

# ALBANY COUNTY COORDINATED ENTRY PREVENTION ASSESSMENT

HAVE YOU PREVIOUSLY COMPLETED AN APPLICATION FOR ASSISTANCE THROUGH COORDINATED ENTRY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes	
NAME OF REFERRING AGENCY	REFERRING AGENCY STAFF CONTACT NAME
REFERRING AGENCY STAFF CONTACT EMAIL	REFERRING AGENCY STAFF CONTACT PHONE NUMBER
CLIENT PHONE NUMBER	CLIENT ADDRESS

## HMIS HOUSEHOLD INFORMATION

*INTAKE DATE / /	*FIRST NAME	*LAST NAME (and Suffix)
*NAME DATA QUALITY		ALIAS
<input type="checkbox"/> Full Name Reported <input type="checkbox"/> Partial Name, Street Name or Code Name Reported <input type="checkbox"/> Data Not Collected <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused		
*SOCIAL SECURITY NUMBER <i>(enter "9" for any missing numbers in an Approximate or Partial SSN)</i> ____-____-____	*SSN DATA QUALITY	
	<input type="checkbox"/> Full SSN Reported <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Approximate or Partial SSN Reported <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
*GENDER (Please select all that apply)		
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Questioning <input type="checkbox"/> A gender that is not singularly 'Female' or 'Male' <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		
*BIRTHDATE ____/____/____	*BIRTHDATE DATA QUALITY	
	<input type="checkbox"/> Full DOB Reported <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Approximate or Partial DOB Reported <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
*ETHNICITY		
<input type="checkbox"/> Hispanic/Latin(a)(o)(x) <input type="checkbox"/> Non- Hispanic/Latin(a)(o)(x) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		
*RACE (choose all that apply)		
<input type="checkbox"/> American Indian, Native Alaskan, or Indigenous <input type="checkbox"/> Asian or Asian American <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Black, African American, African <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Client Refused <input type="checkbox"/> White <input type="checkbox"/> Data Not Collected		
*DO YOU HAVE A PHONE NUMBER AT WHICH YOU CAN BE REACHED?		
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE RIGHT)		IF YES: PLEASE PROVIDE YOUR PHONE NUMBER WITH AREA CODE (____) - ____ - ____

---NEXT PAGE---

**\*PRIOR LIVING SITUATION**

Based on the client's living situation **the night before project entry**, record responses in **one (1)** section:  
Homeless Situation, Institutional Situation, Temporary/Permanent Situation, OR Unknown (**only** if necessary)

HOMELESS SITUATIONS:		
TYPE OF RESIDENCE (THE NIGHT BEFORE PROJECT ENTRY)		*LENGTH OF STAY IN PREVIOUS PLACE
<input type="checkbox"/> <b>Place not meant for human habitation</b> (vehicle, abandoned building, bus/train/subway station etc) <input type="checkbox"/> <b>Emergency shelter</b> , including <b>hotel or motel</b> paid for with <b>emergency shelter voucher</b> <input type="checkbox"/> Safe Haven		<input type="checkbox"/> 1 night or less <input type="checkbox"/> 2 to 6 nights <input type="checkbox"/> 1 week or more, but less than 1 month <input type="checkbox"/> 1 month or more, but less than 90 days <input type="checkbox"/> 90 days or more, but less than 1 year <input type="checkbox"/> 1 year or longer
<input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> <i>Client Refused</i> <input type="checkbox"/> <i>Data Not Collected</i>		
*APPROXIMATE DATE HOMELESSNESS STARTED: ____/____/____		
*REGARDLESS OF WHERE THEY STAYED LAST NIGHT NUMBER OF TIMES ON THE STREETS, IN ES, OR SH IN THE PAST THREE YEARS	*TOTAL NUMBER OF MONTHS HOMELESS ON THE STREETS, IN ES, OR IN SH IN THE PAST THREE YEARS	
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4+ <input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> <i>Client Refused</i> <input type="checkbox"/> <i>Data Not Collected</i>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> More than 12	<input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> <i>Client Refused</i> <input type="checkbox"/> <i>Data Not Collected</i>

