

Napa County Continuum of Care

Standard HMIS Adult Client Enrollment

Program Name: C	ase Worker/Intake Person:	Program Start Date:
CLIENT ENROLLMENT		
	for each client who is over the age of 17 or the Head lease be sure to use the Standard HMIS Child Clier	
1) Client Name	First	Last
Relationship to Head of Household	 Self (Head of Household) Head of Household's child Head of Household's spouse or partner Head of Household's other relation member (other relation to Head of Household) Other: non-relation member 	
2) Date of Program Enrollment The date the client started being helped by the project (program); also called the project start date.	Month Day Year	
3) Translation Assistance Needed [Head of Household only] Does the client need access to translation services?	 No Yes Client doesn't know Client prefers not to answer Data Not Collected 	
If Yes, Preferred Language(s): If the client needs access to translation services, please select their preferred language(s).	 American Sign Language Arabic Armenian Black American Sign Lanugage Cantonese Cape Verdean Creole Chinese English Farsi Fijian Filipino French Greek Haitian 	 Mixteco Persian Portuguese Punjabi Russian Spanish Tagalog Taiwanese Thai Ukrainian Vietnamese Different Preferred Language, please specify:

Client Name_____

Head of Household Name (if not Self)

	 Hindi Hmong Korean Mandarin 	 Client doesn't know Client prefers not to answer Data Not Collected 	
 4) Date of Engagement [Head of Household and Adults only] (Only Required for Street Outreach or Night-by-Night Emergency Shelter) The date the client was engaged. 	Month Day Year		
 5) Housing Move-In Date [Head of Household only] (Only Required for Permanent Housing Projects) This is the date a client moves into a permanent housing situation while enrolled in Rapid Rehousing, Permanent Supportive Housing or Other Permanent Housing programs, even if the move-in date is the same as the project enrollment date. 	Month Day Year		
PRIOR LIVING SITUATION – ANSWER ONLY ONE FULL SECTION: A or B or C [Head of Household and Adults only]			
Type of Residence <u>A – Homeless</u> <u>Living Situations</u> What was the client's living situation the night before enrolling in the project? Ask the client "where did you stay or sleep last night"?	 Place not meant for human habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport/or anywhere outside) Emergency Shelter, including hotel or motel paid for with emergency shelter voucher, or Host Home shelter Safe Haven 		
Length of Stay in Prior Living Situation	 One night or less Two to six nights One week or more, but less than one month One month or more, but less than 90 days 	 90 days or more, but less than one year One year or longer Client doesn't know Client prefers not to answer Data Not Collected 	
Approximate date <u>this episode</u> of homelessness started: When was the date the current homeless situation began?			

A break in homelessness is defined as being in any permanent or temporary housing situation for 7 consecutive nights or more, or spending 90 days or more in an institution (i.e., jail, substance abuse or mental health treatment facility, hospital, or other similar facility).		
Number of <i>times</i> the client has been on the streets or in Emergency Shelter in the <u>last three years</u>	 One Time Two Times Three Times 	 Four or more times Client doesn't know Client prefers not to answer Data Not Collected
Total number of <i>months</i> client has been homeless on the streets or in Emergency Shelter in the <u>last three</u> <u>years</u>	 One month (this time is the first month) 2 months 7 months 3 months 8 months 4 months 9 months 5 months 10 months 6 months 11 months 	 12 months More than 12 months Client doesn't know Client prefers not to answer Data Not Collected
Type of Residence <u>B – Institutional</u> Living SituationsWhat was the client's living situation the night before enrolling in the project?Ask the client "where did you stay or sleep last night"?	 Foster care home or foster care group home Hospital or other residential non—psychiatric medical 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 	
Length of Stay in Prior Living Situation	 One night or less Two to six nights One week or more, but less than one month One month or more, but less than 90 days 	 90 days or more, but less than one year One year or longer Client doesn't know Client prefers not to answer Data Not Collected
Was the length of stay less than 90 days? If the response is "No," STOP here and skip down to the Disability section.	🗆 Yes 🗖 No	
If the response is "Yes", did the client stay on the streets or in emergency shelter the night before going to the institutional situation? If the response is "No," STOP here and skip down to the Disability section.	🗅 Yes 🔲 No	

