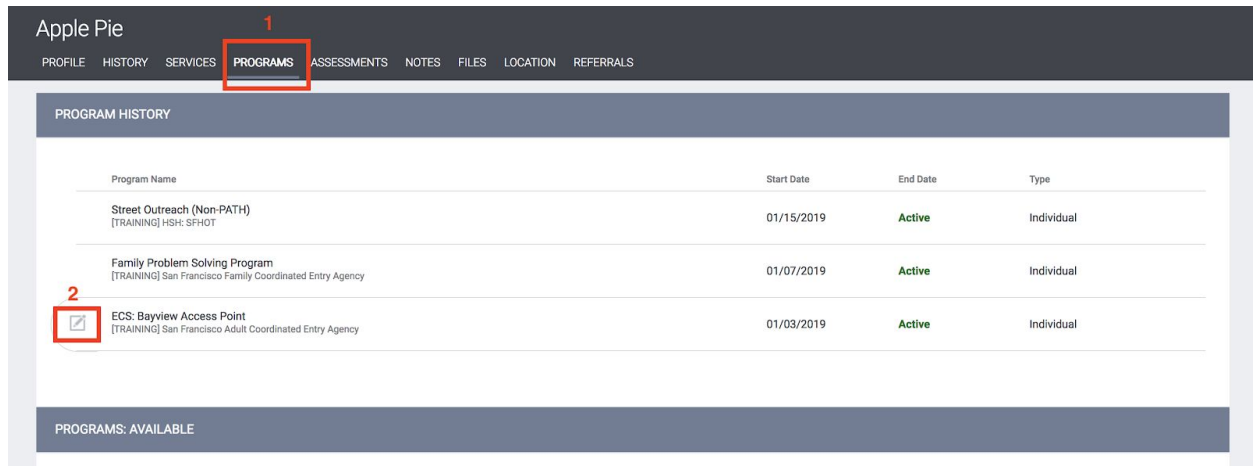


# How to Record the Adult CE Primary Assessment & Refer to the Community Queue

This workflow reflects the necessary steps to administer the Adult CE Primary Assessment and how to refer to the Community Queue.

**Step 1:** Click on the “Programs” tab and then click edit to open the Access Point Enrollment.



Apple Pie

PROFILE HISTORY SERVICES **PROGRAMS** ASSESSMENTS NOTES FILES LOCATION REFERRALS

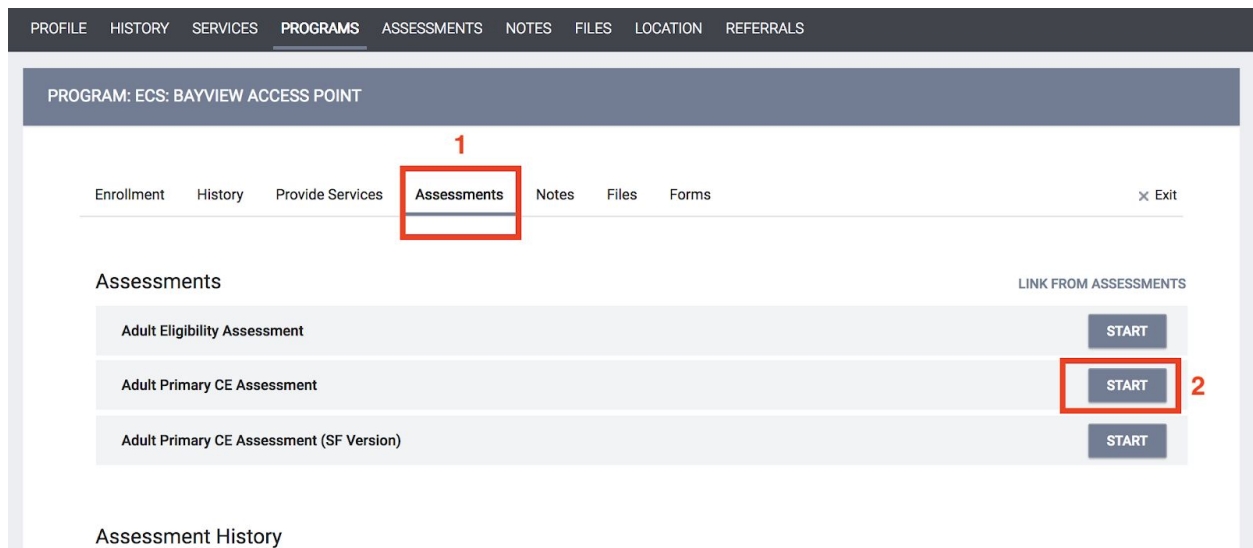
PROGRAM HISTORY

Program Name	Start Date	End Date	Type
Street Outreach (Non-PATH) [TRAINING] HSH: SFHOT	01/15/2019	Active	Individual
Family Problem Solving Program [TRAINING] San Francisco Family Coordinated Entry Agency	01/07/2019	Active	Individual
<input checked="" type="checkbox"/> ECS: Bayview Access Point [TRAINING] San Francisco Adult Coordinated Entry Agency	01/03/2019	Active	Individual

