Current Living Situation & Encounter Form Combined Tool

The Current Living Situation Assessment is a New HUD 2020 Data Standard, used to regularly document the following:

- The current living situation of people experiencing homelessness
- Homeless Chronicity
- Risk of imminent homelessness

The Current living situation assessment is also used to understand how many times a person is engaged while experiencing homelessness.

The first Current Living Situation Assessment should be recorded at the time of enrollment. After enrollment, the Current Living Situation Assessment should be recorded at every direct contact with clients.

Providers are required to complete a new assessment each time and are instructed not to edit the old assessment, per HUD data standards

***"A contact is defined as an interaction between a worker and a client designed to engage the client. Contacts include activities such as: a conversation between the worker and the client about the client's well-being or needs, an office visit to discuss their housing plan, or a referral to another community service".*

Step 1:

Upon initial login to the ONE System, you are placed directly into the Search tab. This is the central hub of the system, and provides access to your clients.

Search for your client by first name, last name, or partial sections of the client's name, can be entered to help locate the client record

Step 1a:

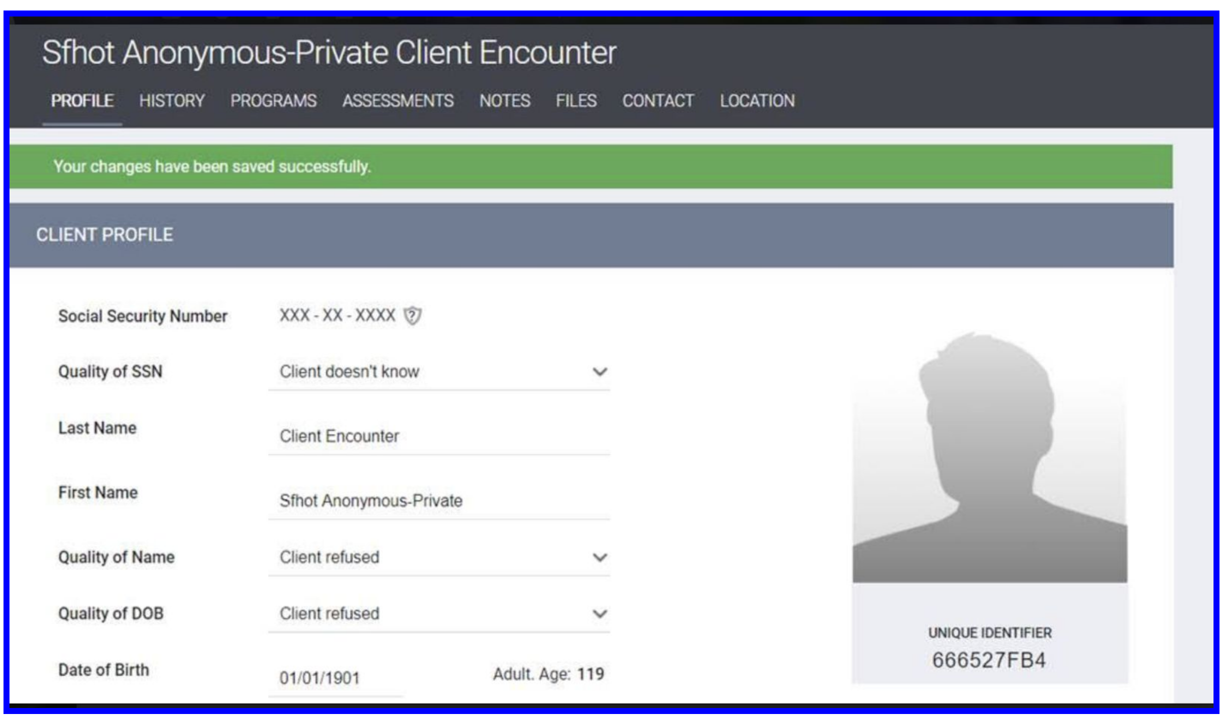
How to capture clients who are not yet ready to sign a Release of Information (ROI):

Utilizing the New Pseudo Profile

When creating a new client profile, ONE will prompt providers to have clients sign a ROI. The electronic signature form page certifies the following:

