



How to Complete a Family Prioritization Assessment

This document outlines the necessary steps for completing the Family Housing Prioritization Assessment.

Step 1: Search for the Head of Household in the search bar.

Step 2: Click the edit button next to the client's name.

apple		SEARCH		
Apple Fruit	12/14/1939	4691		
Apple Pie	12/03/1980	0002		
	Date of Birth	Last Four SSN	Last Updated	
 Apple Fruit	12/14/39	4691	01/29/18	
 Apple Pie	12/03/80	0002	12/03/18	

Step 3: Click on the “Programs” tab and then click edit to open the Access Point Enrollment..

Step 4: Click “Start” next the Family Housing Prioritization Assessment.

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

PROGRAM: BAYVIEW ACCESS POINT

1

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

Assessments LINK FROM ASSESSMENTS

Family Housing Problem-Solving Assessment	START
Family Housing Prioritization Assessment	START
Shelter (Individual Room) Placement Criteria	START

Assessment History

There are no results to display

2



How to Complete a Family Prioritization Assessment

Step 5: Complete the fields and click “Save”.

Apple Pie

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

FAMILY PRIORITIZATION ASSESSMENT

SECTION 1: LIVING SITUATION AND HOUSING HISTORY

1) Where did you stay last night? (living situation, not geography)

2) How long have you been homeless this time (lived in ES or place not meant for human habitation)?

3) Has the head of household been residing in an institutional care facility?

4) Has the head of household resided in an emergency shelter, safe haven, or on the street/place not meant for human habitation for more than 12 months (total) over the last 3 years?

5) How many times in the past 3 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)?

Step 6: Click “Refer Directly to the Community Queue”.

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
Adult Priority PRE-SCREEN TOTAL 81			

REFER DIRECTLY TO COMMUNITY QUEUE

Step 7: Enter an applicable note if necessary and click “Save and Send”.



How to Complete a Family Prioritization Assessment

REFERRAL: ADD

Referred Program Community Queue
Referred to Agency Community Queue
Referring Agency [TRAINING] San Francisco Adult Coordinated Entry Agency
Private

B *I*

Training |

SEND REFERRAL

CANCEL