

How to Record the Adult CE Primary Assessment

This workflow reflects the necessary steps needed to create a client profile, enroll the client in an Adult Coordinated Entry Program, and administer the Adult CE Primary Assessment. The purpose of recording an Adult CE Primary Assessment is to record an adult's self-reported homelessness history when entering the San Francisco Homeless Response system at a Coordinated Entry Access Point.

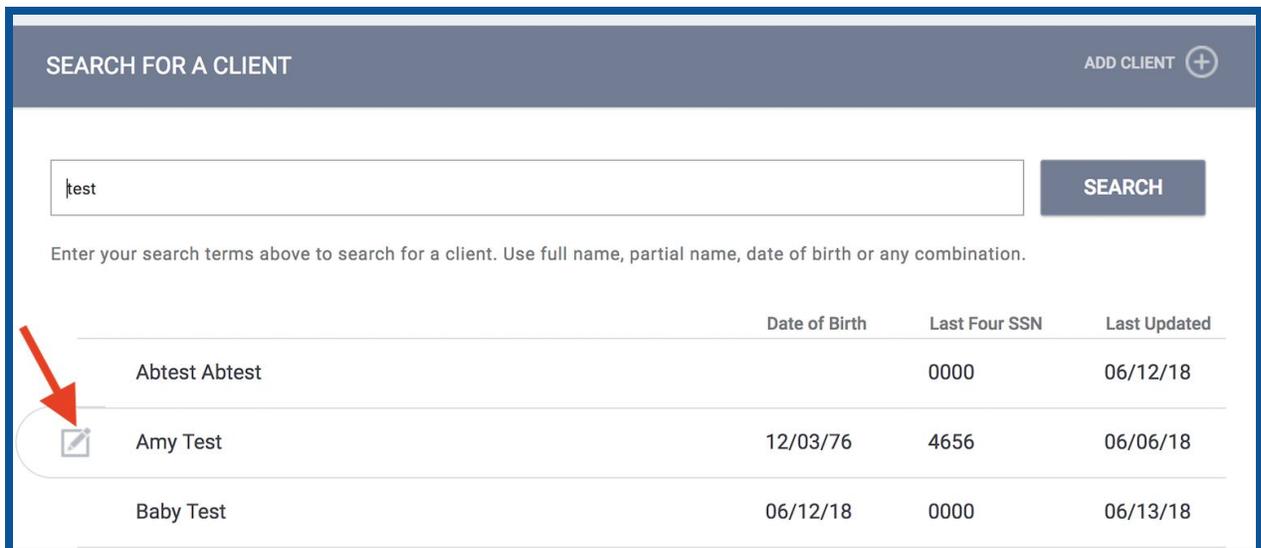
Search or add new profiles

- 1) Log in to the ONE System and click on the dropdown arrow to change to the "San Francisco Adult Coordinated Entry Agency".



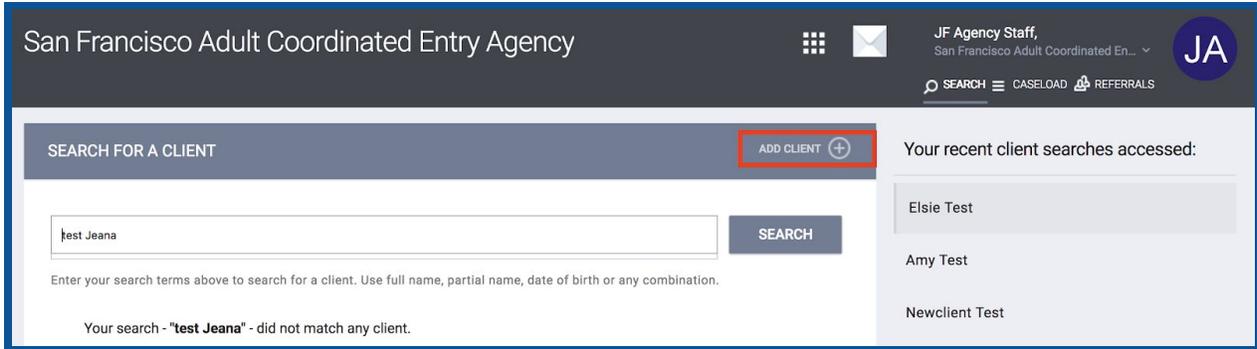
- 2) Next, search for the person in the search box. Search can be conducted by entering a partial first name, partial last name, Date of Birth, or Social Security number. Search for the person before creating a new profile to avoid creating duplicate profiles in the ONE System.