**OR**

INSTITUTIONAL SITUATIONS:		
TYPE OF RESIDENCE (THE NIGHT BEFORE PROJECT ENTRY)		*LENGTH OF STAY IN PREVIOUS PLACE
<input type="checkbox"/> <b>Foster care</b> home or foster care group home <input type="checkbox"/> <b>Hospital</b> or other residential non-psychiatric medical facility <input type="checkbox"/> <b>Jail</b> , prison or juvenile detention facility <input type="checkbox"/> <b>Long-term care facility</b> or <b>nursing home</b> <input type="checkbox"/> <b>Psychiatric hospital</b> or other psychiatric facility <input type="checkbox"/> <b>Substance use treatment</b> facility or detox center		<input type="checkbox"/> 1 night or less <input type="checkbox"/> 2 to 6 nights <input type="checkbox"/> 1 week or more, but less than 1 month <input type="checkbox"/> 1 month or more, but less than 90 days <input type="checkbox"/> 90 days or more, but less than 1 year <input type="checkbox"/> 1 year or longer
<input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> <i>Client Refused</i> <input type="checkbox"/> <i>Data Not Collected</i>		<input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> <i>Client Refused</i> <input type="checkbox"/> <i>Data Not Collected</i>
DID THE CLIENT STAY LESS THAN 90 DAYS		IF YES: THE NIGHT BEFORE THAT, DID THEY STAY ON THE STREETS, ES, or SH?
<input type="checkbox"/> No <input type="checkbox"/> Yes		<input type="checkbox"/> No <input type="checkbox"/> Yes
IF YES TO 'ON THE NIGHT BEFORE DID YOU STAY ON THE STREETS, ES OR SH?' PROVIDE DETAILS OF PREVIOUS HOMELESSNESS:		
*APPROXIMATE DATE HOMELESSNESS STARTED: ____/____/____		
*REGARDLESS OF WHERE THEY STAYED LAST NIGHT NUMBER OF TIMES ON THE STREETS, IN ES, OR SH IN THE PAST THREE YEARS	*TOTAL NUMBER OF MONTHS HOMELESS ON THE STREETS, IN ES, OR IN SH IN THE PAST THREE YEARS	
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4+ <input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> <i>Client Refused</i> <input type="checkbox"/> <i>Data Not Collected</i>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> More than 12	<input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> <i>Client Refused</i> <input type="checkbox"/> <i>Data Not Collected</i>

**OR**

TEMPORARY AND PERMANENT HOUSING SITUATIONS:		
TYPE OF RESIDENCE (THE NIGHT BEFORE PROJECT ENTRY)		*LENGTH OF STAY IN PREVIOUS PLACE
<input type="checkbox"/> <b>Hotel or Motel</b> paid for <b>without</b> emergency shelter voucher <input type="checkbox"/> Owned by client, <b>no</b> ongoing subsidy <input type="checkbox"/> Owned by client <b>WITH</b> ongoing subsidy <input type="checkbox"/> Permanent housing ( <b>other than RRH</b> ) for formerly homeless persons <input type="checkbox"/> Rental by client, <b>no</b> ongoing subsidy <input type="checkbox"/> Rental by client with GPD TIP subsidy <input type="checkbox"/> Rental by client with VASH subsidy <input type="checkbox"/> Rental by client with RRH or equivalent subsidy <input type="checkbox"/> Rental by client with HCV voucher (tenant or project based) <input type="checkbox"/> Rental by client in a public housing unit		<input type="checkbox"/> 1 night or less <input type="checkbox"/> 2 to 6 nights <input type="checkbox"/> 1 week or more, but less than 1 month <input type="checkbox"/> 1 month or more, but less than 90 days <input type="checkbox"/> 90 days or more, but less than 1 year <input type="checkbox"/> 1 year or longer
<input type="checkbox"/> Rental by client with other ongoing housing subsidy <input type="checkbox"/> Residential project or halfway house with no homeless criteria <input type="checkbox"/> <b>Staying or in a family</b> member's room, apartment or house <input type="checkbox"/> <b>Staying or in a friend's</b> room, apartment or house <input type="checkbox"/> <b>Transitional housing</b> for homeless persons (incl. homeless youth) <input type="checkbox"/> Host Home (non-crisis)		<input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> <i>Client Refused</i> <input type="checkbox"/> <i>Data Not Collected</i>
DID YOU STAY LESS THAN 7 DAYS?		IF YES: THE NIGHT BEFORE THAT, DID THEY STAY ON THE STREETS, ES, or SH?
<input type="checkbox"/> No <input type="checkbox"/> Yes		<input type="checkbox"/> No <input type="checkbox"/> Yes
IF YES TO 'ON THE NIGHT BEFORE DID YOU STAY ON THE STREETS, ES OR SH?' PROVIDE DETAILS OF PREVIOUS HOMELESSNESS:		
*APPROXIMATE DATE HOMELESSNESS STARTED: ____/____/____		
*REGARDLESS OF WHERE THEY STAYED LAST NIGHT NUMBER OF TIMES ON THE STREETS, IN ES, OR SH IN THE PAST THREE YEARS	*TOTAL NUMBER OF MONTHS HOMELESS ON THE STREETS, IN ES, OR IN SH IN THE PAST THREE YEARS	
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4+ <input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> <i>Client Refused</i> <input type="checkbox"/> <i>Data Not Collected</i>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> More than 12	<input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> <i>Client Refused</i> <input type="checkbox"/> <i>Data Not Collected</i>

**OR**

UNKNOWN (ONLY IF NECESSARY)		
TYPE OF RESIDENCE (THE NIGHT BEFORE PROJECT ENTRY)		
<input type="checkbox"/> <i>Client doesn't know</i> <input type="checkbox"/> <i>Client refused</i> <input type="checkbox"/> <i>Data not collected</i>		