- The client was notified of the Department of Homelessness & Supportive Housing Notice of Privacy Policy
- The client completed the Release of Information Homeless Response System requires for the ONE System
- The Client reviewed the Release of Information: Human Service Agency Form

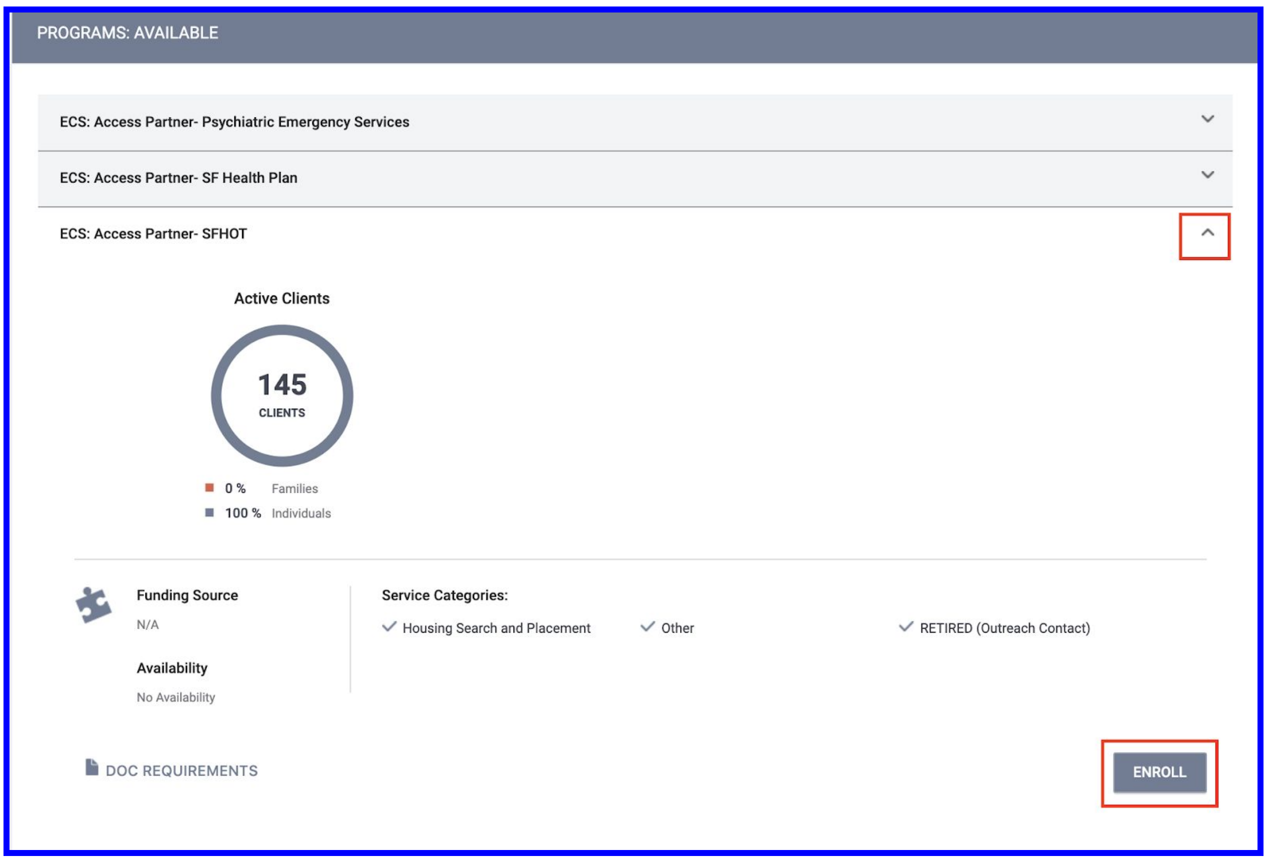
However, there are many reasons why a client may not be ready to sign a ROI. In order to capture the work done by San Francisco Homeless Outreach Team. SFHOT has created what is called a “Pseudo Profile”. This profile is currently active and will be used to record encounters for clients who did not sign an ROI. The profile is named (Sfhot Anonymous-Private Client Encounter).



