HMIS #			_
Staff Name ———	 		_
Date Form Completed	 /	/	

Santa Cruz County HMIS – YHDP Adult or Head of Household Enrollment

The service provider should complete this form while interviewing an adult client or the Head of Household in YHDP-funded programs. Separate YHDP client enrollments should be completed for each client who is **over** the age of 17 or the Head of Household. **Separate client enrollments must be completed for children as well, but please be sure to use the Standard HMIS Child Client Enrollment form.**

1) Client Name	First	Last
Relationship to HoH (HUD) Single individuals are also heads of household (HoH). In multiple person households one person must be designated head of household	 Self (HoH) Child of HoH Spouse/partner of HoH Relative member of household Non-relative member of household 	
Relationship to HoH – Additional Detail	 Self Husband/Wife Son/Daughter Father/Mother Sister/Brother Roommate Grandchild 	 Aunt/Uncle Niece/Nephew Grandparent Significant Other Domestic Partner Other Stepdaughter/Stepson
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

Client Name _____

 3) Translation Assistance Needed [Head of Household] Does the client need access to translation services? 	 No Yes Client doesn't know Client prefers not to answer 	
If Yes, Preferred Language(s): If the client needs access to translation services, please select their preferred language(s).	SpanishPortugueseMixtecoSamoanZapotecoTagalogTzotilVietnameseMandarinKoreanCantoneseCambodianAmerican Sign LanguageDifferent Preferred Language, pleaseFarsispecify:ArabicClient doesn't knowRussianClient prefers not to answer	
 4) Housing Move-In Date [Head of Household] (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. Leave blank if there is no move-in date yet. Update the enrollment data with a move-in date after move-in happens.	Month Day Year	
 5) Date of Engagement (only for Street Outreach, Night-by-Night Emergency Shelter, or Services Only programs) [Head of Household and Adults] The date the client relationship results in a collaboratively developed action plan with a provider. Leave blank if still working to engage. Update the enrollment data after engagement happens. 	Month Day Year	

Client Name _____

 6) Prior Living Situation: Type of Residence [Head of Household and Adults] 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"? There are no Safe Havens in Santa Cruz County. This could apply if the client spent the night before in a Safe Haven in another County. 	Homeless Situations 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 Institutional Situations (Answer Q8) 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 Temporary Housing Situations (Answer Q9) 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 Permanent Housing Situations (Answer Q9) Rental by client, no ongoing housing subsidy Rental by client, no ongoing housing subsidy Owned by client, with ongoing housing subsidy Other Other Client doesn't know
Rental Subsidy Type: If "Rental by client, with ongoing housing subsidy" is selected, please select the type of housing subsidy in use.	 Client prefers not to answer 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

Client Name _____

7)	Length of stay in prior living situation [Head of Household and Adults] How long have you been sleeping/staying where you stayed/slept last night? If the client stayed in situation in the same type of place, but not exactly the same place, include the total time in that type of situation, (e.g., slept in different hotels).	 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
8)	If the client stayed in an Institutional Situation last night, was the stay less than 90 days?	□ Yes □ No □ Not Applicable	
	If the response is "Yes", did the client stay on the streets or in emergency shelter the night before going to the institutional situation?	□Yes □No	
9)	If the client stayed in Transitional/Permanent housing last night, was the stay less than 7 days?	□ Yes □ No □ Not Applicable	
	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?	□Yes □No	
10)	Approximate date <u>this episode</u> of homelessness started:	□ Not Applicable	
	[Head of Household and Adults] When was the date your current episode of homelessness 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).	This information can be by client self-report	
-		Client Name	

11) Number of separate times (episodes) the client has been on the streets or in Emergency Shelter in the <u>past three years</u> including today [Head of Household and Adults]	 One Time Two Times Three Times 		 Four or more times Client doesn't know Client prefers not to answer 	
 12) Total number of months client has been on the streets or in Emergency Shelter in the <u>past three years</u> [Head of Household and Adults] 	 One month (this 2 months 3 months 4 months 5 months 6 months 	time is the first month) 7 months 8 months 9 months 10 months 11 months	 12 months More than 12 months Client doesn't know Client prefers not to answer 	

Disabling Conditions (All Responses required) A Disabling Condition 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. 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.	☐ Yes ☐ No	 Client doesn't know Client prefers not to answer
2)	Does the client have a Physical Disability?	□ Yes □ No	 Client doesn't know Client prefers not to answer
	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
3)	Does the client have a Developmental Disability?	□ Yes □ No	 Client doesn't know Client prefers not to answer

Client Name _____

4)	Does the client have a Chronic Health Condition?	□ Yes □ No	 Client doesn't know Client prefers not to answer
	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
5)	Does the client have HIV – AIDS?	□ Yes □ No	 Client doesn't know Client prefers not to answer
6)	Does the client have a Mental Health Disorder?	□ Yes □ No	 Client doesn't know Client prefers not to answer
	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
7)	Does the client have any Substance Use Disorder?	 No Alcohol use disorder Drug use disorder Both Alcohol & Drug Abuse Use Disorders 	 Client doesn't know Client prefers not to answer
	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

Domestic Violence [Head of Household and Adults]

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?"	 Yes No Client doesn't know Client prefers not to answer
	If the answer is "no", skip to "Monthly Income – Cash Benefits" section.	
	If the answer is "yes", COMPLETE questions 2 and 3.	