**---NEXT PAGE---**

**\*CURRENT LIVING SITUATION**

Based on the client's living situation **tonight**, record responses in **one (1)** section:  
Homeless Situation, Institutional Situation, Temporary/Permanent Situation, OR Unknown (**only** if necessary)

<b>HOMELESS SITUATIONS:</b>	
TYPE OF RESIDENCE (TONIGHT)	
<input type="checkbox"/> <b>Place not meant for human habitation</b> (vehicle, abandoned building, bus/train/subway station etc) <input type="checkbox"/> <b>Emergency shelter</b> , including <b>hotel or motel</b> paid for <b>with emergency shelter voucher</b> <input type="checkbox"/> Safe Haven	

**OR**

<b>INSTITUTIONAL SITUATIONS:</b>	
TYPE OF RESIDENCE (TONIGHT)	
<input type="checkbox"/> <b>Foster care</b> home or foster care group home <input type="checkbox"/> <b>Hospital</b> or other residential non-psychiatric medical facility <input type="checkbox"/> <b>Jail</b> , prison or juvenile detention facility	<input type="checkbox"/> <b>Long-term care facility</b> or nursing home <input type="checkbox"/> <b>Psychiatric hospital</b> or other psychiatric facility <input type="checkbox"/> <b>Substance use treatment</b> facility or detox center
IS CLIENT GOING TO LEAVE WITHIN 14 DAYS?	HAS A SUBSEQUENT RESIDENCE BEEN IDENTIFIED?
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> Client Refused <input type="checkbox"/> <i>Data Not Collected</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> Client Refused <input type="checkbox"/> <i>Data Not Collected</i>
DOES INDIVIDUAL OR FAMILY HAVE RESOURCES OR SUPPORT NETWORKS TO OBTAIN OTHER PERMANENT HOUSING?	
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> Client Refused <input type="checkbox"/> <i>Data Not Collected</i>	
HAS THE CLIENT HAD A LEASE OR OWNERSHIP INTEREST IN A PERMANENT HOUSING UNIT IN THE LAST 60 DAYS?	
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> Client Refused <input type="checkbox"/> <i>Data Not Collected</i>	
HAS THE CLIENT MOVED 2 TIMES OR MORE IN THE LAST 60 DAYS?	
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> Client Refused <input type="checkbox"/> <i>Data Not Collected</i>	

**OR**

<b>TEMPORARY AND PERMANENT HOUSING SITUATIONS:</b>	
TYPE OF RESIDENCE (TONIGHT)	
<input type="checkbox"/> <b>Hotel or Motel</b> paid for <b>without</b> emergency shelter voucher <input type="checkbox"/> Owned by client, <b>no</b> ongoing subsidy <input type="checkbox"/> Owned by client <b>WITH</b> ongoing subsidy <input type="checkbox"/> Permanent housing ( <b>other than RRH</b> ) for formerly homeless persons <input type="checkbox"/> Rental by client, <b>no</b> ongoing subsidy <input type="checkbox"/> Rental by client with VASH subsidy <input type="checkbox"/> Rental by client with RRH or equivalent subsidy <input type="checkbox"/> Rental by client with HCV voucher (tenant or project based)	<input type="checkbox"/> Rental by client in a public housing unit <input type="checkbox"/> Rental by client with GPD TIP subsidy <input type="checkbox"/> Rental by client with other ongoing housing subsidy <input type="checkbox"/> Residential project or halfway house with no homeless criteria <input type="checkbox"/> <b>Staying or in a family</b> member's room, apartment or house <input type="checkbox"/> <b>Staying or in a friend's</b> room, apartment or house <input type="checkbox"/> <b>Transitional housing</b> for homeless persons (incl. homeless youth) <input type="checkbox"/> Host Home (non-crisis)
IS CLIENT GOING TO LEAVE WITHIN 14 DAYS?	HAS A SUBSEQUENT RESIDENCE BEEN IDENTIFIED?
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> Client Refused <input type="checkbox"/> <i>Data Not Collected</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> Client Refused <input type="checkbox"/> <i>Data Not Collected</i>
DOES INDIVIDUAL OR FAMILY HAVE RESOURCES OR SUPPORT NETWORKS TO OBTAIN OTHER PERMANENT HOUSING?	
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> Client Refused <input type="checkbox"/> <i>Data Not Collected</i>	
HAS THE CLIENT HAD A LEASE OR OWNERSHIP INTEREST IN A PERMANENT HOUSING UNIT IN THE LAST 60 DAYS?	
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> Client Refused <input type="checkbox"/> <i>Data Not Collected</i>	
HAS THE CLIENT MOVED 2 TIMES OR MORE IN THE LAST 60 DAYS?	
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> <i>Client Doesn't Know</i> <input type="checkbox"/> Client Refused <input type="checkbox"/> <i>Data Not Collected</i>	