Step 2:

To begin the program enrollment process, click on the Programs tab in the top menu of the client record. This area contains two sections:

- Choose the appropriate program by clicking the downward arrow. The following screen will open the enrollment page
- Select Enroll



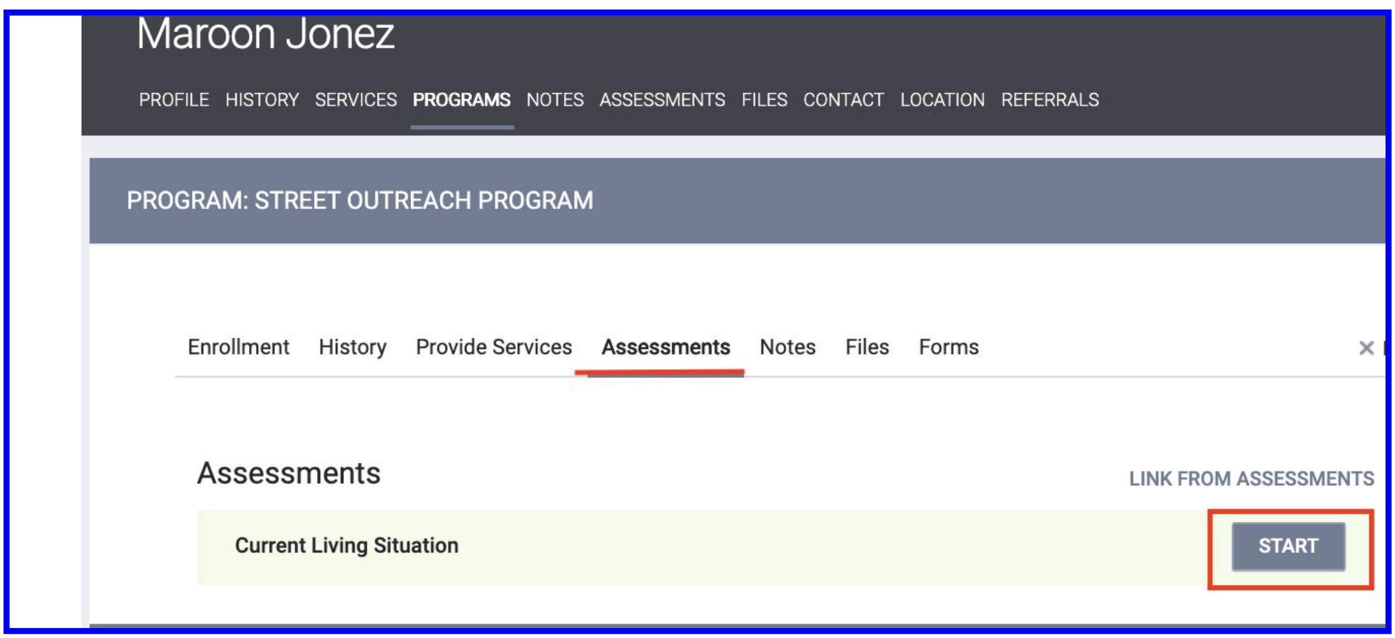
Step 3:

Please note that if you have already enrolled the client, you can also revisit the programs tab, click the edit icon to the left of the program name

