

Contra Costa Continuum of Care

Contra Costa Homeless Management Information System

Contra Costa Standard HMIS Intake Form

| *First Name | Middle | Last Name* | *Suffix (Jr/Sr.) |
|---|-----------------------------------|---|--|
| *Social Security No: | | *Intake Date | |
| Case Manager: | | *Agency/Program: | |
| Case Manager Phone: (|) Cas | e Manager Email: | |
| | | | specific programs to determine eligibility. If |
| client already has an existing reco | ord in HMIS, questions 1 thru 9 m | nay be skipped. | |
| 1. Nickname/Alias: | | 2. Maiden name: | |
| *3. Birth Date: | Age: | ☐ Full ☐ Approximate/Partia | al Client doesn't know Client prefers not to answer |
| *4. Gender: | | Culturally Specific Identity (e.g., Tv Different Identity: | vo-Spirit) |
| 5. Sexual orientation: St | raight □ Gay □ Lesbian □ Bisexua | al Questioning/Unsure Other: | Client prefers not to answer |
| *6. What race best describe White Asian or Asian American Black, African-American, or Af American Indian/Alaskan Nativ | ☐ Middle ican ☐ Hispan | Hawaiian or Pacific Islander Eastern or North African ic/Latina/e/o | ☐ Client Doesn't Know ☐ Client prefers not to answer ☐ Additional Race and Ethnicity Detail: |
| 7. What is your primary lan | guage(s)? ☐ English ☐ Span | ish Other: | |
| *8. Do you need translation | | | |
| *9. Have you ever served in | | | Year separated from service: |
| Branch of the Military? | _ | | Coast Guard |
| Theater of Operations (C | ircle Yes or No for each) | Discharge status (Check | cone) |
| World War II Y / N | Afghanistan Y / N | Honorable | Dishonorable |
| Korean War Y / N | Iraqi Freedom Y / N | General under honorable coUnder other than honorable | _ |
| Vietnam War Y / N | Iraq New Dawn Y / N | ■ Bad conduct | ☐ Client prefers not to |
| Persian Gulf War Y / N | Other Y / N | | answer |
| 10. Client Phone No: | 11. Email: | 12 | 2. Identification: |
| 13. What is your current o | most recent mailing address | s? Currently staying there | (Y/N)? |
| Address | | City | State Zip |
| *14. Relationship to head of | household: Spouse/Partner | ☐ Other relation | Other: Non-relation member |
| 15. Who referred you to this | program? | | |
| ☐ 211 Crisis line | ☐ CARE/Dro | p in center | ☐ Self |
| Other Crisis line | | orker/Case manager | ☐ Friends/Relatives |
| Shelter Hotline | □ VA | roach. | Web/Internet |
| Mental Health Access lineHospital (Non-psychiatric) | ☐ CORE outr ☐ Police /Lav | reach v Enforcement | Church/Religious organizationOther |
| Clinic/Outpatient facility | | stice system (Non AB109) | Client doesn't know |
| Skilled nursing facility | | bation officer | Client prefers not to answer to answer |
| ☐ Residential program | ☐ SSVF Age | | • |
| | | | |