If the response is "Yes," please answer the following questions below:		
 Approximate date <u>this episode</u> of homelessness started: When was the date the current homeless situation began? A break in homelessness is defined as being in any permanent or temporary housing situation for 7 consecutive nights or more, or spending 90 days or more in an institution (i.e., jail, substance abuse or mental health treatment facility, hospital, or other similar facility). 		
Number of <i>times</i> the client has been on the streets or in Emergency Shelter in the <u>last three years</u>	 One Time Two Times Three Times 	 Four or more times Client doesn't know Client prefers not to answer Data Not Collected
Total number of <i>months</i> client has been homeless on the streets or in Emergency Shelter in the <u>last three</u> <u>years</u>	 One month (this time is the first month) 2 months 7 months 3 months 8 months 4 months 9 months 5 months 10 months 6 months 11 months 	 12 months More than 12 months Client doesn't know Client prefers not to answer Data Not Collected
Type of Residence <u>C – Transitional</u> <u>OR Permanent Housing Living</u> <u>Situations</u> What was the client's living situation the night before enrolling in the project? Ask the client "where did you stay or sleep last night"?	Temporary Housing Situations Transitional housing for homeless persons (including homeless youth) Residential project or halfway house with no homeless criteria Hotel or motel paid for without emergency shelter voucher Host Home (non-crisis) Staying or living in a friend's room, apartment, or house Staying or living in a family member's room, apartment, or house Rental by client, no ongoing housing subsidy Rental by client, no ongoing housing subsidy Owned by client, with ongoing housing subsidy Owned by client, no ongoing housing subsidy	Other Client doesn't know Client prefers not to answer Data Not Collected
Rental Subsidy Type: If "Rental by client, with ongoing housing subsidy" is selected, please select the type of housing subsidy in use.	 GPD TIP housing subsidy VASH housing subsidy RRH or equivalent subsidy 	

	 HCV voucher (tenant or project based) (not dedicated) Public housing unit Rental by client, with other ongoing housing subsidy Emergency Housing Voucher (EHV) Family Unification Program Voucher (FUP) Foster Youth to Independence Initiative (FYI) Permanent Supportive Housing Other permanent housing dedicated for formerly homeless persons 	
Length of Stay in Prior Living Situation	 One night or less Two to six nights One week or more, but less than one month One month or more, but less than 90 days 	 90 days or more, but less than one year One year or longer Client doesn't know Client prefers not to answer Data Not Collected
Was the length of stay less than 7 nights? If the response is "No," STOP here and skip down to the Disability section.	□ Yes □ No	
If the response is "Yes", did the client stay on the streets or in emergency shelter the night before going to the transitional or permanent placement? If the response is "No," STOP here and skip down to the Disability section. If the response is "Yes," please answer the following questions below:	□ Yes □ No	
Approximate date <u>this episode</u> of homelessness started: When was the date the current homeless situation began? A break in homelessness is defined as being in any permanent or temporary housing situation for 7 consecutive nights or more, or spending 90 days or more in an institution (i.e., jail, substance abuse or mental health treatment facility, hospital, or other similar facility).		

	Number of <i>times</i> the client has been on the streets or in Emergency Shelter in the <u>last three years</u>	 One Time Two Times Three Times 	 Four or more times Client doesn't know Client prefers not to answer Data Not Collected
	Total number of months client has been homeless on the streets or in Emergency Shelter in the last three years	 One month (this time is the first month) 2 months 7 months 3 months 8 months 9 months 5 months 10 months 6 months 11 months 	 12 months More than 12 months Client doesn't know Client prefers not to answer Data Not Collected
DI	SABLING CONDITIONS: A Disabling Con	dition is a health condition that interferes with	getting and/or keeping stable housing.
1)	Does the client currently have a disabling condition? A Disabling Condition is a health condition that interferes with getting and/or keeping stable housing.	□ Yes □ No	 Client doesn't know Client prefers not to answer Data Not Collected
	This question is used with other information to determine if the client meets criteria for chronic homelessness.		
	All questions in this section MUST be answered even if the answer is "no" to this question.		
2)	Does the client have a Physical Disability?	□ Yes □ No	 Client doesn't know Client prefers not to answer Data Not Collected
	If Yes, is it expected to be of long, continued and indefinite duration and substantially impair the client's ability to live independently?	□ Yes □ No	 Client doesn't know Client prefers not to answer Data Not Collected
3)	Does the client have a Developmental Disability?	□ Yes □ No	 Client doesn't know Client prefers not to answer Data Not Collected
4)	Does the client have a Chronic Health Condition?	□ Yes □ No	 Client doesn't know Client prefers not to answer Data Not Collected
	If Yes, is it expected to be of long, continued and indefinite duration and substantially impair the client's ability to live independently?	□ Yes □ No	 Client doesn't know Client prefers not to answer Data Not Collected