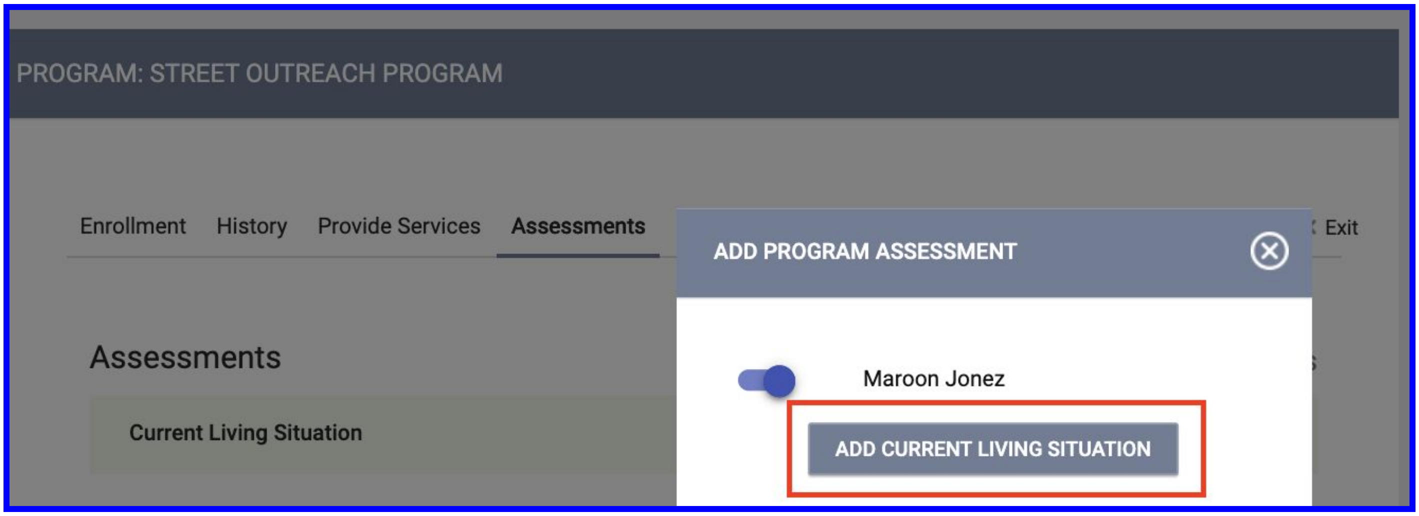
Step 4:

To access the Current Living Situation/Encounter Form:

- Locate the program level Assessment Tab
- Select Current Living Situation Assessment, by pressing **START**



The “Add Program Assessments” Icon box will appear. Select add a Current Living Situation Assessment