Prior Living Situation *16. What best describes your living situation last night (prior to entering this program) [Please choose one of the three following situations and only answer the questions within that column]: **Homeless Situations Institutional Situations** Transitional & Permanent housing Place not meant for habitation (e.g., a Foster care home or foster care group home Hotel or motel paid for without emergency shelter vehicle, an abandoned building, voucher Hospital or other residential non-psychiatric bus/train/subway station/airport or Transitional housing for homeless persons (including medical facility anywhere outside) Jail, prison, or juvenile detention facility homeless youth) Emergency shelter, including hotel or Long-term care facility or nursing home Host home (non-crisis) motel paid for with emergency shelter Staying or living in a family member's room, Psychiatric hospital or other psychiatric voucher, or RHY-funded Host Home apartment, or house shelter Staying or living in a friend's room, apartment, or Substance abuse treatment facility or detox Safe haven house Owned by client, no ongoing housing subsidy Owned by client, with ongoing housing subsidy Residential project or halfway house with no homeless Rental by client, without ongoing housing subsidy Rental by client, with ongoing housing subsidy With GPD TIP housing subsidy With VASH housing subsidy With RRH or equivalent subsidy With Housing Choice Voucher (HCV) (tenant or project based) In a public housing unit ☐ Client doesn't know Housing Stability Voucher Family Unification Program Voucher (FUP) Client prefers not to answer Permanent Supportive Housing Data not collected Other permanent housing for formerly homeless *Length of living situation prior to Length of living situation prior to *Length of living situation prior to entering this program: entering this program: entering this program: One night or less One night or less One night or less Two nights to six nights ☐ Two nights to six nights ☐ Two nights to six nights One week or more, but less than one One week or more, but less than one month ☐ One week or more, but less than one month ☐ One month or more, but less than 90 days ☐ One month or more, but less than 90 days One month or more, but less than 90 days ■ 90 Days or more, but less than one year ☐ 90 Days or more, but less than one year 90 Days or more, but less than one year One year or longer One year or longer One year or longer ☐ Client doesn't know ☐ Client doesn't know Client doesn't know ☐ Client prefers not to answer ☐ Client prefers not to answer Client prefers not to answer *Approximate date this episode *If the length of stay above was less *If the length of stay above was less than 7 of homelessness started: than 90 days, did you enter the nights, did you enter the above housing institution from the streets, situation from the streets, Emergency shelter, Emergency shelter, or Safe Haven? or Safe Haven? Yes Yes ☐ No No *If yes, approximate date this episode of * If yes, approximate date this episode of homelessness homelessness started: started: Note: If client stayed in a housed situation for less than 7 days, Note: If homelessness began prior to institution stay the stay also counts as time homeless. and the institution stay was less than 90 days, the stay also counts as time homeless. * For shelters & street outreach only: If client is coming from an institution where they stayed more than 90 days or a housed situation where they stayed more than 7 days, then their start date of homelessness would be today's date (Intake Date): Intake Date: *If a Household with Children: Were children living in same prior living situation as HOH? If no. where? *17. If homeless, number of times you have been homeless on the streets/shelter in the past three years including today. ☐ 1 time 3 times ☐ Client doesn't know 4 or more times 2 times Client prefers not to answer *18. If homeless, total number of months homeless in the past three years [Note: Any single day or part of a month spent homeless should be counted as 1 month. Add up these episodes for a cumulative total.]: months '19. Housing status at program entry Category 1 - Literally Homeless (i.e. Category 2 – At imminent risk of losing housing (w/l 14 days) Category 3 - Unaccompanied youth (under streets, shelter, transitional housing) At risk of homelessness—not literally homeless but is low 25) or families with minors who are not income and either: doubled-up, couch-surfing or living in literally homeless but are homeless under Category 4 - Fleeing domestic violence and has no other residence motel; will lose housing within 21 days; is exiting a publicly Dept. of Education Definition—they may be in a motel, couch-surfing, doubled-up or resources to obtain permanent funded institution; or has moved twice in the past 60 days. ■ Stably housed 20. Cause of housing crisis? (Check all that apply). For prevention programs, cause for potential homelessness? ■ Divorce/Separation Domestic violence Eviction Parole Other: ☐ Loss of job Low income /Underemployment Mental health Substance abuse

