## **Administration: Assessor Information**

|  |  |  |
| --- | --- | --- |
| **First Name:**  | **Last Name:** | **Survey Date:** |
| **Agency:** | **Survey Time:** |
| **Email:** | **Survey Location:** |

**Supplement:**

**Client & Household Information**

|  |  |
| --- | --- |
| First Name:  |  |
| Nickname (s): |  |
| Last Name: |  |

|  |  |
| --- | --- |
| Relationship to Head of Household | [ ] Self (Head of Household)[ ] Other      |
| What gender do you identify with? | [ ]  Female[ ]  Male[ ]  Trans Female (MTF or Male to Female)[ ]  Trans Male (FTM or Female to Male) | [ ]  Gender Non-Conforming (i.e. not exclusively male or female)[ ]  Client doesn’t know[ ]  Client refused[ ]  Data not Collected |
| Date of Birth | Day     / Month     / Year      |  |
| Race (may select more than one) | [ ]  American Indian or Alaska Native (HUD)[ ]  Asian (HUD)[ ]  Black or African American (HUD)[ ]  Native Hawaiian or Other Pacific Islander (HUD)[ ]  White (HUD)[ ]  Client doesn’t know[ ]  Client refused [ ]  Data not collected |
| Ethnicity | [ ]  Non-Hispanic/Latino (HUD)[ ]  Hispanic/Latino (HUD)[ ]  Client doesn’t know[ ]  Client refused[ ]  Data not collected |
| Household Type | [ ]  Family[ ]  Single[ ]  Youth – Family[ ]  Youth -Single |
| Household Size | Total # of Persons      | Total # of Adults      | Total # children      |
| Are you pregnant? | [ ]  Yes [ ]  Client Refused[ ]  No [ ]  Data Not collected[ ]  Client doesn’t know  |