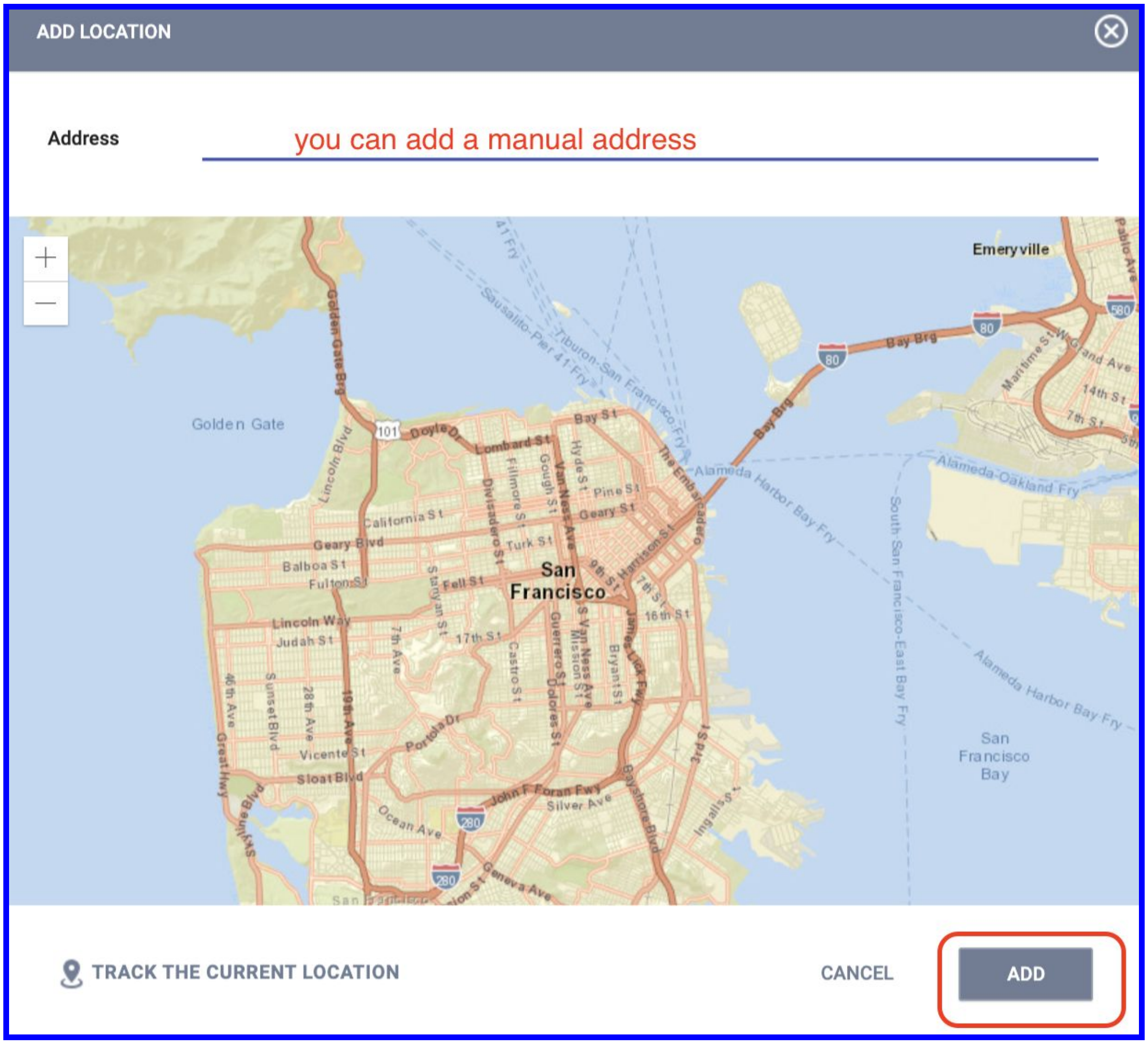


CURRENT LIVING SITUATION ASSESSMENT

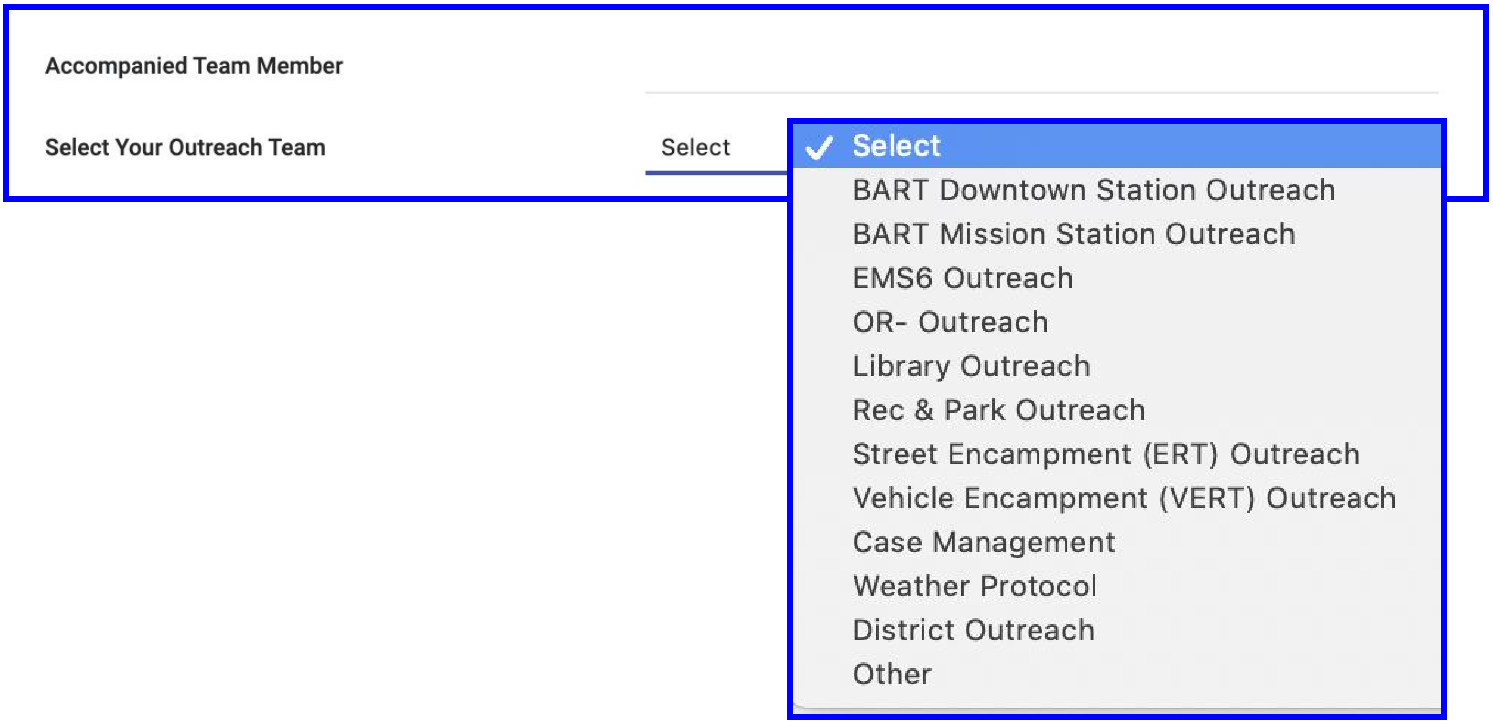
Step 5:

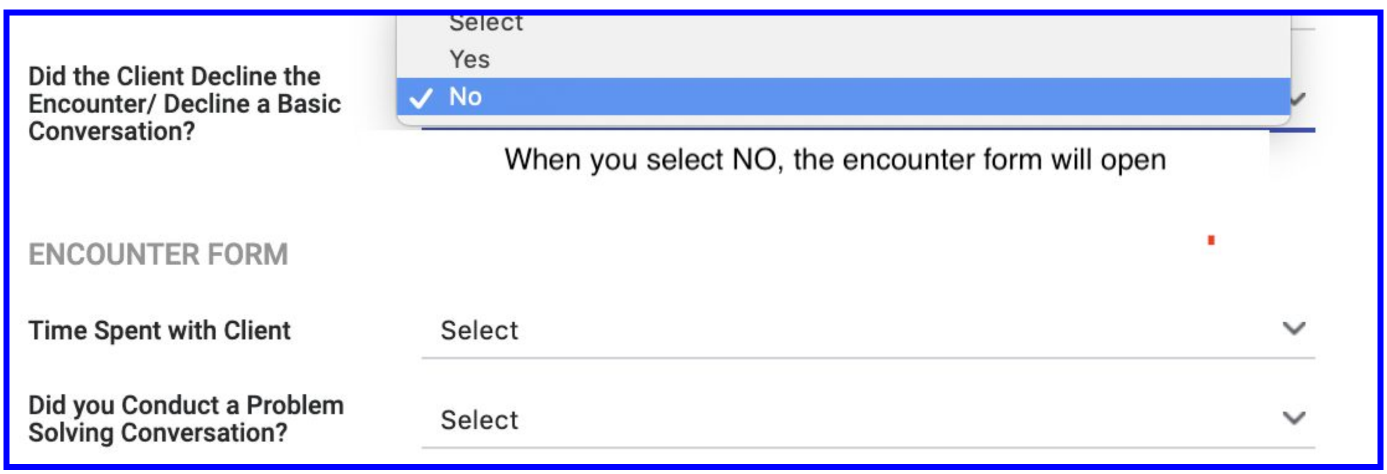
- The Current Living Situation Assessment will open. Note that your previous Current Living Situation Assessment answers will cascade forward. When completing the document, you will notice a new Geolocation field to add a location

- Geolocation field is a type of field that allows users to record geographic location information in a screen within a client record. That information is then displayed in an interactive map within the screen
- Use of the Geolocation Field also offers providers the flexibility to either enter location addresses manually or “drop a pin”, which will auto track their location based on the location of the device.