**OR**

<b>UNKNOWN (ONLY IF NECESSARY)</b>	<b>LIVING SITUATION VERIFIED BY (NAME OF AGENCY)</b>
<input type="checkbox"/> <i>Client doesn't know</i> <input type="checkbox"/> <i>Client refused</i> <input type="checkbox"/> <i>Data not collected</i>	

**---NEXT PAGE---**

**\*INCOME & SOURCES / NON-CASH BENEFITS**

<b>*INCOME FROM ANY SOURCE</b>		
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE BELOW) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		
<b>IF YES: CHECK &amp; FILL IN MONTHLY AMOUNT FOR ALL THAT APPLY</b>		
<input type="checkbox"/> Earned Income .....	\$ _____	<input type="checkbox"/> Unemployment Insurance .....
<input type="checkbox"/> SSI .....	\$ _____	<input type="checkbox"/> SSDI .....
<input type="checkbox"/> VA Service-Connected Disability Compensation.....	\$ _____	<input type="checkbox"/> VA Non-Service Connected Disability Pension.....
<input type="checkbox"/> Private Disability Insurance.....	\$ _____	<input type="checkbox"/> Worker's Compensation.....
<input type="checkbox"/> TANF .....	\$ _____	<input type="checkbox"/> General Public Assistance .....
<input type="checkbox"/> Retirement from SSA .....	\$ _____	<input type="checkbox"/> Pension or Retirement from former job.....
<input type="checkbox"/> Child Support.....	\$ _____	<input type="checkbox"/> Alimony or Other Spousal Support .....
<input type="checkbox"/> Other .....	\$ _____	
<b>*NON-CASH BENEFITS FROM ANY SOURCE</b>		
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		
<b>IF YES: CHECK ALL THAT APPLY</b>		
<input type="checkbox"/> SNAP (Food Stamps)	<input type="checkbox"/> Special Supplemental Nutrition Program for Women, Infants and Children	<input type="checkbox"/> Other TANF Funded Srvcs
<input type="checkbox"/> TANF Child Care Services	<input type="checkbox"/> TANF Transportation Service	

**\*HEALTH INSURANCE / DISABLING CONDITIONS**

<b>*COVERED BY HEALTH INSURANCE</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
<b>IF YES: CHECK ALL THAT APPLY</b>	
MEDICAID .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
State Children's Health Insurance Program .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Employer provided Health insurance.....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Private Pay Health Insurance.....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Indian Health Services .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
MEDICARE.....	<input type="checkbox"/> No <input type="checkbox"/> Yes
VA Medical Services .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Health ins. Via COBRA .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
State Health Ins. Adults.....	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>*PHYSICAL DISABILITY</b>	
<b>IF YES: EXPECTED TO BE OF LONG-CONTINUED &amp; INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE RIGHT)	<input type="checkbox"/> No <input type="checkbox"/> Yes
<input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected
<b>*DEVELOPMENTAL DISABILITY</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
<b>*CHRONIC HEALTH CONDITION</b>	
<b>IF YES: EXPECTED TO BE OF LONG-CONTINUED &amp; INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE RIGHT)	<input type="checkbox"/> No <input type="checkbox"/> Yes
<input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected
<b>*HIV/AIDS</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
<b>*MENTAL HEALTH DISORDER</b>	
<b>IF YES: EXPECTED TO BE OF LONG-CONTINUED &amp; INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE RIGHT)	<input type="checkbox"/> No <input type="checkbox"/> Yes
<input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected
<b>*SUBSTANCE USE DISORDER</b>	
<b>IF YES: EXPECTED TO BE OF LONG-CONTINUED &amp; INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes, Alcohol (SEE RIGHT)	<input type="checkbox"/> No <input type="checkbox"/> Yes
<input type="checkbox"/> Yes, Drug (SEE RIGHT)	<input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected
<input type="checkbox"/> Yes, Both (SEE RIGHT)	

**\* DV STATUS**

<b>*DOMESTIC ABUSE VICTIM/SURVIVOR</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE BELOW) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
<b>IF YES: WHEN EXPERIENCE OCCURRED</b>	
<input type="checkbox"/> Within the past 3 months	<input type="checkbox"/> From 6 to 12 months ago
<input type="checkbox"/> 3 to 6 months ago	<input type="checkbox"/> More than a year ago
<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused
<input type="checkbox"/> Client Refused	<input type="checkbox"/> Data Not Collected
<b>IF YES: ARE YOU CURRENTLY FLEEING?</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Client Doesn't Know
	<input type="checkbox"/> Client Refused
	<input type="checkbox"/> Data Not Collected

**IF YES:** It is advised to offer a connection to your local domestic violence services if they are not already engaged in services.