**Eligibility Information:**

Please do a housing summary

|  |
| --- |
| **Assessing MN Long Term Homelessness** |
| Extent of Homelessness by Minnesota’s Definition | [ ]  Not currently homeless[ ]  1st time homeless and less than 1 year without home[ ]  Multiple times homeless, but NOT meeting LTH definition[ ]  Long term: At least 1 year OR at least 4 times in past 3 years. |
| Approximate Date of Most Recent Episode of Homelessness (MN)?  | Day     /Month     /Year      |
| Total # of months homeless or doubled up? (do not include time in TH or other housing) |       |
| **Assessing Chronic Homelessness (HUD)** |
| Did the client leave any of the places listed in the last 3 months before project start date? | [ ]  Adoptive home (from foster care)[ ]  Foster Home[ ]  Juvenile Detention Center[ ]  County Jail[ ]  State or Federal Prison[ ]  Mental Health Treatment[ ]  Drug or Alcohol Treatment | [ ]  Combined MI/CD treatment[ ]  Group Home[ ]  Halfway House[ ]  Residence for people with physical disabilities[ ]  Client doesn’t know[ ]  Client Refused |
| Prior Living Situation | [ ]  Place not meant for habitation[ ]  Emergency shelter, including hotel/motel paid w/ voucher[ ]  Safe Haven[ ]  Interim Housing/Bridge Housing [ ]  *Foster care home or foster care group home*[ ]  *Hospital or other residential non-psychiatric medial facility*[ ]  *Jail, prison or juvenile detention facility*[ ]  *Long-term care facility or nursing home*[ ]  *Psychiatric hospital or other psychiatric facility*[ ]  *Substance abuse treatment facility or detox center*[ ]  Hotel/motel paid for w/out emergency shelter voucher[ ]  Owned by client, no ongoing housing subsidy[ ]  Owned by client, w/ ongoing housing subsidy[ ]  Permanent housing for formerly homeless[ ]  Rental by client, no ongoing housing subsidy[ ]  Rental by client, with VASH subsidy[ ]  Rental by client, with GPD TIP subsidy[ ]  Rental by client, with other ongoing housing subsidy[ ]  Residential project or halfway house with no homeless criteria[ ]  Staying or living in a family member’s room, apartment or house[ ]  Staying or living in a friend’s room, apartment or house[ ]  Transitional housing for homeless persons (including homeless youth)[ ]  Don’t know |
| Length of Stay in Previous Place | [ ]  One night or less[ ]  Two to six nights[ ]  Over 1 week to under a month | [ ]  1 month to 90 days[ ]  90 days to one year[ ]  One year or longer | [ ]  Don’t know[ ]  Refused |
| Did you stay less than 90 days? | [ ]  Yes[ ]  No |
| **Approximate Date of Most Recent Episode of Homelessness (HUD)** |  |
| Regardless of where they stayed last night – Number of times the client has been on the streets, in ES, or SH in the past three years, including today | [ ]  One time[ ]  Two Times[ ]  Three times[ ]  Four or more times[ ]  Client doesn’t know[ ]  Client refused[ ]  Data not collected |
| Total number of months homeless on the street, in ES or SH in the past 3 years. | [ ]  1 month (this episode w/in 1st month)[ ]  2[ ]  3[ ]  4[ ]  5[ ]  6[ ]  7[ ]  8[ ]  9 | [ ]  10[ ]  11[ ]  12[ ]  More than 12 months[ ]  Client doesn’t know[ ]  Client refused[ ]  Data not collected |
| **Veteran Status** |
| Did you serve on Active Duty, or in the National Guard or Reserves? | [ ]  No[ ]  Yes, Active Duty (regardless of Guard/Reserve answer)[ ]  Yes, National Guard | [ ]  Yes, Reserves[ ]  Guard & Reserves[ ]  Don’t know[ ]  Refused |
| What kind of discharge did you have? | [ ]  Honorable or under honorable conditions[ ]  Other than honorable but not dishonorable[ ]  Dishonorable | [ ]  Client doesn’t know[ ]  Client refused[ ]  N/A |
| Have you been referred to the Homeless Veteran Registry? | [ ]  Yes [ ]  No |
| If the client has not been referred to the Homeless Veteran Registry, take a moment and offer to complete the release of information/application form with them. More information can be found at https://mn.gov/mdva/ or by calling 1-888-LinkVet (546-5838). |
| **Tribal Membership** |
| Are you Native American? | [ ]  Yes | [ ]  No |
| If yes, with which Tribe are you affiliated? | [ ]  Lower Sioux in MN [ ]  Mdewakanton Sioux Indians[ ]  Minnesota Chippewa Tribe[ ]  Prairie Island in Minnesota | [ ]  Red Lake Band of Chippewa Indians[ ]  Shakopee Mdewakanton Sioux of MN[ ]  Upper Sioux Community[ ]  Other:       |
| **Disability Information** |
| Do you have a disability of long duration?(Collect Household Disability Information) | [ ]  Yes | [ ]  No | [ ]  Don’t Know | [ ] Refused |
| Have you been told by a medical professional that you have a severe mental illness? | [ ]  Yes | [ ]  No | [ ]  Don’t Know | [ ] Refused |
| Is the disability documented? | [ ]  Yes | [ ]  No |
| What accommodations do you require for housing due to health/disability?  |       |
| **Medical Conditions Central CoC Assessors ONLY** Do you have any of the following underlying medical conditions: Cancer; Chronic kidney disease; COPD; Weakened immune system; Obesity; Serious heart condition; Sickle cell disease; or Type 2 diabetes mellitus? - |

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

 |
| **Domestic Violence** |
| Are you seeking housing due to concern for your safety or fear of violence or abuse from another person staying with you? | [ ]  Yes | [ ]  No |
| **Living Situation** |
| How many times have you moved in the past year? Enter value 0-10 |       |
| Client Location  | [ ]  MN-500 Hennepin[ ]  MN-501 Ramsey[ ]  MN-502 Southeast[ ]  MN-503 SMAC | [ ]  MN-504 Northeast[ ]  MN-505 Central[ ]  MN-506 Northwest | [ ]  MN-508 West Central[ ]  MN-509 St Louis[ ]  MN-511 Southwest |
| County where resides |  |
| County of (current) Primary Residence? |       |

**Client Choice**

|  |  |
| --- | --- |
| Are you willing to live anywhere in the state? |       |
| West Central ONLY: Are you willing to live in North Dakota? |       |
| Client Preference County 1-3 | 1.      |
|  | 2.      |
|  | 3       |
| If you are not currently living in the city/county you want to live, do you have any connections to the area? | [ ]  Yes | [ ]  No |
| Please explain connections: |       |
| Please note if you have a need or a preference for each of the following.  | Need | Preferred | Notes |
| Cultural or population specific housing (tribal, HIV/AIDS, LBGT) | [ ]  | [ ]  |       |
| Fixed Site | [ ]  | [ ]  |       |
| Housing and Supports | [ ]  | [ ]  |       |
| Have a Front Desk | [ ]  | [ ]  |       |
| Mobility/Access  | [ ]  | [ ]  |       |
| Access to public transportation | [ ]  | [ ]  |       |
| Safety | [ ]  | [ ]  |       |
| Scattered Site | [ ]  | [ ]  |       |
| Stay enrolled in same school district | [ ]  | [ ]  |       |
| Sober Housing/Treatment based | [ ]  | [ ]  |       |