- The Current Living Situation Assessment now has the ability to capture the specific Outreach Team

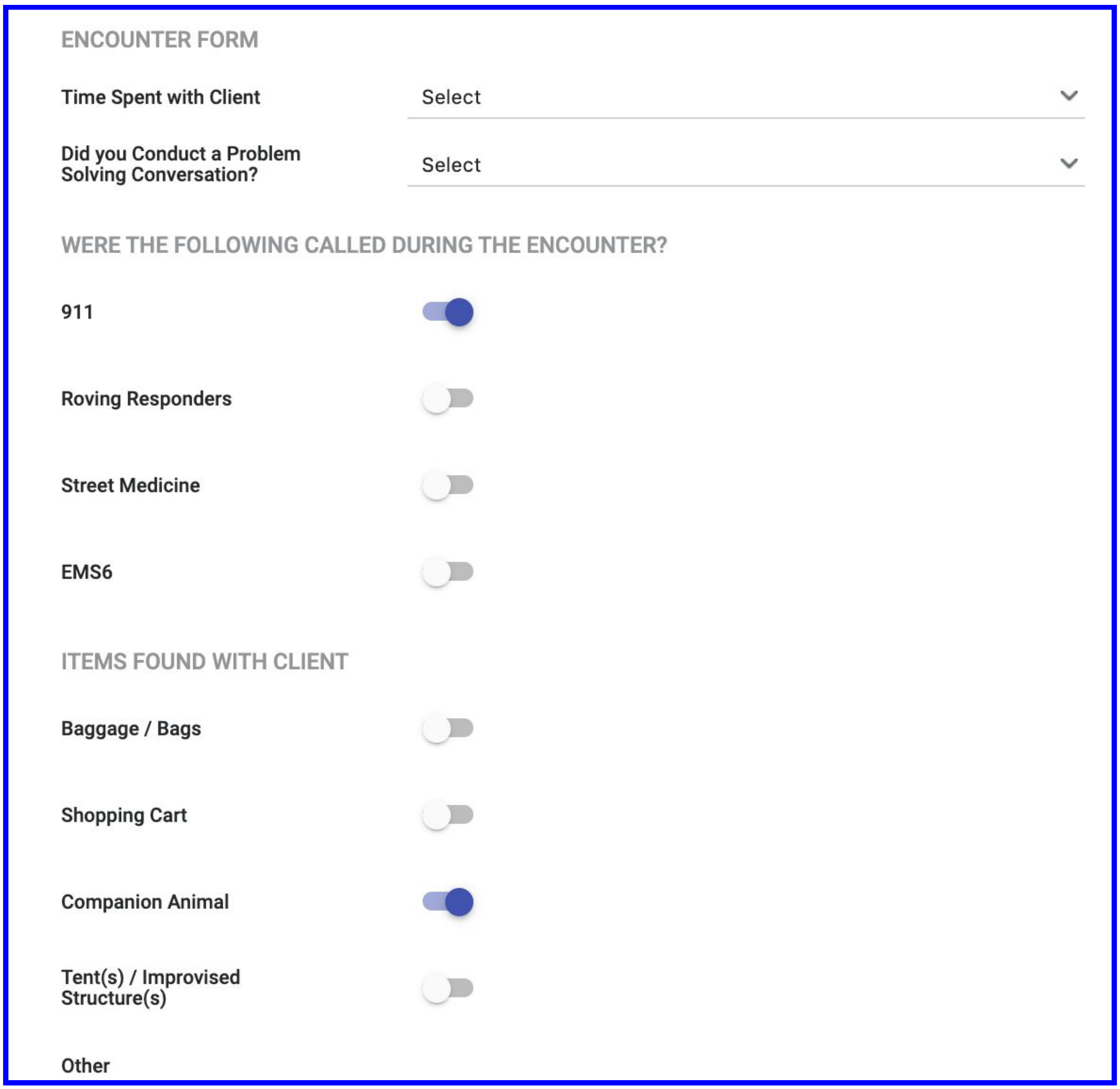




STEP: 6

Encounter Form Expansion

- The newly combined Current Living Situation & Encounter Form combo (CLS-E), expands data collection by tracking client engagement, referrals made and resources provided such as socks, mental health services etc.


ENCOUNTER FORM

Time Spent with Client — Select

Did you Conduct a Problem Solving Conversation? — Select

WERE THE FOLLOWING CALLED DURING THE ENCOUNTER?