If you find the person in search, click edit to the left of the person's name to open the profile screen. Go to step 8.

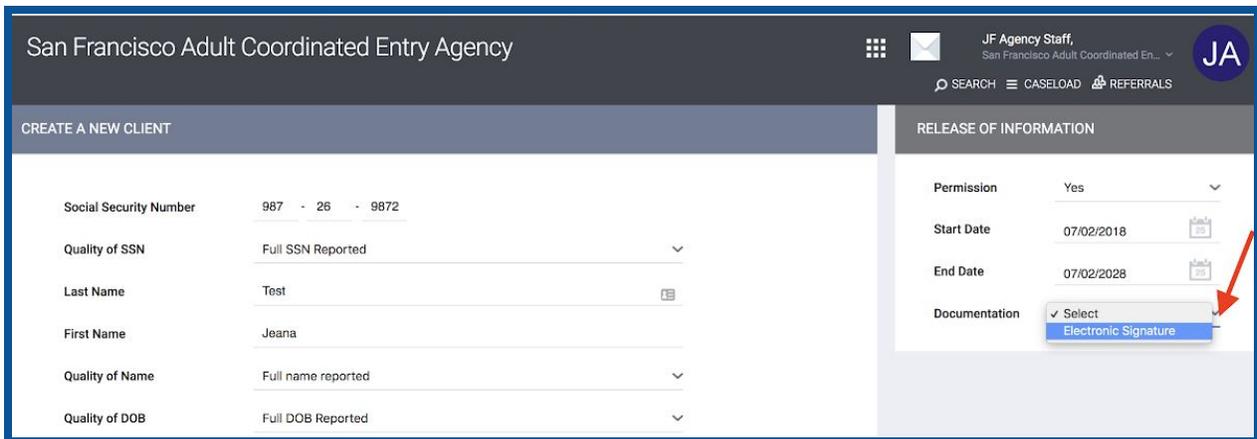


How to Record the Adult CE Primary Assessment

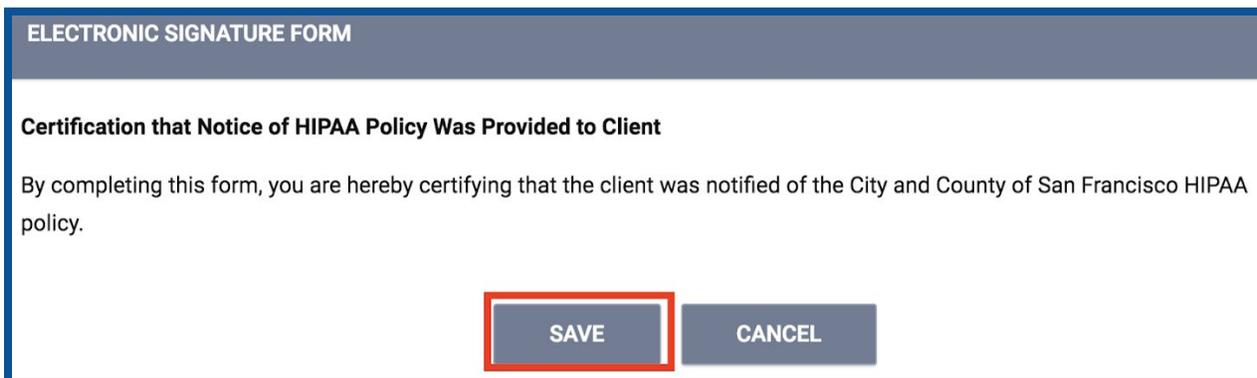
- 3) If the client does not appear, click “ADD CLIENT” and complete the profile screen for this person.



- 4) Enter the profile information and change the Release of Information. Change the Documentation dropdown to “Electronic Signature”. Next, click “E-Sign Document”.