**Follow-Up Questions**

|  |  |  |
| --- | --- | --- |
| On a regular day, where is it easiest to find you and what time of day is easiest to do so? | Place |       |
| Time |       |
| Is there a phone number and/or email where someone can safely get in touch with you or leave you a message? | Phone |       |
| Email |       |

**Contact Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contact Name | Relationship | Phone | Email | Notes |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

**Current Case Workers/Providers that you are working with:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROVIDER TYPE | AGENCY | WORKER | EMAIL | PHONE | NOTES |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

**Opening Script**

*Hello, my name is [interviewer name] and I work for [organization name*]. *To determine your eligibility for homeless services, I would like to assess your housing and service needs. If you give me permission, I will ask you questions about your health and housing. The assessment will take about 15 minutes. Some of the questions will ask personal questions, but only require yes or no answers. The questions are not intended to judge you, but to assess your current needs and eligibility for services. If you ask, I can clarify or you can decide not to answer a question. If you do not answer a question, no one will be upset with you. However, this information is important to help determine if you qualify for services. Skipped or inaccurate answers may affect your eligibility. It will benefit you to answer as honestly as possible, especially since we may need to verify some of your answers later.*

## **Basic Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Parent 1** | **First Name:**       | **Nickname:**       | **Last Name:**       |
| **DOB:**       | **Age:**       | **SS#:**      **/**     **/**      | **Consent to participate:** [ ] Yes [ ] No |
|  | **In what language do you feel best able to express yourself?:** |
| **Parent 2** | **[ ] No second parent currently part of household.**  |
| **First Name:**      | **Nickname:**       | **Last Name:**       |
| **DOB:**       | **Age:**       | **SS#:**      **/**     **/**      | **Consent to participate:** [ ] Yes [ ] No |
|  **In what language do you feel best able to express yourself?:** |  |
| **IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.** | **Score** |
|       |

**Children**

|  |  |  |
| --- | --- | --- |
| 1. How many children under the age of 18 are currently with you?
 |       | Refused [ ]  |
| 1. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed?
 |       | Refused [ ]  |
| 1. *IF HOUSEHOLD INCLUDES A FEMALE:* Is any member of the family currently pregnant?
 | [ ] Yes [ ] No [ ] Refused |
| 1. Please provide a list of children’s names and ages:
 |  |
| First Name | Last Name | Age | Date of Birth |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| IF THERE IS A SINGLE PARENT WITH 2+ CHILDREN, AND/OR A CHILD AGED 11 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE.** | **SCORE** |
|       |
| IF THERE ARE TWO PARENTS WITH 3+ CHILDREN, AND/OR A CHILD AGED 6 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE.** | **SCORE** |
|       |

## **A. History of Housing and Homelessness**

|  |  |
| --- | --- |
| 1. Where do you and your family sleep most frequently? (choose one)
 | [ ] Shelters [ ] Transitional Housing  [ ] Outdoors [ ] Safe Haven [ ] Other (specify):       [ ] Refused |
| If the person answers anything other than “shelter” or “transitional housing” of “Safe Haven”, then SCORE 1  | SCORE |
|       |
| 1. How long has it been since you and your family lived in permanent stable housing?
 |       | [ ] Refused |
| 1. In the last 3 years, how many times have you or your family been homeless?
 |       | [ ] Refused |
| If the person has experienced 1 or more consecutive years of homelessness, AND/OR 4 episodes of homelessness, then SCORE 1  | SCORE |
|       |

