 Oakley 	o Port Costa
0	Antioch o Canyon Bay Point o Clayton	DiabloDiscovery Bay	KnightsenLafayette	OrindaPacheco	RichmondRode
0		El Cerrito	Martinez	o Pinole	 San Pablo
0	Bethel Island o Clyde Blackhawk o Concord Brentwood o Crockett	El CerritoEl SobranteHercules	MoragaN Richmond	PittsburgPleasant Hill	San RamonWalnut Creek
	r Bay Area County:	- Horodica	O NATAOHIIONA	o i idasant i iiii	O Walliat OfGGR
0	Alameda	o Marin		 Monterey 	
0	Napa	 San Francisco 		 San Mateo 	
0	Santa Clara Sonoma	Santa CruzOther County in Ca	Α	SolanoRefused	
-	r City in the U.S.:		untry:		
*24.	Last <u>Permanent</u> City and Zip Codinstitutions, shelters, or transitional residing.	e (HUD definition: housing.) For preve	where client last re	esided for 90 days or m	
	City	State	*Zip	Client doesn't kno	w Refused
25.	What is your Current or Most Red	ent Mailing Addr	ess?		
	Address				
	City	State Z	<u></u>	Currently staying the	ere (Y/N)?

26.	In which city did you sleep last nig	ht? (this means	s: where did yo	u sleep prior to entering this progra	m)	
	City	State				
*27.	Is this your first time experienci	ng homeless	ness (being	without housing)? Yes	No Client re	sfused
		*28. Ch	ronic Homel	essness		
a.	Are you entering from the street	s, shelter, or	safe haven?	Yes No Client ref	used	
	If yes, approximate date this episoc * Note: To assist with this question, have the clie client with HMIS data to help jog their memory. If entry. Time spent in an institution or treatment face	nt look back to the of the client knows th	date they last had a e month and year b	place to sleep that was not on the streets or i ut not the day, substitute the day of the month	in shelter. You may	provide the as project
b.	Regardless of where you stayed in the past three years including		ımber of time	es you have been homeless or	n the streets/	shelter
0 0	Never in the past 3 years This is the first time 2 times	3 times4 or more	times	Client doesn't knRefused	ow	
c.	Total Number of Months Homele homeless should be counted as 1 r				of a month sp	
29.	Total length of time client has b		•	• • • • • • • • • • • • • • • • • • • •	ole.]	
	years andmonths		Client does			
*30.	Is client's length of homelessne	ss document	ed, either in	HMIS or in a paper file? Yes	No R	efused
		Heal	th and Disa	bility Info		
31	Are you (and your dependent child					
0	Yes	Yes with a		o No		
*22	De ver bere e Dischling Condit					
*32.	Do you have a Disabling Condit					or obronio
	This means: do you have a physical, menta health condition of expected long duration				abuse problem, c	JI CHIOHIC
*33.	Please indicate Yes or No for ea	ch of the foll	owing disabi	lity types:		
	Yes/No Severity Long Documented? Term?	Receiving Aid?		Severity Long Receiving cumented? Term? Aid?	Yes/No Severity Documente	Long Receivi
. Men	tal Health Problem	4. HIV/A	IDS	7. Chronic Hea		
	phol Abuse	5. Phys		8. Other:		
	g Abuse Chronic health condition – a diagnosed condition th		lopmental		ects that limit daily li	ving and require
adapta impair	children reality condition — a diagnosed condition in attion in function or special assistance. Examples inc ments (including traumatic brain injury, post-trauma hitis, liver condition, stroke, or emphysema.	lude but are not lim	ited to: heart diseas	se, severe asthma, diabetes, arthritis-related	conditions, adult ons	set cognitive
If ansv	only: If answered Yes to Mental Health above, is it vered Yes to Mental Health, Alcohol Abuse, or Drug Confirmed by prior evaluation or clinic records, or U	Abuse above, indi	cate underneath ea		ned thru clinical eva	luation/assessme
34.	Have you ever been a victim of	domestic vio	lence? Yes_	No Client Doesn't Know	Client Refused	
	If Yes, please indicate when the	most recent	domestic vic	lence experience occurred:		
0	Within the past 3 months One year ago or more	3-6 monthClient doe		6-12 months agoClient refused)	
	Are you currently fleeing? Yes	No	Client Doesn't Kn	ow Client Refused		
*35.	Are you currently covered by He		` ' —		ent Refused	
	Please answer Yes or No for <u>each</u> of	n the tollowing	neaith insura	ince Types:		1
	Health Insurance	Currently covered (Y/N)?	*HOPWA Only: If no, reason?	Health Insurance	Currently covered (Y/N)?	*HOPWA Only: If no, reason?
Ме	dicaid/Medi-Cal			Employer-provided Health Insurance		
ME	DICARE			Health insurance obtained through COBRA	A	
Sta	te Children's Health Insurance Program (SCHIP)			Private Pay Health Insurance		
Vet	eran's Administration (VA) Medical Services			State Health Insurance for Adults		
	OPWA Only: If not covered, indicate reason: urance Type not applicable.)	(A= Applied but	decision pending	, B = Applied but client was ineligible,	C = Client did not	apply, D =