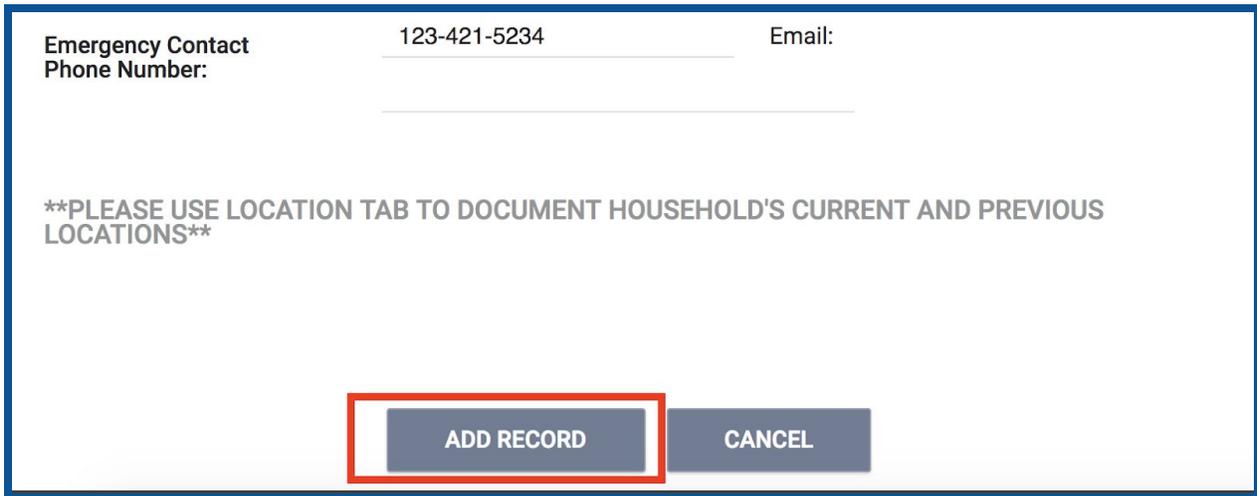


- 5) The Electronic Signature Form will appear. Click “Save”.



How to Record the Adult CE Primary Assessment

6) Scroll down to the bottom of the profile screen and select Add Record.

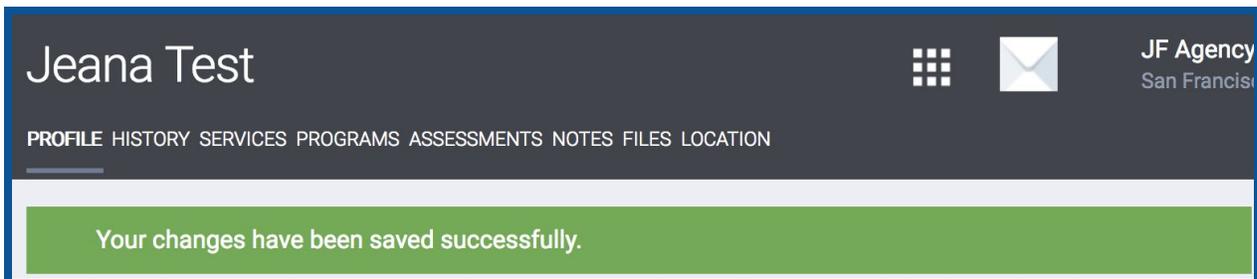


Emergency Contact Phone Number: 123-421-5234 Email:

PLEASE USE LOCATION TAB TO DOCUMENT HOUSEHOLD'S CURRENT AND PREVIOUS LOCATIONS

ADD RECORD CANCEL

7) A message will appear to confirm that the profile was created.



Jeana Test

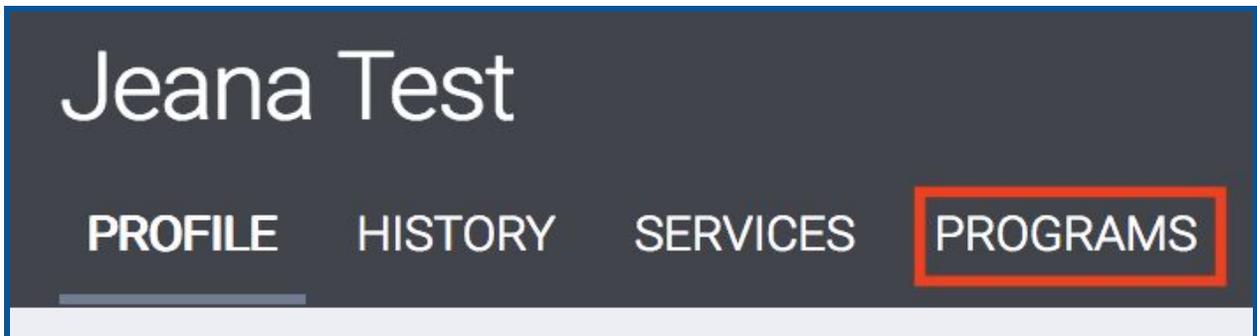
JF Agency San Francisco

PROFILE HISTORY SERVICES PROGRAMS ASSESSMENTS NOTES FILES LOCATION

Your changes have been saved successfully.