**---NEXT PAGE---**

**\*NON-HMIS DATA ELEMENTS**

<b>EMPLOYMENT STATUS</b>		<b>IF YES: TYPE OF EMPLOYMENT</b>	<b>IF NO: WHY NOT EMPLOYED * unable to turn off in HMIS</b>
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal	<input type="checkbox"/> Looking for Work <input type="checkbox"/> Unable to Work <input type="checkbox"/> Not Looking for Work
<b>CURRENTLY PREGNANT?</b>		<b>IF YES: DUE DATE</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		_____ / _____	
<b>*VETERAN STATUS</b>		<b>IF YES: SELECT BRANCH</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> Army <input type="checkbox"/> Air Force <input type="checkbox"/> Navy <input type="checkbox"/> Marines <input type="checkbox"/> Coast Guard <input type="checkbox"/> Other <input type="checkbox"/> Data Not Collected <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused	
<b>DISCHARGE STATUS</b>			
<input type="checkbox"/> Honorable <input type="checkbox"/> General Under Honorable Discharge <input type="checkbox"/> Under Other than Honorable Conditions <input type="checkbox"/> Bad Conduct <input type="checkbox"/> Dishonorable <input type="checkbox"/> Uncharacterized <input type="checkbox"/> Data Not Collected <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused			
<b>DOES THE CLIENT HAVE MANAGED MEDICAID THROUGH CDPHP?</b>			
Clients that answer yes to this question will be contacted by CDPHP for case management services.			
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected			
<b>*ZIP CODE OF LAST PERMANENT ADDRESS</b>		<b>ZIP CODE DATA QUALITY</b>	
_____		<input type="checkbox"/> Full or Partial Zip Code Reported <input type="checkbox"/> Don't Know <input type="checkbox"/> Refused	
<b>DATE LEFT LAST PERMANENT ADDRESS</b>			
_____ / _____ / _____			

---END---

PROCEED TO VULNERABILITY INDEX

**VULNERABILITY INDEX SCORING FOR Prevention**

Are you seeking Rental Arrears?  No  Yes

Are you seeking Relocation Assistance?  No  Yes

Total Months Owed:

Total Rental Arrears:

**Prioritization Criteria**

**Urgency of Housing Situation**

	<b>SCORE</b>	<b>SUBTOTAL</b>
Lock out -Sheriff	3	
Warrant (stayed or not)	2	
Court/Trial date	1	
14 day rent demand	1	
21 day rent demand	1	
Other (Please specify):		

**Potential Barriers and Vulnerabilities**

	<b>SCORE</b>	<b>SUBTOTAL</b>
No income or Income to housing ratio 80 +	3	
Income to Housing 50 – 80	2	
Income to Housing 30 – 50	1	
COVID (Sick, Quarantined, income affected due to COVID)	3	
Household of 5 or More	3	
Single Parent w/ Minor Child(ren)	1	
At Risk of Losing Pub /Sub Housing	3	
Homeless in past 5 years (street, shelter or motel)	3	
Eviction in past 5 years (Court order or left after notice to quit)	2	
<b>TOTAL POINTS</b>		

**CONTINUE ON TO NEXT PAGE IF WORKING WITH A HOUSEHOLD OF TWO OR MORE  
IF NOT, SKIP TO CCHMIS INCLUSION DISCLOSURE AND RELEASE OF INFORMATION**

**Questions below are required for: Any Additional Household Members**

FIRST NAME / LAST NAME		GENDER	RELATIONSHIP TO HEAD OF HOUSEHOLD
SOCIAL SECURITY NUMBER <i>(enter "9" for any missing numbers in an Approximate or Partial SSN)</i> ____ - ____ - _____		BIRTHDATE ____ / ____ / ____	
<b>PHYSICAL DISABILITY</b>		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
<b>DEVELOPMENTAL DISABILITY</b>			
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected			
<b>CHRONIC HEALTH CONDITION</b>		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
<b>HIV/AIDS</b>			
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected			
<b>MENTAL HEALTH DISORDER</b>		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
<b>SUBSTANCE USE DISORDER</b>		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes, Alcohol (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Yes, Drug (SEE RIGHT) <input type="checkbox"/> Client Refused <input type="checkbox"/> Yes, Both (SEE RIGHT) <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	

**Questions below are required for: Any Additional Household Members**

FIRST NAME / LAST NAME		GENDER	RELATIONSHIP TO HEAD OF HOUSEHOLD
SOCIAL SECURITY NUMBER <i>(enter "9" for any missing numbers in an Approximate or Partial SSN)</i> ____ - ____ - _____		BIRTHDATE ____ / ____ / ____	
<b>PHYSICAL DISABILITY</b>		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
<b>DEVELOPMENTAL DISABILITY</b>			
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected			
<b>CHRONIC HEALTH CONDITION</b>		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
<b>HIV/AIDS</b>			
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected			
<b>MENTAL HEALTH DISORDER</b>		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
<b>SUBSTANCE USE DISORDER</b>		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes, Alcohol (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Yes, Drug (SEE RIGHT) <input type="checkbox"/> Client Refused <input type="checkbox"/> Yes, Both (SEE RIGHT) <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	

**IF THERE ARE MORE THAN TWO ADDITIONAL HOUSEHOLD MEMBERS, CONTINUE ONTO NEXT PAGE.  
IF NOT, SKIP TO CCHMIS INCLUSION DISCLOSURE AND RELEASE OF INFORMATION**