5)	Does the client have HIV – AIDS?	☐ Yes ☐ No		 Client doesn't know Client prefers not to answer Data Not Collected
6)	Does the client have a Mental Health Disorder?	□ Yes □ No		 Client doesn't know Client prefers not to answer Data Not Collected
	If Yes, is it expected to be of long, continued and indefinite duration and substantially impair the client's ability to live independently?	□ Yes □ No		 Client doesn't know Client prefers not to answer Data Not Collected
7)	Does the client have any Substance Use Disorder?	 No Alcohol use disorder Drug use disorder Both Alcohol & Drug A 	buse Use Disorders	 Client doesn't know Client prefers not to answer Data Not Collected
	If Yes, is it expected to be of long, continued and indefinite duration and substantially impair the client's ability to live independently?	☐ Yes ☐ No		 Client doesn't know Client prefers not to answer Data Not Collected
DOMESTIC VIOLENCE [Head of Household and Adults only]				
1)	 Survivor of Domestic Violence Ask the client "Have you ever experienced any domestic violence, dating violence, sexual assault, stalking or other dangerous or life-threatening conditions against you or a member of your family, including a child, that has happened in the place you were living?" If the answer is "no", skip to "Monthly Income – Cash Benefits" section. 		 Yes No Client doesn't know Client prefers not to answer Data Not Collected 	
	If the answer is "yes", COMPLETE questions 2 and 3.			
2)	Most Recent Occurrence Ask the client "How long ago was your most recent experience of domestic violence, dating violence, sexual assault, stalking or other dangerous or life-threatening conditions?"		 Within the past three months Three to six months ago (excluding six months exactly) Six months to one year ago (excluding one year exactly) One year ago or more Client doesn't know Client prefers not to answer Data Not Collected 	
3)) Current Status Ask the client "Are you currently fleeing, or attempting to flee, the domestic violence situation, or are you afraid to return to the place you are living?"		 Yes No Client doesn't kno Client prefers not Data Not Collected 	to answer

MONTHLY INCOME – CASH BENEFITS [Head of Household and Adults only]			
Current income from any source? Is the client currently receiving any income from any source?	 Yes No Client doesn't know Client prefers not to answer Data Not Collected 		
Specify the type(s) and amount(s) of income the client currently receives. Only regular, recurrent sources that are current today should be included. Income received for a minor (under 18 years old) member of the household (e.g., SSI) should be recorded with the HoH's information. DO NOT include income received by other adults (18 years and older) in the household; record their income on their Enrollment form.	Earned Income \$ Unemployment Insurance \$ Supplemental Security Income SSI \$ Social Security Disability Insurance SSDI \$ VA Service-Connected Disability Pension\$ VA Non-service connect disability pension \$ VA Non-service connect disability pension \$ Private Disability Insurance \$ Worker's Compensation \$ Temporary Assistance for Needy Families TANF/CalWORKs \$ General Assistance (GA) \$ Retirement income from Social Security \$ Pension or Retirement Income from a Former Job \$ Child Support \$ Alimony and Other Spousal Support \$ f Other Cash Income \$		
Total Monthly Cash Income for Individual	TOTAL: \$		
NON-CASH BENEFITS [Head of Household a	nd Adults only]		
Currently receiving Non-Cash Benefits? Is the client currently receiving one of the non-cash benefits listed below?	 Yes No Client doesn't know Client prefers not to answer Data Not Collected 		
If Yes, indicate all the non-cash benefits the client is receiving: Only regular, recurrent sources that are current today should be included. Record non-cash benefits received by a minor member (under 18 years of age) of the household under the HoH's information.	 Supplemental Nutrition Assistance Program (SNAP)/Cal Fresh Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) TANF/CALWORKS Childcare Services TANF/CALWORKS Transportation Services Other TANF/CALWORKS-Funded Services Other Non-Cash Benefit 		

Client Name_

DO NOT include benefits received by other adults (18 years and older) in the household; record their benefits on their Enrollment form.	If Other Specify:		
HEALTH INSURANCE			
Currently covered by health insurance? Is the client currently covered by health insurance?	□ Yes □ No □ Client doesn't know □ □ Data Not Collected	☐ Client prefers not to answer	
If Yes, type(s) of insurance(s): If the client is currently covered by multiple health insurances please select all that apply.	 Medicaid (same as Medi-Cal) Medicare State Children's Health Insurance (CHIP) F Veteran's Health Administration (VHA) Employer-Provided Health Insurance Health Insurance Obtained Through COBF Private Pay Health Insurance State Health Insurance for Adults Indian Health Services Program Other Health Insurance 		
	If Other Specify:		
SEXUAL ORIENTATION [Head of Household and Adults only] Data collection of this field is only required for the following federally funded programs: HUD: CoC – Permanent Supportive Housing, HUD: CoC – Youth Homelessness Demonstration Program (YHDP), and RHY programs.			
What is the client's sexual orientation?	 Heterosexual Gay Lesbian Bisexual Questioning/Unsure Other (please specify) 	 Client doesn't know Client prefers not to answer Data Not Collected 	