Enroll Client in Adult Coordinated Entry Program

8) At the top of the profile screen, select "PROGRAMS".



Jeana Test

PROFILE HISTORY SERVICES **PROGRAMS**

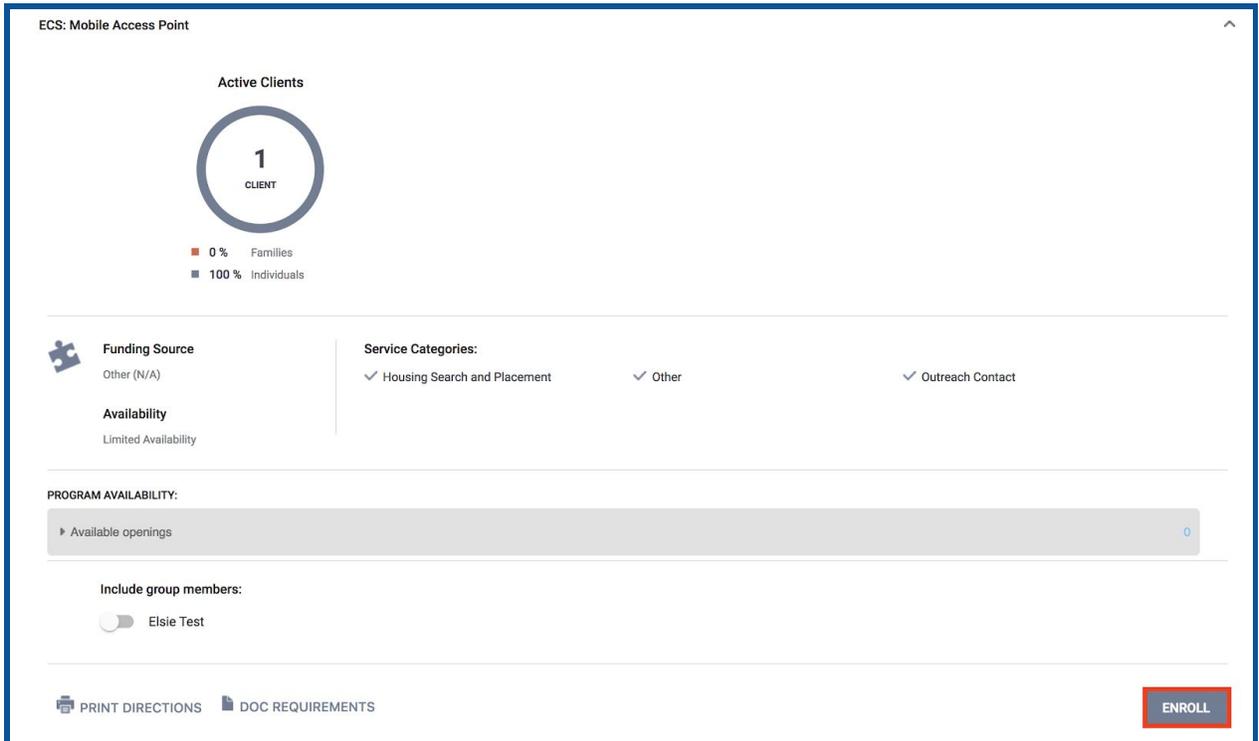
How to Record the Adult CE Primary Assessment

- 9) Click on the down caret next to the Adult Coordinated Entry Access Point program with which you are associated. If you are not sure which program to choose, contact your program manager.



PROGRAMS: AVAILABLE	
ECS Partner – SFHOT	▼
ECS Partner – Swords to Plowshares	▼
ECS Partner – UCSF	▼
ECS: Bayview Access Point	▼
ECS: Mobile Access Point	▼
ECS: SOMA Access Point	▼

- 10) Next, click on the “ENROLL” button to begin the client’s program enrollment.