*\*Optional Minnesota clarifications*

## **B. Risks**

|  |
| --- |
| 8. In the past six months, how many times have you or anyone in your family... |
| 1. Received health care at an emergency department/room? \**This would include seeking emergency healthcare at IHS or other health facility?*
 |       | [ ] Refused |
| 1. Taken an ambulance to the hospital?
 |        | [ ] Refused |
| 1. Been hospitalized as an inpatient?
 |       | [ ] Refused |
| 1. Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?
 |       | [ ] Refused |
| 1. Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime, or \* because the police told you that you must move along? \**or any other reason such as being asked to move along, loitering, etc.?*
 |       | [ ] Refused  |
| 1. Stayed one or more nights in a holding cell, jail, or prison, \* whether that was short-term stay like the drunk tank, or a longer stay for a more serious offense, or anything in between? \**or detox?*
 |       | [ ] Refused |
| IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR **EMERGENCY SERVICE USE.** | **SCORE** |
|       |
| 1. Have you or anyone in your family been attacked \*or beaten up\* since they’ve become homeless? *\*assaulted\**
 | [ ] Yes [ ] No [ ] Refused |       |
| 1. Have you or anyone in your family threatened to or tried to harm themselves or anyone else in the last year?
 | [ ] Yes [ ] No [ ] Refused |       |
| IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF HARM**  | **SCORE** |
|       |
| 1. Do you or anyone in your family have any legal stuff going on right now that may result in being locked up, having to pay fines, or that make it more difficult to rent a place to live?

*\*Do you or anyone in your family have any legal issues that may result in going to jail, having to pay fines, or that make it more difficult to rent a place to live?* | [ ] Yes [ ] No [ ] Refused |       |
| IF “YES” THEN SCORE 1 FOR **LEGAL ISSUES** | **SCORE** |
|       |
| 1. Does anybody force or \*trick\* you or anyone in your family to do things that you do not want to do? *\*manipulate\**
 | [ ] Yes [ ] No [ ] Refused |       |
| 1. Do you or anyone in your family ever do things that \*may be considered risky,\* like exchange sex for money, run drugs for someone, have unprotected sex with someone they don’t know, share a needle, or anything like that?

*\*put you or them at risk for harm,\**  | [ ] Yes [ ] No [ ] Refused |       |
| IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF EXPLOITATION** | **SCORE** |
|       |

**C. Socialization & Daily Functioning** Please answer yes or no for the following

|  |  |  |
| --- | --- | --- |
| 1. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS, that thinks you or anyone in your family owes them money?

*\*Is there any person that thinks you, or anyone in your family, owe them money for things like rent, drugs, gambling, taxes, or similar?* | [ ] Yes [ ] No [ ] Refused |       |
| 1. Do you or anyone in your family get any money from the government, a pension, an inheritance, \*working under the table\*, a regular job, or anything like that? *\*cash job, per cap\**
 | [ ] Yes [ ] No [ ] Refused |       |
| If YES to question 14, or NO to question 15, then SCORE 1 for **Money Management**.  | SCORE |
|       |
| 1. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled?

 *Ask instead,* *Do you have planned activities that make you feel happy and fulfilled?* | [ ] Yes [ ] No [ ] Refused |       |
| If NO, SCORE 1 for **Meaningful Daily Activity**  | SCORE |
|  |
| 1. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things \*like that? \**without assistance?*
 | [ ] Yes [ ] No [ ] Refused |       |
| If NO, then SCORE 1 for SCORE 1 for **Self-Care**  | SCORE |
|       |
| 1. Is your family’s current homelessness in any way caused by \* a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused your family to become evicted? \**relationship problems, for example: a relationship that has ended, an unhealthy or abusive relationship, or because family or friends caused you to become homeless?*
 | [ ] Yes [ ] No [ ] Refused |       |
| If YES, then SCORE 1 for **Social Relationship** | SCORE |
|       |