* = Required Fields Updated: 6/6/2024 2 - 6

Ran Away

Thrown Out

Physical Health

21. Formerly a ward of child welfare/foster care? (circle one)

| *22. *RRH & PH Use Only Permanent Housing Move- | | * RRH & PH Use Only, City Where Housed: | | | | ккн & РН | RRH & PH Use Only, Permanent Housing Street Address: | | | | | |
|--|---|---|---------|--|----------------------|------------------------|--|---------------------------------|-----------------------------------|--------|--|--|
| *23. City where you lost stable housing (does not include shelter, transitional housing, or institutions). For prevention | | | | | | | | | | | | |
| programs, city where you are at-risk of losing your housing? | | | | | | | | | | | | |
| ☐ Alamo ☐ Antioch ☐ Bay Point ☐ Bethel Island | □ Byro □ Car □ Clay | yon yton | Dis | nville scovery Bay Cerrito Sobrante | | Knightsen Lafayette | _ _ _ | Oakle Oring Pach Pinol | da neco | | Port Costa Richmond Rodeo San Pablo | |
| Blackhawk Brentwood | ☐ Con | ncord ckett | | rcules | | Moraga | | Pittsl | | | San Ramon Walnut Creek | |
| Other Bay Area count Alameda | t y : □ Mai | rin | ☐ Mo | nterey | * Zi | p code of las | t perman | ent re | sidence: | | | |
| □ Napa □ Santa Clara □ Sonoma | Napa □ San Francisco □ San Mateo □ Santa Clara □ Santa Cruz □ Other county: | | | | | | | | | | | |
| *24. In which city did | l you sle | ep last night? | (this m | neans: wh | ere did | you sleep pr | ior to ent | ering | this program) |) | | |
| City | | | | Sta | | | | | | | | |
| *25. If homeless, is t | his your | first time expe | riencii | ng homele | essness | s (being with | out housi | ng)? | Yes / No |) | | |
| *26. Total length of t | ime clier | nt has been ho | meless | s (without | housin | g) [short brea | ks are ac | ceptab | le]Yea | ars | Months | |
| | | | Н | ealth an | d Disa | ability | | | | | | |
| *27. Please Circle Ye | s or No | | | ing disab | ility typ | es: | | | | | | |
| Physical | Y / N | Long Term and Im Independence? | pairs | Y / N | Mental h | nealth disorder | Y | N N | Long Term and Ir Independence? | npairs | Y / N | |
| Developmental | Y / N | | | | Alcohol | use disorder | Υ , | N | Long Term and Ir Independence? | npairs | Y / N | |
| Chronic health condition | Y / N | Long Term and Important Independence? | pairs | Y / N | Drug us | e disorder | Y | N N | Long Term and Ir Independence? | npairs | Y / N | |
| HIV/AIDS | Y / N | | | | Both Alc disorder | cohol and Drug s | Y | ' N | Long Term and Ir Independence? | npairs | Y / N | |
| Note: Chronic health condition – a diagnosed condition that is more than three months in duration and is either not curable or has residual effects that limit daily living and require adaptation in function or special assistance. Examples include but are not limited to: heart disease, severe asthma, diabetes, arthritis-related conditions, adult onset cognitive impairments (including traumatic brain injury, post-traumatic distress syndrome, dementia, and other cognitive related conditions), severe headache/migraine, cancer, chronic bronchitis, liver condition, stroke, or emphysema. * Do you have a disabling condition? (If any of the above conditions are Long Term and Impairs Independence, or if "Y" to Developmental or HIV/AIDS) Yes | | | | | | | | | | | | |
| * 28. Client's General | Health S | Status [RHY an | d PSH | Programs | s Only] | □ Poor □ | Fair | Good | □ Very Good | □ Exc | ellent | |
| *29. Are you a survivo | | nestic violence | | ☐ Client p | refers not | to answer | | | | | | |
| If yes, please indica | te when | the most rece | nt dom | nestic viol | ence ex | perience occ | curred: | | | | | |
| ☐ Within the past ☐ One year ago | | ☐ 3-6 montl☐ Client doe | J | w | | | 6-12 month Client prefe | • | o answer | | | |
| Are you current | ly fleein | g? □ Yes □ | No | | | | | | | | | |
| *30. Are you currently covered by health insurance Yes No Client doesn't know Client prefers not to answer | | | | | | | | | | | | |
| Please answer Yes or No for each of the following health insurance types: | | | | | | | | | | | | |
| Health Insurance | | Curre cover | | *HOPWA Onl | ly: If | lealth Insurance | | | Currently covered? | | WA Only: If reason? | |
| Medicaid/Medi-Cal | | Υ / | N | | Н | lealth insurance o | btained thro | ugh COB | sra Y / N | | | |
| Medicare | | Υ / | N | | Р | rivate pay health | Insurance | | Y / N | | | |
| State Children's Health Ins F | Program (S0 | CHIP) Y / | N | | S | State health insura | nce for adult | s | Y / N | | | |
| Employer-Provided Health Ir | nsurance | Υ / | N | | Ir | ndian health servi | ces program | | Y / N | | | |
| Veteran's Health Administrat | . , | Υ / | | | | Other | | | Y / N | | | |
| *HOPWA only: If not covered, indicate reason: (A= Applied but decision pending, B = Applied but client was ineligible, C = Client did not apply, D = Insurance Type not applicable.) | | | | | | | | | | | | |
| | | | | | | | | | | | | |