ECS: Mobile Access Point

Active Clients

1
CLIENT

0 % Families
100 % Individuals

Funding Source
Other (N/A)

Availability
Limited Availability

Service Categories:
✓ Housing Search and Placement ✓ Other ✓ Outreach Contact

PROGRAM AVAILABILITY:
▶ Available openings 0

Include group members:
 Elsie Test

[PRINT DIRECTIONS](#) [DOC REQUIREMENTS](#) **ENROLL**

How to Record the Adult CE Primary Assessment

11) Complete the program enrollment questions and select “SAVE & CLOSE”. The ‘Project Start Date’ is the date that the client visits and engages the Access Point.

Enroll Program for client Jeana Test

Project Start Date 

DISABLING CONDITIONS AND BARRIERS

Disabling Condition 

Physical Disability 

Developmental Disability 

Chronic Health Condition 

HIV - AIDS 

Mental Health Problem 

Substance Abuse Problem 

Domestic Violence Victim/Survivor 

CASH INCOME FOR INDIVIDUAL

Income from Any Source 

NON-CASH BENEFITS

Receiving Non-Cash Benefits 

HEALTH INSURANCE

Covered by Health Insurance 

How to Record the Adult CE Primary Assessment

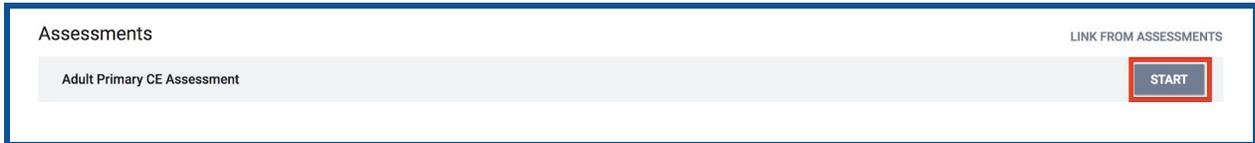
Record the Adult Primary Assessment

12) After enrolling the client in the CE program, click on the program level “Assessments” tab.



The screenshot shows the client profile for 'Jeana Test'. The top navigation bar includes 'PROFILE', 'HISTORY', 'SERVICES', 'PROGRAMS', 'NOTES', 'FILES', and 'LOCATION'. Below this, the program is identified as 'PROGRAM: ECS: MOBILE ACCESS POINT'. A secondary navigation bar contains 'Enrollment', 'History', 'Provide Services', 'Assessments', 'Notes', 'Files', and 'Forms'. The 'Assessments' tab is highlighted with a red box. An 'X Exit' button is visible on the right side of the navigation bar.

13) Select “START” to begin recording the ‘Adult CE Primary Assessment’.



The screenshot shows the 'Assessments' page. The title 'Assessments' is on the left, and 'LINK FROM ASSESSMENTS' is on the right. A list item 'Adult Primary CE Assessment' is displayed in a light grey bar. To the right of this item is a 'START' button, which is highlighted with a red box.

How to Record the Adult CE Primary Assessment

14) Complete the assessment questions and “SAVE”.

ADULT HOUSING ASSESSMENT

1) Where did you stay last night? (Living situation, not geography) Select ▼

2) In the place you are staying, are you experiencing physical or sexual violence? Select ▼

3) How long have you been homeless this time? Select ▼

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)? Select ▼

5) How long in total have you lived in an emergency shelter or place not meant for people to sleep, including today? (Over lifetime) Select ▼

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) Select ▼

7) How old were you when you first experienced homelessness (living in shelter, outdoors, in a vehicle or other place not mean for people to live)? Select ▼

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? Select ▼

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)? Select ▼

10) How many times have you used crisis services in the past year (for example, mental health crisis services, hospital, detox, suicide prevention hotline)? Select ▼

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. Select ▼

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? Select ▼

13) Considering all sources of income, what is your total monthly income? (including all forms of cash income) _____

14) Are you pregnant? Select ▼

15) BASED ON INTERVIEWER'S OBSERVATION: Does the client demonstrate significant functional impairment (e.g. due to active substance use, mental health or health condition)? Select ▼

Vat score? _____ 

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

Private

SAVE **CANCEL**