1. **Wellness –** Please answer YES or NO for the following

|  |  |  |
| --- | --- | --- |
| 1. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family?
 | [ ] Yes [ ] No [ ] Refused |       |
| 1. Do you or anyone in your family have any chronic health issues with your liver, kidneys, stomach, lungs or heart?
 | [ ] Yes [ ] No [ ] Refused |       |
| 1. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family?
 | [ ] Yes [ ] No [ ] Refused |       |
| 1. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you’d need help?
 | [ ] Yes [ ] No [ ] Refused |       |
| 1. When someone in your family is sick or not feeling well, does your family avoid getting medical help?
 | [ ] Yes [ ] No [ ] Refused |       |
| If “yes” to any of the above, SCORE 1 for **Physical Health** | SCORE |
|       |
| 1. Has drinking or drug use by you or anyone in your family led your family to \*being kicked out\* of an apartment or program where you were staying in the past? *\*being asked or forced to leave\**
 | [ ] Yes [ ] No [ ] Refused |       |
| 1. Will drinking, or drug use make it difficult for your family to stay housed or afford your housing?
 | [ ] Yes [ ] No [ ] Refused |       |
| If “yes” to any of the above, then SCORE 1 for **Substance** **Use.**  | SCORE |
|       |
| 1. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:
 |
| 1. A mental health issue or concern?
 | [ ] Yes [ ] No [ ] Refused |
| 1. A past head injury?
 | [ ] Yes [ ] No [ ] Refused |
| 1. A learning disability, developmental disability, or other impairment?
 | [ ] Yes [ ] No [ ] Refused |
| 1. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed?
 | [ ] Yes [ ] No [ ] Refused |
| If yes to any of the above, then SCORE 1 for **Mental Health** | SCORE |
|       |
| 1. *IF THE FAMILY SCORED 1 EACH FOR PHYSICAL HEALTH, SUBSTANCE USE, AND MENTAL HEALTH:* Does any single member of your household have a medical condition, mental health concerns, **and** experience with problematic substance use?
 | [ ] Yes [ ] No [ ] Refused |
| If “YES”, score 1 for **TRI-MORBIDITY**.  | SCORE |
|       |
| 1. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking?
 | [ ] Yes [ ] No [ ] Refused |
| 1. Are there any medications like painkillers that you or anyone in your family don’t take the way the doctor prescribed\* or where they sell the medication? *\*, are on a pain contract, or sell the medications?*
 | [ ] Yes [ ] No [ ] Refused |
| If YES, to any of the ABOVE, score 1 for **Medications.** | SCORE |
|       |
| 1. *YES OR NO:* Has your family’s current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced?
 | [ ] Yes [ ] No [ ] Refused |
| If YES, SCORE 1 for **Abuse and Trauma.**  | SCORE |
|       |

1. **Family Unit**

|  |  |
| --- | --- |
| 1. Are there any children that have been removed from the family by a child protection service within the last 180 days?
 | [ ] Yes [ ] No [ ] Refused |
| 1. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing?
 | [ ] Yes [ ] No [ ] Refused |
| IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR **FAMILY LEGAL ISSUES** | SCORE |
|       |
| 1. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation?
 | [ ] Yes [ ] No [ ] Refused |
| 1. Has any child in the family experienced abuse or trauma in the last 180 days?
 | [ ] Yes [ ] No [ ] Refused |
| 1. *IF THERE ARE SCHOOL-AGED CHILDREN:* Do your children attend school more often than not each week?
 | [ ] Yes [ ] No [ ] Refused |
| IF “YES” TO 34 or 35 OR “NO” TO 36, THEN SCORE 1 FOR **NEEDS OF CHILDREN.** | SCORE |
|       |
| 1. \*Have the members\* of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that? *\*Has the make-up size\**
 | [ ] Yes [ ] No [ ] Refused |
| 1. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed?
 | [ ] Yes [ ] No [ ] Refused |
| IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR **FAMILY STABILITY.** | SCORE |
|       |
| 1. Do you have two or \*more *planned* activities\* each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that? *\*more activities\**
 | [ ] Yes [ ] No [ ] Refused |
| 1. After school, on weekends, or days when there isn’t school, is the total time children spend each day where there is no interaction with you or another responsible adult:
 |
| 1. 3 or more hours per day for children aged 13 or older?
 | [ ] Yes [ ] No [ ] Refused |
| 1. 2 or more hours per day for children aged 12 or younger?
 | [ ] Yes [ ] No [ ] Refused |
| 1. *IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER:* Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that?
 | [ ] Yes [ ] No [ ] Refused |
| IF “NO” TO QUESTION 39, OR “YES” TO ANY OF QUESTIONS 40 OR 41, THEN SCORE 1 FOR **PARENTAL ENGAGEMENT.** | SCORE |
|       |

**Scoring Summary**

|  |  |  |
| --- | --- | --- |
| DOMAIN | SUBTOTAL | SCORE RECOMMENDATION |
| PRE-SURVEY |      /2 | * 0-3 no housing intervention
* 4-8 Rapid Re-Housing/ Transitional Housing
* 9+ Permanent Supportive Housing/Housing First
 |
| 1. History of Housing & Homelessness
 |      /2 |
| 1. Risks
 |      /4 |
| 1. Socialization
 |      /4 |
| 1. Wellness
 |      /6 |
| 1. FAMILY UNIT
 |      /4 |
| TOTAL: |      /22 |  |

**Don’t forget to give each household a CES RECEIPT & enter assessments within 24 hours!**