**Questions below are required for: Any Additional Household Members**

FIRST NAME / LAST NAME		GENDER	RELATIONSHIP TO HEAD OF HOUSEHOLD
SOCIAL SECURITY NUMBER <i>(enter "9" for any missing numbers in an Approximate or Partial SSN)</i> ____ - ____ - _____		BIRTHDATE ____ / ____ / ____	
<b>PHYSICAL DISABILITY</b>		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
<b>DEVELOPMENTAL DISABILITY</b>			
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected			
<b>CHRONIC HEALTH CONDITION</b>		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
<b>HIV/AIDS</b>			
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected			
<b>MENTAL HEALTH DISORDER</b>		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
<b>SUBSTANCE USE DISORDER</b>		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes, Alcohol (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Yes, Drug (SEE RIGHT) <input type="checkbox"/> Client Refused <input type="checkbox"/> Yes, Both (SEE RIGHT) <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	

**Questions below are required for: Any Additional Household Members**

FIRST NAME / LAST NAME		GENDER	RELATIONSHIP TO HEAD OF HOUSEHOLD
SOCIAL SECURITY NUMBER <i>(enter "9" for any missing numbers in an Approximate or Partial SSN)</i> ____ - ____ - _____		BIRTHDATE ____ / ____ / ____	
<b>PHYSICAL DISABILITY</b>		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
<b>DEVELOPMENTAL DISABILITY</b>			
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected			
<b>CHRONIC HEALTH CONDITION</b>		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
<b>HIV/AIDS</b>			
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<b>MENTAL HEALTH DISORDER</b>		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
<b>SUBSTANCE USE DISORDER</b>		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes, Alcohol (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Yes, Drug (SEE RIGHT) <input type="checkbox"/> Client Refused <input type="checkbox"/> Yes, Both (SEE RIGHT) <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	

**IF THERE ARE MORE THAN FOUR ADDITIONAL HOUSEHOLD MEMBERS, PLEASE PHOTOCOPY THIS PAGE TO COMPLETE OR REACH OUT TO CARES TEAM**

**---END---**

**PROCEED TO CCHMIS COORDINATED ENTRY CLIENT INCLUSION DISCLOSURE AND RELEASE OF INFORMATION**

## CONSENT TO RELEASE PERSONAL INFORMATION

Signing this consent allows Coordinated Entry-participating programs in The Albany County Continuum of Care to review some personal information related to your application, and to determine eligibility for housing. Regardless of which housing program you may prefer, all applications may be reviewed by the Coordinated Entry Committee which is comprised of representatives from participating provider agencies in the County. The purpose for this *Coordinated Entry Review* process is to ensure each applicant has information and fair access to the range of housing options in the county:

I acknowledge signing this consent allows my release of personal information related to my housing eligibility to representatives of the ACCH Coordinated Entry Committee

I further understand that the information on this form may be shared with Partner Members of Albany County Continuum of Care (CoC), and agency recipients of the Emergency Solutions Grant (ESG).

**The content of information to be released includes:** My identifying information, household composition, housing & homelessness history, income & benefit status, veteran status, health information, disabilities (if any), certain criminal justice information (if any), and accommodations required (if any).

**Coordinated Entry-participating programs that will have access to this information include:**

- |   |  |
|---|--|
| Capital Area Council of Churches (CCSES)  | Capital City Rescue Mission (CCRM)                     |
| Community Maternity Services (CMS)        | Catholic Charities                                     |
| Equinox Inc                               | IPH (formerly Interfaith Partnership for the Homeless) |
| St. Catherine's Center for Children       | St. Peter's Addiction Recovery Center (SPARC)          |
| Schuyler Inn                              | Albany County Department of Social Services (DSS)      |
| Albany Damien Center                      | Capital Area Peer Services (CAPS)                      |
| Albany Housing Coalition                  | Homeless and Travelers Aid Society (HATAS)             |
| CARES, Inc                                | Rehabilitation Support Services (RSS)                  |
| Joseph's House                            | Legal Aid Society (LAS)                                |
| Support Ministries, Inc                   | Family Promise of the Capital Region                   |
| Albany County Department of Mental Health | United Tenants of Albany (UTA)                         |
| Alliance for Positive Health              | Hope House   |
| Capital Region Health Connections         | St. Catherine's  |
| CDPHP                                     |  |

Additional Agencies: \_\_\_\_\_

The following items **must be initialed** to be included in the use and/or disclosure of other protected health information:

- \_\_\_\_\_ HIV/AIDS related information and/or records.
- \_\_\_\_\_ Genetic testing information and/or records.
- \_\_\_\_\_ Drug/alcohol diagnosis, treatment, or referral information

I hereby authorize the periodic release of the above information to the organizations identified above as often as necessary to determine eligibility and, if eligible, coordinate placement in housing through Albany County Coordinated Entry. I understand that the information to be released is confidential and protected from further disclosure. The duration of this consent is one year from the date of my signature, unless I specify a date, event or condition upon which it will expire sooner. I understand that I may revoke this consent at any time by notifying my case manager, in writing, except to the extent that action has been taken in reliance on my consent.