Client Name _____

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 mon Three to six months ago (Six months to one year age exactly) One year ago or more Client doesn't know Client prefers not to answer 	excluding six months exactly) to (excluding one year
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 know Client prefers not to answer

Monthly Income – Cash Benefits [Head of Household and Adults]

Current income from any source? <i>Is the client currently receiving any income</i> <i>from any source?</i>	□ Yes □ No □ Client doesn't know □ Client prefers not to answer
Specify the type(s) and amount(s) of	Earned Income
income the client currently receives.	Unemployment Insurance \$
Only regular, recurrent sources that are current today should be included. Income	Supplemental Security Income SSI \$
received for a minor (under 18 years old)	Social Security Disability Insurance SSDI
member of the household (e.g., SSI) should be recorded with the HoH's information.	□ VA Service-Connected Disability Pension\$
DO NOT include income received by other	□ VA Non-service connect disability pension \$
adults (18 years and older) in the household; record their income on their Enrollment form.	Private Disability Insurance
······································	G 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 \$
	□ Other Cash Income \$
	If Other Specify:
Total Cash Income for Individual	TOTAL: \$

Client Name _____

Non-Cash Benefits [Head of Household and Adults]

Currently receiving Non-Cash Benefits? <i>Is the client currently receiving one of the</i> <i>non-cash benefits listed below?</i>	□ Yes □ No □ Client doesn't know □ Client prefers not to answer
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. DO NOT include benefits received by other adults (18 years and older) in the household; record their benefits on their Enrollment form.	 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 If Other Specify:

Health Insurance

Currently covered by health insurance? <i>Is the client currently covered by health</i> <i>insurance?</i>	□ Yes □ No □ Client doesn't know □ 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) Program Veteran's Health Administration (VHA) Employer-Provided Health Insurance Health Insurance Obtained Through COBRA Private Pay Health Insurance State Health Insurance for Adults Indian Health Services Program Other Health Insurance If Other Specify:

Client Name _____

What is the client's sexual orientation?	 Heterosexual Gay Lesbian 	 Client doesn't know Client prefers not to answer
	🖵 Bisexual	
	Questioning/Unsure	
	□ Other (please specify)	

Sexual Orientation [Head of Household and Adults]

Health Status [Head of Household and Adults]

1) What is the client's general health status?	 Excellent Very Good Good Fair Poor 	 Client doesn't know Client prefers not to answer
2) What is the client's dental health status?	 Excellent Very Good Good Fair Poor 	 Client doesn't know Client prefers not to answer
3) What is the client's mental health status?	 Excellent Very Good Good Fair Poor 	 Client doesn't know Client prefers not to answer
4) Is the client pregnant?	□ Yes □ No	 Client doesn't know Client prefers not to answer
If yes, due date:	Month Day	Year

Client Name _____

Employment Status [Head of Household and Adults]

Currently Employed? <i>Is the client currently employed?</i>	□ Yes □ No	 Client doesn't know Client prefers not to answer
If Yes, specify the type of employment	 Full-time Part-time Seasonal/Sporadic (including day labor) 	
If No, is the client looking for employment?	 Looking for work Unable to work Not looking for work 	

Education Status [Head of Household]

1)	Current school enrollment and attendance	 Not currently enrolled in any school or educational course Current enrolled but NOT attending regularly (when school or the course is in session) Currently enrolled and attending regularly (when school or the course is in session) 	 Client doesn't know Client prefers not to answer
2)	Most recent Educational Status If the client answers "not currently enrolled in any school or education course" above, ask this question to determine their most recent education status:	 K12: Graduated from High School K12: Obtained GED K12: Dropped Out K12: Suspended K12: Expelled Higher Education: Pursuing a credential but not currently attending Higher Education: Dropped Out Higher Education: Obtained a credential/degree 	 Client doesn't know Client prefers not to answer
3)	Current educational status If the client is currently enrolled in any school or education course, specify the current educational status (the type of degree or credential they are currently pursuing):	 Pursuing a high school diploma or GED Pursuing Associate's Degree Pursuing Bachelor's Degree Pursuing Graduate Degree Pursuing other post-secondary credential 	 Client doesn't know Client prefers not to answer

Client Name _____

System Involvement [Head of Household and Adults]

1)	Client has a history of involvement with Child Welfare or a Foster Care Agency.	□ Yes □ No	 Client doesn't know Client prefers not to answer
	If yes, how long were they involved with Child Welfare or a Foster Care Agency?	 3 to 5 years or more 1 to 2 years Less than one year: specify r 	number of months
2)	Client has a history of involvement with the Juvenile Justice System.	□ Yes □ No	□ Client doesn't know □ Client prefers not to answer
	<i>If yes, how long were they involved with the Juvenile Justice System?</i>	 3 to 5 years or more 1 to 2 years Less than one year: specify number of months 	

Last Permanent Address [Head of Household and Adults]

This is the address of the client's last permanent housing prior to this episode of homelessness: not the address of a shelter or a location not meant for human habitation like the streets or a park.	Street Address	City
	State	Zip Code

Client Name _____