PROGRAMS: AVAILABLE

**Step 2:** Click on the program level “Assessment” tab.

**Step 3:** Select “START” to begin recording the ‘Adult CE Primary Assessment’.



PROFILE HISTORY SERVICES **PROGRAMS** ASSESSMENTS NOTES FILES LOCATION REFERRALS

PROGRAM: ECS: BAYVIEW ACCESS POINT

Enrollment History Provide Services **Assessments** Notes Files Forms × Exit

Assessments LINK FROM ASSESSMENTS


Adult Eligibility Assessment	START
Adult Primary CE Assessment	START
Adult Primary CE Assessment (SF Version)	START

Assessment History

**Step 4:** Complete the fields in the assessment. *Note: The Assessment Date should be the date you completed the assessment with the client.* Click “SAVE”.

# How to Record the Adult CE Primary Assessment & Refer to the Community Queue

ADULT PRIMARY CE ASSESSMENT

Assessment Date 09/24/2018 


ADULT HOUSING ASSESSMENT

1) Where did you stay last night? (Living situation, not geography)	Emergency shelter or safe haven	▼
1a) Have you resided in a shelter, safe haven, or place not meant for human habitation for the last 12 consecutive months?	Client refused	▼
2) In the place you are staying, are you experiencing physical or sexual violence?	Data not collected	▼
3) How long have you been homeless this time?	Client doesn't know	▼
4) Have you resided in a shelter, safe haven, or place not meant for human habitation for more than 12 months over the last 3 years (Does not need to be consecutive)?	Yes	▼
5) How long in total have you lived in an emergency shelter or place not meant for people to sleep, including today? (Over lifetime)	Less than one year	▼
6) How many times in the past three years have you lived in a shelter, outdoors, in a vehicle, or other place not meant for people to live? (each break in homelessness has to span at least 7 consecutive nights)	Zero times	▼
7) How old were you when you first experienced homelessness (living in shelter, outdoors, in a vehicle or other place not meant for people to live)?	Over age 24	▼
8) Do you have one of the following disabling conditions, or been told you have one of the following by a healthcare provider: Physical disability, developmental disability, chronic health condition, HIV/AIDS, mental health problem, substance abuse?	No	▼
9) Do you have any challenges that cause you to need help with daily activities or help with maintaining housing (e.g. a serious medical condition, mental health problem, substance problem, other issue)?	No	▼
10) How many times have you used crisis services in the past year (for example, mental health crisis services, hospital, detox, suicide prevention hotline)?	1-5 times	▼
11) In the past five years, how many times have you been arrested by a police officer? This can include being arrested and going to jail, or just being arrested then released.	5 or more times	▼
12) How frequently have you experienced violence or felt you were in danger from other people since you have been living outside or in shelter?	Never	▼

13) Client's total monthly income is:	Less than 10% AMI	▼
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~~~~~AMI DATA IS BASED ON 2018 HUD METRO FAIR MARKET RENT AREA (HMFA) THAT CONTAINS SAN FRANCISCO~~~~~

|                                                                                                                                                                              |                     |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---|
| 14) Are you pregnant?                                                                                                                                                        | Client doesn't know | ▼ |
| 15) In the last 12 months have you traded sex for a place to stay?                                                                                                           | Yes                 | ▼ |
| 16) Are you currently in foster care in San Francisco or were you ever in foster care in San Francisco?                                                                      | No                  | ▼ |
| 17) BASED ON INTERVIEWER'S OBSERVATION: Does the client demonstrate significant functional impairment (e.g. due to active substance use, mental health or health condition)? | Yes                 | ▼ |

VAT score? (If applicable) 

HDAP

Chron A

MHSA

=====

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THE REMAINING FIELDS ARE USED FOR STATISTICAL PURPOSES (NO INPUT NECESSARY)

## How to Record the Adult CE Primary Assessment & Refer to the Community Queue

**Step 5:** Click “Refer Directly to the Community Queue”.

**Step 6:** Enter an applicable note if needed and click “Send Referral”.

PROGRAM: ECS: BAYVIEW ACCESS POINT

Enrollment History Provide Services **Assessments** Notes Files Forms × Exit

PROGRAM ELIGIBILITY DETERMINATION

| Adult Priority Score Summary              |    |                           |    |
|-------------------------------------------|----|---------------------------|----|
| LIVING SITUATION AND HOUSING HISTORY      | 33 |                           |    |
| INCOME                                    | 6  | HEALTH STATUS AND HISTORY | 42 |
| <b>Adult Priority PRE-SCREEN TOTAL 81</b> |    |                           |    |

**REFER DIRECTLY TO COMMUNITY QUEUE**