**Client signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# CCHMIS Coordinated Entry Client Inclusion Disclosure

**PURPOSE:** To inform clients of HMIS data entry and for clients to authorize or modify data sharing preferences within the HMIS for the project listed below:

PROJECT: NY -503 Albany County Coordinated Entry

CONTACT NUMBER:

**INSTRUCTIONS:** This form must be completed for every independent adult (18 years of age and over) and every unaccompanied minor PRIOR to data collection and entry into the HMIS at all CCHMIS-participating providers. This form also covers any household members under the client's guardianship, which includes all minors (persons under 18 years of age) and any incapacitated/disabled adults. The client is to be given pages 1 and 2 after completion.

## HMIS PRIVACY NOTICE

This Notice applies to all CCHMIS-Participating Providers and addresses how information about clients may be used and disclosed at Providers as well as client rights over their information. This Notice may be amended at any time, and amendments may affect information obtained before the date of the amendment.

### A. HMIS DATA COLLECTION & PURPOSE

A Homeless Management Information System (HMIS) is a local information technology system used to collect data on the housing and services provided to homeless individuals and families and persons at risk of homelessness. Providers participating in an HMIS are required to collect universal data elements from all clients, including Personally Identifying Information, demographic characteristics, and residential history. This information is critical for providers and communities to better understand the extent and nature of homelessness at a local level, evaluate program effectiveness, and improve future housing and service provision. Some providers are also required by their funders to obtain certain additional information to assess services, to determine eligibility, and to monitor outcomes. Most federally-funded homeless service providers are required to participate and record the clients they serve in an HMIS.

This agency is an HMIS-participating homeless service provider ("CCHMIS Provider"), meaning we collect and enter information about the persons we serve in the private and secure CARES Collaborative HMIS (CCHMIS) database, the local HMIS for this community. There are firm policies and procedures in place to protect against unauthorized disclosure of any personal information collected, and this information is critical to obtain an accurate picture of the homeless population we serve and for this agency to continue to offer you the service(s) you are accessing today. We only collect information deemed appropriate and necessary for program operation or information that is required by law or by the organizations that fund this program. We do not need your consent to enter a record of your visit into the CCHMIS, but you may refuse to have your personal identifying information within this record and still be eligible to receive services.

If you have any concerns or questions about the information provided above, please speak to an intake worker.

### B. PERMITTED DATA USES AND DISCLOSURES

The CCHMIS is designed to protect the confidentiality of personal information while allowing for reasonable, responsible, and limited uses and disclosures of data, including Personally Identifying Information (PII is any information that can be used to identify a particular individual, including a client's name, Social Security Number, and Date of Birth). Once collected, we (as a CCHMIS Provider) have obligations about how these data may be used and disclosed (**uses** are internal activities for which providers interact with client PII; **disclosures** occur when providers share PII with an external entity). CCHMIS **Providers are limited to the following circumstances for the use and disclosure of HMIS PII:**

HUD required:

- (1) Client access to their information; and
- (2) Disclosures for oversight of compliance with HMIS privacy and security standards.

HUD permitted:

- (3) To provide or coordinate services to an individual;
- (4) For functions related to payment or reimbursement for services;
- (5) To carry out administrative functions, including but not limited to legal, audit, personnel, oversight and management functions;
- (6) For creating de-identified reporting from PII;
- (7) Uses and disclosures required by law;
- (8) Uses and disclosures to avert a serious threat to health or safety;
- (9) Uses and disclosures about victims of abuse, neglect or domestic violence;
- (10) Uses and disclosures for research purposes; and
- (11) Uses and disclosures for law enforcement purposes.

A client must provide prior written consent for any other use or disclosure of HMIS PII.

CCHMIS Providers must also ensure that **any use or disclosure does not violate other applicable local, state, or federal laws**. Therefore, some CCHMIS Providers **may have more restrictive privacy policies**, often dependent upon funding source or the nature of a projects. Specific, per-project information regarding data use and disclosure can be obtained upon request.

### C. CLIENT CONTROL OVER DATA

The CCHMIS recognizes every independent legal adult (person over 17 years of age) as the owner of all information about themselves, and any parent, legal guardian, or legal power of attorney as the designated owner of all information about any household members under their guardianship (all minors and any incapacitated/disabled adults).