911

Roving Responders

Street Medicine

EMS6

ITEMS FOUND WITH CLIENT

Baggage / Bags

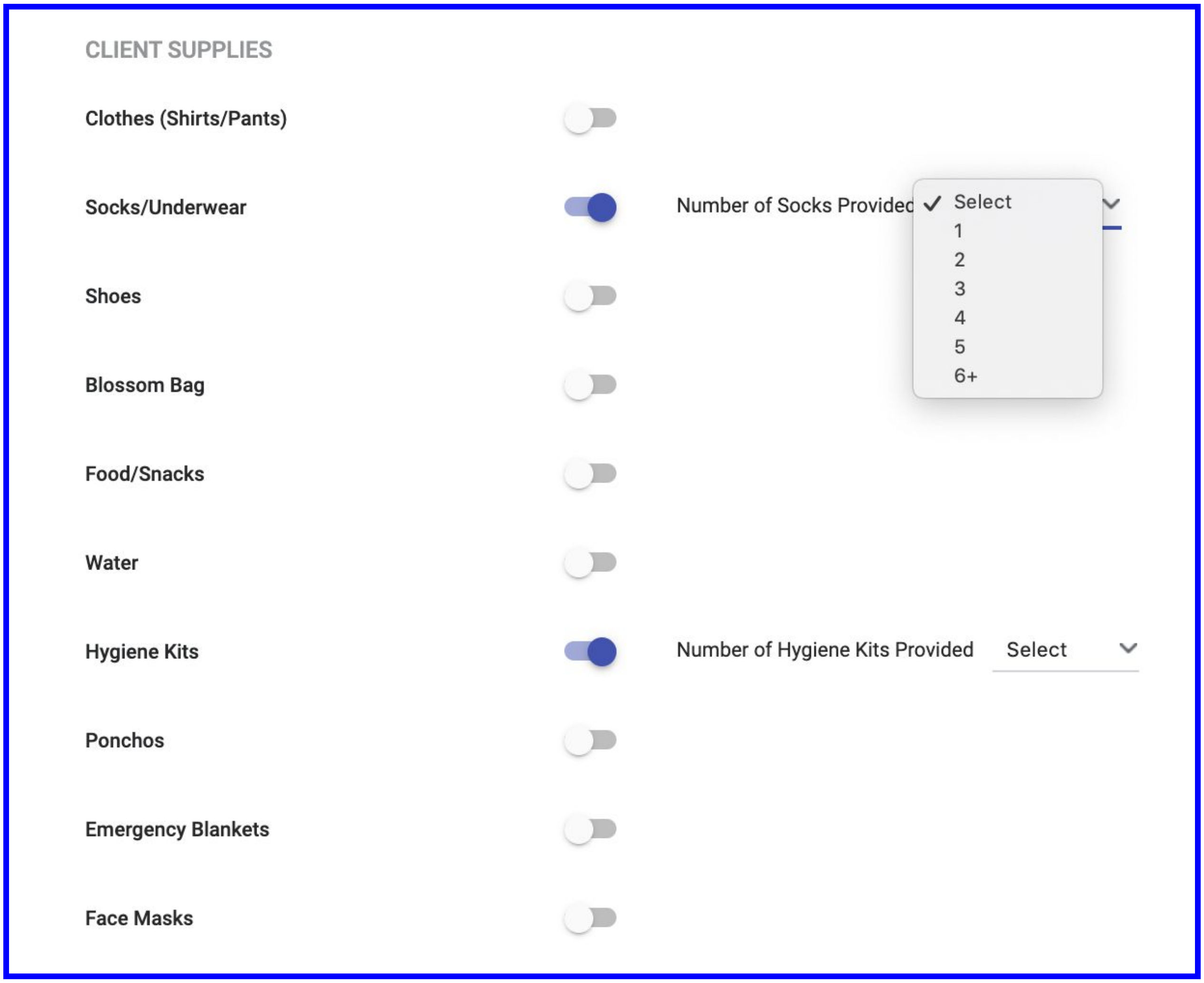
Shopping Cart

Companion Animal

Tent(s) / Improvised Structure(s)

Other

- **You will notice that the encounter form will also give you the ability to indicate the number of resources provided *(i.e. 4 pairs of socks)*



- **Press Save & Close**, to save the encounter form