

## Service Transaction Log Contra Costa Homeless Programs

Date \_\_\_\_\_ Case Manager \_\_\_\_\_ Program \_\_\_\_\_

Client Name	HMIS ID# or Program Code	Service Code	Total Mins Or Units (Choose One)		Staff Initial
			Total Units	Total Mins	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
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14.					
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18.					
19.					
20.					
21.					
22.					
23.					

### Adult Continuum of Services

(101) --- (102) Bus Fare (units) (103) Taxi Fare (units) (104) Housing Search and Information (105) Housing Counseling (106) Supportive Housing Placement and Referral (107) Case/Care Management (108) Case/Care Management Referral (109) Case Plan/MI Life Plan Initiated (PSS) (110) Food (units) (111) Household goods (units) (112) Furniture (units) (113) Clothing (units)	(201) HIV Testing (202) HIV/AIDS Prevention Counseling (203) Adult State/Local Health Insurance Program (204) Health Screening/Diagnostic Services (205) --- (206) Personal Finances/Budget Counseling (207) Benefits Assistance (208) Money Management (209) Veteran Benefits Assistance (210) Medical Case Management (PSS) (211) Health Care Referral	(301) Local Transportation (units) (302) Homeless Court (303) Activities of Daily Living Assessment (304) Life Skills Education (305) Social Development and Enrichment (306) Recreational Activities/Sports (307) Personal/Grooming Supplies (308) General Safety Education	(401) Detoxification Referral (PSS) (402) Residential Substance Abuse Treatment Referral (PSS) (403) Central Intake/Assessment for Substance Abuse (404) Substance Abuse Counseling (405) Substance Abuse Crisis Intervention (406) Substance Abuse Education/Prevention (407) Addictions/Dependency Support Groups (408) Substance Abuse Referral	(501) Psychiatric/Mental Health Support Services (502) Mental Health Evaluation (503) Mental Health Information/Education (504) Mental Health Screening (505) Employment Preparation (506) Job Search/Placement (507) Comprehensive Information and Referral (508) Mental Health Referral (PSS) (509) Psychosocial Evaluation
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### Youth Continuum of Services

(601) --- (602) Housing Search and Information (603) Supportive Housing Placement and Referral (604) Street Outreach Programs (605) Adolescent/Youth Counseling (606) Family Counseling (607) Case/Care Management (608) Youth/Student Support Groups (609) Crisis Intervention (610) Food (units) (611) Household goods (units) (612) Furniture (units) (613) Clothing (units)	(701) Life Skills Education (702) Activities of Daily Living Assessment (703) Personal/Grooming Supplies (704) Social Development and Enrichment (705) Recreational Activities/Sports (706) Relapse Prevention Programs (707) Central Intake/Assessment for Substance Abuse (708) Interim Substance Abuse Services (709) Substance Abuse Counseling (710) Substance Abuse Crisis Intervention (711) Substance Abuse Education/Prevention (712) Substance Abuse Referrals	(801) Psychiatric/Mental Health Support Services (802) HIV Testing (803) HIV/AIDS Prevention Counseling (804) Health Supportive Services (805) Adolescent Medicine (806) Health Insurance Information/Counseling (807) Benefits Assistance (808) Money Management (809) Health Education (810) Medical Case Management (PSS) (811) Health Care Referral (812) Mental Health Referral (PSS) (813) Psychosocial Evaluation	(901) General Safety Education (902) Adult Education (903) Youth Enrichment Programs (904) School Placement Services (905) Employment Preparation (906) Local Transportation (units) (907) Bus Fare (units) (908) Taxi Fare (units) (909) Homeless Courts (910) Comprehensive Information and Referral (911) Family Maintenance/Reunification
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### Shelter Plus Care Services

(1001) Supportive Housing Placement/Referral (1002) Parent Counseling (1003) Peer Counseling (1004) Home Management Instruction (1005) Volunteer Opportunities (1006) Addictions/Dependencies Support Groups (1007) Mental Health Related Support Groups	(1008) Disability Related Counseling (1009) Health Supportive Services (1010) In Home Hospice Care (1011) Benefits Screening (1012) Personal Finances/Budget Counseling (1013) Child Care Provider Referrals
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### Project AACT (SSI/SSDI Enrollment Program)

(2001) SSI/SSDI Case Management Assessment (2002) SSI/SSDI Case Management Completion of SSI Application/Forms (2003) SSI/SSDI Case Management Coordination w/ Other Providers (2004) SSI/SSDI Case Management Appeal of SSI/SSDI Denial	(2005) Mental Health Assessment* (2006) Mental Health Summary Report* (2007) Medical Assessment** (2008) Medical Summary Report**  * These codes are for Psychologist's use only ** These codes are for the HCH Team's use only
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**Service Transaction Form Revision History**

Form Version	Changes
1/20/2010	<ul style="list-style-type: none"> <li>- <b>Basic Needs (101)</b> has been DELETED and the following have been added in its place: <b>Food (110)</b> , <b>Household goods (111)</b> , <b>Furniture (112)</b> , <b>Clothing (113)</b> . These will all be measured in units.</li> <li>- <b>Medical Respite Facilities (205)</b> has been DELETED. Any service provided to respite program clients should go under the one of the service codes already listed.</li> <li>- <b>Medical Case Management (210 and 810)</b> and <b>Health Care Referral (211 and 811)</b> has been added (as requested by the HCH team)</li> <li>- <b>Local Transportation (301 and 906)</b> must be measured in UNITS ONLY. These are equivalent to van rides. Directions and other transportation information should be logged as <b>Comprehensive Information and Referral (507)</b>.</li> <li>- <b>Personal/Grooming Supplies (307 and 703)</b> has replaced the service <b>Personal Care (701)</b>. This is measured in Units only.</li> <li>- <b>Substance Abuse Referral (408)</b> has been added.</li> <li>- <b>Mental Health Referral (508 and 812)</b> has been added.</li> <li>- SOAR Program Codes have been added for the SOAR program. Any SSI/SSDI-related assistance should be marked under these codes, while all non-SSI benefits such as GA, TANF, etc should be logged under <b>Benefits Assistance (207 and 807)</b></li> <li>- Page 1 2nd column has been changed to HMIS ID or Program Code. This is for HCH's use to identify which program the client is currently participating in (TH/PCH/Brookside/Concord/Calli/Respite).</li> </ul>
1/27/2010	<ul style="list-style-type: none"> <li>- <b>Psychosocial Evaluation (509 and 813)</b> has been added for both the adult and youth shelters</li> <li>- Anger management classes should be marked under <b>Social Development and Enrichment (305)</b></li> <li>- <b>Benefits Screening (807)</b> has been renamed to Benefits Assistance to maintain consistency.</li> </ul>
2/5/2010	<ul style="list-style-type: none"> <li>- <b>General Safety Education (308)</b> has been added for the adult continuum</li> <li>- <b>Employment (Retention)?</b></li> </ul>
8/16/2010	<ul style="list-style-type: none"> <li>- In the recent ServicePoint AIRS Update - <b>Mental Health Care and Counseling</b> was renamed to <b>Mental Health and Substance Abuse Services</b></li> <li>- This has been removed and replaced with <b>Psychiatric/Mental Health Support Services (501 and 801)</b></li> </ul>