^{* =} HUD Required Fields

	Income	and Emp	lovment			
36. Are you Employed (Y/N)? If employed, type of employment? Full-time _ How many hours do you work each week	Part-t	ime	Seasonal			
If <u>unemployed</u> , why? Looking for work	Unable to w	ork	Not looking for work	Other		
*37. Any income received from any source	e in the las	st 30 days	(Y/N)? (answer	Yes or No to e	ach of the	following
Source	Any income received in the past 30 days (Y/N)?	Amount	Source		Any income received in the past 30 days (Y/N)?	Amount
Earned Income (ie. employment income)			Child Support			
Retirement Income from Social Security			Alimony or Other spousal suppo	ort		
Pension from a former job (including military retirement pay)			SSI			
Private disability insurance			SSDI			
Unemployment insurance			General Assistance			
Workers Compensation			TANF			
VA service-connected disability compensation			Other			
VA non-service connected disability pension			No Financial Resources			
*38. Current Total Monthly Income (for se *39. Any non-cash benefits received in th	e last 30 d		•		Received in	ing): n the past 30 (Y/N)?
Supplemental Nutrition Assistance Program (Food Stamps)			WIC			
TANF Child Care Services			Section 8, public housing, or other ongoing rental assistance			
TANF Transportation Services			Temporary rental assistance			
Other TANF-funded services			Other:			
40. Are you eligible for public assistance yo	ou are not c	urrently red	ceiving? Yes No	Unsure		
41. Have you lost any of the following public	c assistanc		•			
o GA o SSI o Food Stamps o SSDI o TANF/CalWORKS o Medi-Cal		0	SDI Section 8 Public Housing	Shelter PluSubsidizedSurvivor's I	Childcare	
42. If so, why did you lose your public assis	stance?					
 Time Limit Eviction Gained Emp Other 	loyment	0	SSA error resulting in cutoff	o Sanctions/l	Non-Complian	ce
		Education	on			
43. Last grade completed? o < 5th grade o Grade 5-6 o Grade 7-8	o 9 th Grade	o 10 th Grad	de o 11 th Grade o 12	th Grade o Some		e not have are
44. Did you graduate from high school, get	4 811 4 4 6 111 4 4 6 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9					

				De	pendent	S					
45.	Please list informa participating in this						rs old) in yo	ur househ	old who will b	ре	
	First and Last Name	Relationship to HOH	Homeless Status (refer to page 2)	Birth Date	SS#	Gender (M/F)	Ethnicity	Race	Program Entry Date (if different from above)	Special Needs	
									420.07		
46.	Are there other fami	ly membe	rs that may b	e joining y	ou in the	future?					
	Name		Relationship	to HOH	Age H	omeless Sta	atus (refer to page	2) WI	nen will they be joini	ng you?	
			Crin	ninal Hist	ory / Pol	ice Cor	ntact				
47.	Have you ever bee	n convict	ed of a feloi	ny (Y/N)?	Ex	olain:					
	Have you ever been convicted of a crime (Y/N)? Explain:										
	Were you convicted within the last 6 months (Y/N)?										
48.	Are you currently o	n probat	ion (Y/N)? _	Proba	ation office's	name and	phone no.:				
				Proba	ation end dat	e (mm/dd/	(yy):/	_			
49.	Are you currently on parole (Y/N)? Parole office's name and phone no.:										
50.	D. Have you ever been incarcerated in State/County/Federal Prison (Y/N)? If yes: a) Were you released as a result of California Assembly Bill (AB) 109 (Y/N)? b) Were you released within the last 6 months (Y/N)?										
51.	Have you ever been			, , ,							
	If yes: Were you h	eld there	within the las	st 6 months	s (Y/N)? _		How many ti	mes within	last 6 months	?	
0	Where were you living Emergency shelter, including with emergency shelter vo Transitional housing for home homeless youth) Permanent housing for former (such as CoC project; HUI HOPWA PH) Hotel or motel paid for without voucher Place not meant for habitation bldg, train station/airport, of Safe haven ent's Emergency Cor	hotel or motel ucher less persons ly homeless p D legacy progr emergency s I (vehicle, abar anywhere or	paid for (including opersons opersons operams; or oper	Jail, prison, or j Rental by client Rental by client Rental by client Rental by client subsidy Owned by clien Owned by clien Staying or living apartment o Staying or living house	uvenile detent, no ongoing h, with VASH h, with GPD TI, with other or t, no ongoing t, with ongoing in a family m r house g in a friend's i	ion facility iousing subsitions out in graphs housing signing housing subsitions out in graphs graphs housing subsitions out in graphs housing subsitions housing subs	sidy sidy Subsidy Subs	medical facility ychiatric hospit bstance abuse center ng-term care fa ster care home sidential projec homeless criter her ent doesn't kno ent refused		c facility detox e home vith no	
CII	em s Emergency Cor	แสบไ					FIIOHE NO				
Sig	nature of Applicar	nt stating	g that all in	formatior	is true	& corre	ct:				

For SSVF/VASH Programs	For HOPWA Programs
1. Percentage of Area Median Income (AMI) Less than 30% 30% to 50% Greater than 50% * HUD sets new AMI income limits each year. Please refer to huduser.org for the most up-to-date AMI limits. 2. Homeless Prevention Screening Score: *SSVF grantees must enter the 2-digit threshold score as was calculated in the homeless prevention screening/assessment.	Receiving Public HIV/AIDS Medical Assistance? Yes / No If no, reason? Applied; decision pending
3. VAMC Station Number:	3. T-cell (CD4) Count Available? Yes / No If yes, T-Cell Count? (0-1500) How was the data obtained? Medical Report Client Report Other 4. Viral Load Available? Yes / No If yes, Viral Load? (0-99999) How was the data obtained? Medical Report Client Report Client Report Client Report Other

Signature of Applicant stating that all	rmation is true & correct:

Modified 12/31/2015