By seeking assistance from this CCHMIS Provider and consenting to your personal information being entered into a record within the CCHMIS, you transfer governance responsibility over your CCHMIS record to us, and we are responsible for handling your record in accordance with CCHMIS privacy policies and any applicable federal, state, or local requirements. You retain ownership of your information within your CCHMIS record, and as owner **you have the following rights, in general:**

- » **Refusal:** to refuse to answer a question you do not feel comfortable with and not have it recorded within the CCHMIS;
- » **Access/Correction:** to request and view a copy of your project information record within the CCHMIS from your provider, including those who have accessed and/or edited your record, and to request corrections to that record;
- » **Grievance:** to ask questions of or submit grievances to your provider regarding privacy and security policies and practices;
- » **Anonymized Record:** to request that your provider anonymize your personal data record within the CCHMIS; and
- » **Optional Data Sharing:** to choose if your information is shared outside of the CCHMIS with researchers and other providers, and to make this decision at each project you receive services from. (Please note that if you decide NOT to data share, it does not prohibit the project from entering your data into the CCHMIS – it prohibits the sharing of your data as outlined on the consent form).

*CCHMIS Providers reserve the following exceptions to the above: (1) Provider Right to Deny Review: if information is compiled in reasonable anticipation of litigation or comparable proceedings; if information about another individual other than the participating provider staff would be disclosed; if information was obtained under a promise of confidentiality other than a promise from this provider and disclosure would reveal the sources of the information; or if the disclosure of information would be reasonably likely to endanger the physical safety of any individual; and (2) Provider Right to Deny Access/Correction: in response to repeated or harassing requests.*

### D. RESPONSIBILITY TO PROTECT DATA

CARES of NY, Inc. (CARES) is the System Administrator of the CCHMIS. The CCHMIS uses Foothold Technology's AWARDS software application and database, which is maintained in compliance with all federal standards set forth in the Health Insurance Portability and Accountability Act (HIPAA) and its subsequent legislation – the standards required to protect medical records – as well as U.S. Department of Housing and Urban Development HMIS standards.

The CARES CCHMIS staff take the protection of client confidentiality and privacy seriously. **The following security measures, among others, are in place to ensure that your information is protected:**

- » **System Security:** HMIS data is encrypted and securely transmitted from Providers to the HMIS database, extensive procedures are in place to prevent unauthorized access, and the entire HMIS system and database is protected at the highest level of security for health data;
- » **Access:** Only CARES CCHMIS staff and staff at providers may receive authorization to access the CCHMIS, and authorization requires comprehensive initial training and annual privacy and security training thereafter;
- » **Confidentiality Agreements:** Every CCHMIS Provider and every person authorized to read or enter information into the CCHMIS signs an agreement every year that includes: (1) commitments to maintain the confidentiality of all CCHMIS information; (2) commitments to comply with all security measures in compliance with federal HMIS requirements and any applicable federal, state, or local laws; and (3) penalties for violation of the agreement;
- » **Monitoring:** Annual monitoring is conducted for CCHMIS providers to ensure compliance with privacy and security policies; and
- » **Reporting:** Published CCHMIS reports are comprised of aggregate data only, and never contain any client-level or identifying (PII) data.

### IMPORTANT INFORMATION FOR ALL CLIENTS – PLEASE READ

If you do not understand any of the information within this form, you may ask your intake worker for further explanation or an alternate format.

You may **keep the first 2 pages** of this form (containing the HMIS Privacy Notice) for your records.

You may request a copy of any participating provider or CCHMIS policies from your intake worker. Further information regarding CCHMIS privacy and security is also available in the CCHMIS Policies and Procedures (accessible online at [www.caresny.org/](http://www.caresny.org/)).

You may contact your participating provider regarding any of your rights as listed above, including if you feel that any of these rights have been violated. If your provider's response does not satisfy you, you may then contact the CCHMIS directly at [hmis@caresny.org](mailto:hmis@caresny.org) or (518) 489-4130.

CCHMIS Inclusion Disclosure

The CCHMIS has moved from *inferred consent* (a posted sign) to an *inclusion disclosure* for the HMIS. **No consumer consent is required by the CCHMIS to enter consumer data.** This disclosure replaces the posted sign but fulfills the same purpose. Consumers are asked to initial that they received the information. This is in addition to any agency specific or CoC specific forms that may be presented upon intake.

While individual agencies and projects may have their own, overriding policies, refusing to initial the inclusion disclosure does **NOT** indicate a refusal to be included in the HMIS and does not automatically disqualify consumers from receiving services from the agency or project; agency and CoC policy regarding how to handle that situation should still be followed as it has been in past years.

**E. ACKNOWLEDGEMENT OF INCLUSION**

No client consent is required to enter client data from provider forms into the CCHMIS, including personally identifying information. All Protected Identifying Information (PII) entered into the HMIS for the purpose of Coordinated Entry may be shared with other participating providers through the HMIS to better serve your needs and streamline the intake process. Additional sharing of your PII will not happen without agreeing through the consent below.

To show you are aware of this, we ask you to initial below.

\*\* \_\_\_\_\_ Please initial to indicate that you have read and explained the above information to the client and the client understands that their data is being entered into the CRHMIS.

Please indicate method by which acknowledgement was received.

- Phone
- In Person

**IMPORTANT - CLIENT IS TO BE GIVEN A COPY OF THE CCHMIS COORDINATED ENTRY CLIENT INCLUSION DISCLOSURE**