* = Required Fields Updated: 6/6/2024 3 - 6

| Income and Employment | | | | | | | | | | | |
|---|---------------|------------------------|---------------|--------------|---------------------------------|------------------------------------|--------------------------------|---------------|-----------|----------------|--|
| *31. Are you employed? | | | | | | | | | | | |
| If <u>employed</u> , type of employment? ☐ Full Time ☐ Part time ☐ Seasonal/Sporadic (or day labor) Hours Worked Last Week Where? If unemployed, why? ☐ Looking for work ☐ Unable to work ☐ Not looking for work | | | | | | | | | | | |
| *32.Any income received from any source in the last 30 days? Yes / No | | | | | | | | | | | |
| Earned Income \$ | | SSDI | | | \$ TANF | | | | \$ | | |
| Unemployment Insurance \$ | | SSI | | | \$ | | GA | | \$ | | |
| Workers Compensation \$ | | Retirement Income from | | | \$ | | Alimony Spousal Support | | \$ | | |
| Private Disability Insurance \$ | | VA Non-Service Conr | | | \$ | | Child Support Other (Specify): | | \$ | | |
| VA Service-Connected Disability \$ | | Pension or Retiremen | nt from a Foi | rmer Job | \$ | | Other (Opecity). | | \$ | | |
| *33.Any non-cash benefits rec | eived in t | he last 30 days (\ | //N)? | (ans | wer y | es or r | no to each of the fe | ollow | ing): | | |
| Source | е | | Received | in past 30 d | days? | | Source | Red | ceived in | n past 30 days | |
| Supplemental nutrition assistance progra | am (SNAP/Fc | ood Stamps) | Y / N TANF | | | Transportation Services | Y / N | | | | |
| Special Supplemental Nutrition Pgm for | Women, Infai | nts, & Children (WIC) | , | Y / N | | Other ' | TANF-Funded Services | Y / N | | | |
| TANF Childcare services | | | , | Y / N | N Other Non-Cash Ber (Specify): | | | Y / N | | | |
| | | | Educat | ion | | | | | | | |
| 34. Last grade completed? □ < 5th grade □ 9 th − 11 th Grade □ School program does not have grade levels □ Grade 5-6 □ 12 th Grade □ Some college □ Vocational certification □ Grade 7-8 □ GED □ Associates degree □ Client doesn't know □ Bachelor's degree □ Client prefers not to answer | | | | | | | | | | | |
| | | De | epende | nts | | | | | | | |
| *35. Please list information a in this program. | bout all de | ependent childre | n (under | 18 years | old) i | n you | r household who v | will be | parti | cipating | |
| First and last name Relationsh to HOH | | e SS# | Gender | Race | date | gram ent (if differe om HoH) | | Hea Insura | | Income | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | Crir | ninal h | istory | 1 | | | | <u> </u> | | |
| 36. Have you ever been con | victed of a | | | | | | | | | | |
| If yes, were you convicte | | | | | , | | | | | | |
| 37. Are you currently on prol | | | | | l phone | no.: _ | | | | | |
| Probation end date (mm/dd/yy):/ Parole office's name and phone no.: Parole and date (mm/dd/y):/ | | | | | | | | | | | |
| Parole end date (mm/dd/yy):/ 39. 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? (circle one) Yes / No | | | | | | | | | | | |
| b) Were you released within the last 6 months? (circle one) Yes / No | | | | | | | | | | | |
| 40. Formerly a ward of juvenile justice system? (circle one) Yes / No | | | | | | | | | | | |
| Emergency Contact and Signature | | | | | | | | | | | |
| Emergency Contact: | | | | _ Emerge | ency (| Contac | ct Phone: | | | | |
| *Signature of the client stating the | | | | _ | - | | | | | | |
| oignature of the client stating th | iat ali intor | mation is true and | correct: | | | | | | | | |

| For PATH Programs Only | For HOPWA Programs Only | | | | | | |
|---|--|--|--|--|--|--|--|
| Date of status determination:// | 1. Receiving AIDS Drug Assistance Program (ADAP)? ☐ Yes ☐ No ☐ Client doesn't know ☐ Client prefers not to answer | | | | | | |
| 2. Client became enrolled in PATH? Yes / No If no, reason not enrolled Client was found ineligible for PATH Unable to locate client Client was not enrolled for other reason(s) 3. Connection with SOAR? Yes / No | If no, reason? Applied; decision pending Insurance type N/A for this client Client doesn't know Client did not apply Client prefers not to answer Receiving Ryan White-funded Medical or Dental Assistance? Yes No Client doesn't know Client prefers not to answer | | | | | | |
| For VASH Programs Only | If no, reason? | | | | | | |
| 1. VAMC station number: | □ Applied; decision pending □ Insurance type N/A for this client □ Applied; client not eligible □ Client doesn't know □ Client did not apply □ Client prefers not to answer | | | | | | |
| For SSVF Programs Only | 3. T-cell (CD4) count available? □ Yes □ No □ Client doesn't know □ Client prefers not to answer | | | | | | |
| 1. Percentage of Area Median Income (AMI) [HUD sets new AMI income limits each year. Please refer to huduser.org for the current AMI limits.] 30% or less 31% to 50% 51% to 80% 81% or greater 2. VAMC station number: (Required) 3. Connection with SOAR? Yes / No | If yes, T-Cell counts? (0-1500): How was the data obtained? Medical Report Client Report Other 4. Viral load available? Available Not Available Undetectable Client prefers not to answer If available, viral load? (0-99999) How was the data obtained? Medical Report Client Report Other | | | | | | |
| | 5. Prescribed Anti-Retroviral? ☐ Yes ☐ No ☐ Client doesn't know ☐ Client prefers not to answer | | | | | | |
| | SVF Prevention Programs | | | | | | |
| Is Homelessness Prevention Targeting Screen | eener required? Yes / No | | | | | | |
| If yes, please answer all questions below. | D. C. | | | | | | |
| Current housing loss expected within (select one) 1-6 days 7-13 days 14-21 days More than 21 days (0 points) Past experience of homelessness (street / shelters it is a larger of the street of t | □ \$0 (i.e., not employed, not receiving cash benefits, no other <i>current</i> income) □ 1-14% of Area Median Income (AMI) for household size □ 15-30% of AMI for household size □ More than 30% of AMI for household size er / Head of Household is not a current | | | | | | |
| transitional housing) (any adult) ☐ Most recent episode occurred within the last year ☐ Most recent episode occurred more than one year ago ☐ None (0 points) | | | | | | | |
| Head of Household (HOH) never been a leaseholder/renter of unit □ No □ Yes | Currently at risk of losing a tenant-based housing subsidy or housing in a subsidized building or unit? No Yes | | | | | | |
| Rental evictions within the past 7 years (any add ☐ no prior rental evictions ☐ 1 prior rental eviction ☐ 2 or more prior rental evictions | Criminal record for arson, drug dealing or manufacture, or felony offense against persons or property? (any adult) □ No □ Yes | | | | | | |

| Incarcerated as adult (any adult in household) Not incarcerated Incarcerated once Incarcerated two or more times | Discharged from jail or prison within last six months after incarceration of 90 days or more (adults) □ No □ Yes | | | | | |
|---|--|--|--|--|--|--|
| Registered sex offender? No Yes | Head of household with disabling condition (physical health, mental health, substance use) that directly affects ability to secure/maintain housing? □ No □ Yes | | | | | |
| Currently pregnant (any household member) □ No □ Yes | Single parent/guardian hous child(ren)? □ No □ Yes | sehold with minor | | | | |
| Household includes one or more young children (age 6 or under), or a child who requires significant care No Youngest child is under 1 year old Youngest child is 1 to 6 years old and/or one or more children (any age) require sig) | Household size of 5 or more requiring at least 3 bedrooms (due to age/gender mix)? No Yes | | | | | |
| Household includes one or more members of an overrepresented population in the homelessness system when compared to the general population No Yes | | | | | | |
| | HP Applicant Total Points | Grantee Targeting Threshold Score | | | | |