

## Single Adults Intake Housing Triage Tool

**\*NOTE – New Clients to the HMIS system will also need to fill out:**

1. HMIS Client Consent for Data Collection and Release of Information (ROI)
2. Clarity HMIS: KC – Coordinated Entry System Enrollment & Profile

These can be found at: <http://kingcounty.hmis.cc/client-forms/>

**\*\*IMPORTANT\*\* Assessors must read the following script verbatim to the client:**

Completing this Housing Triage Tool allows Coordinated Entry for All (CEA) to make referrals on your behalf to Partner Agencies for housing and services. The only information shared with Partner Agencies will be for the purpose of coordinating a housing or service referral. Partner Agencies receiving a housing or service referral from CEA, whether a household consents to having their information in HMIS or not, will be provided your name and contact information. A complete list of Partner Agencies can be found in the CEA Operations Manual found on the CEA website.

**\*I confirm that I read the above script and the Coordinated Entry for All Privacy Statement to this client**

Enter staff initials and date: \_\_\_\_\_  
\_\_\_\_\_

### Introductory Script

The Housing Triage Tool I would like to complete with you should take about 30 minutes to complete. This will help me determine if you are eligible for homeless housing through Coordinated Entry for All. This Housing Triage Tool is not used to screen you out of housing rather it is used to help figure out what you are eligible for.

Most questions only require a "yes" or "no." Some questions require a one-word answer. You do not need to provide any additional details or information if you are not comfortable. Simply answering yes or no is okay. You may refuse to answer or skip any question. If you do not understand a question I can give you clarification, feel free to stop me and ask a question at any time. There are no 'right' or 'wrong' answers, so please be as honest as you can.

The information collected goes into a secure database, the Homeless Management Information System (HMIS) which will ensure that instead of going to agencies all over town to get on waiting lists, you will only have to fill out this paperwork one time.

If you have a case manager who is helping you apply for housing, you should still work with them once you have finished this Housing Triage Tool. I want to make sure you

know that there are limited housing resources that are connected to the Housing Triage Tool, so you will not receive a housing referral today.

**SUPPLEMENTAL KING COUNTY QUESTIONS**

**ASSESSMENT TYPE**

<input type="checkbox"/> In Person	<input type="checkbox"/> By Phone
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**CLIENT CONTACT/LOCATION INFORMATION** (Enter under Contact tab/Location tab in HMIS)

<b>CLIENT CONTACT INFORMATION</b>	Can we leave a message for you?	Identify preferred contact method
Name:		
Phone:	Yes / No	<input type="checkbox"/>
Alternate phone:	Yes / No	<input type="checkbox"/>
Text:	Yes / No	<input type="checkbox"/>
Email:	Yes / No	<input type="checkbox"/>
Other (Facebook (name/unique hyperlink), social media, etc.):	Yes / No	<input type="checkbox"/>
Additional Contacts:		

**CLIENT LOCATION INFORMATION**

Address:		
City:	State:	Zip:
Notes:		

**HAVE YOU EVER BEEN IN FOSTER CARE?**

<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know
<input type="checkbox"/> Yes	<input type="checkbox"/> Client refused
	<input type="checkbox"/> Data not collected

**ARE YOU ENROLLED IN SCHOOL FULL-TIME?**

<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know
<input type="checkbox"/> Yes	<input type="checkbox"/> Client refused
	<input type="checkbox"/> Data not collected

**DO YOU HAVE A MEDICAL CONDITION WHICH REQUIRES TREATMENT OR MEDICATION YOU CAN'T CURRENTLY MAINTAIN BECAUSE OF HOMELESSNESS?**

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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**ACUITY REVIEW TEAM NOTES**

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**ARE YOU INTERESTED IN BEING REFERRED TO PROGRAMS THAT SPECIALIZE IN SERVING THOSE WHO**

<input type="checkbox"/>	Identify as Asian or Pacific Islander	<input type="checkbox"/>	Identify as Black or African American
<input type="checkbox"/>	Identify as Hispanic/Latino	<input type="checkbox"/>	Identify as an immigrant or refugee
<input type="checkbox"/>	Identify as Native American/Alaskan N	<input type="checkbox"/>	Identify as LGBTQ
<input type="checkbox"/>	Currently in Recovery	<input type="checkbox"/>	Are Ex-Offenders/Re-Entry

**VULNERABILITY INDEX – SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)**

SINGLE ADULTS

AMERICAN VERSION 2.0

**A. HISTORY OF HOUSING AND HOMELESSNESS**

**1. WHERE DO YOU SLEEP MOST FREQUENTLY? (Check one)**

<input type="checkbox"/>	Shelters	<input type="checkbox"/>	Transitional Housing	<input type="checkbox"/>	Safe Haven
<input type="checkbox"/>	Outdoors	<input type="checkbox"/>	Other (specify): _____	<input type="checkbox"/>	Refused

**2. HOW LONG HAS IT BEEN SINCE YOU LIVED IN PERMANENT STABLE HOUSING?**

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Refused

**3. IN THE LAST THREE YEARS, HOW MANY TIMES HAVE YOU BEEN HOMELESS?**

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Refused

## B. RISKS

### 4. IN THE PAST SIX MONTHS, HOW MANY TIMES HAVE YOU...

a) Received health care at an emergency department/room?	<input type="checkbox"/> Refused
b) Taken an ambulance to the hospital?	<input type="checkbox"/> Refused
c) Been hospitalized as an inpatient?	<input type="checkbox"/> Refused
d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?	<input type="checkbox"/> Refused
e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along?	<input type="checkbox"/> Refused
f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between?	<input type="checkbox"/> Refused

### 5. HAVE YOU BEEN ATTACKED OR BEATEN UP SINCE YOU'VE BECOME HOMELESS?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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### 6. HAVE YOU THREATENED TO OR TRIED TO HARM YOURSELF OR ANYONE ELSE IN THE LAST YEAR?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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### 7. DO YOU HAVE ANY LEGAL STUFF GOING ON RIGHT NOW THAT MAY RESULT IN YOU BEING LOCKED UP, HAVING TO PAY FINES, OR THAT MAKE IT MORE DIFFICULT TO RENT A PLACE TO LIVE?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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### 8. DOES ANYBODY FORCE OR TRICK YOU TO DO THINGS THAT YOU DO NOT WANT TO DO?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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### 9. DO YOU EVER DO THINGS THAT MAY BE CONSIDERED TO BE RISKY LIKE EXCHANGE SEX FOR MONEY, RUN DRUGS FOR SOMEONE, HAVE UNPROTECTED SEX WITH SOMEONE YOU DON'T KNOW, SHARE A NEEDLE, OR ANYTHING LIKE THAT?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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### C. SOCIALIZATION & DAILY FUNCTIONING

10. IS THERE ANY PERSON, PAST LANDLORD, BUSINESS, BOOKIE, DEALER, OR GOVERNMENT GROUP LIKE THE IRS THAT THINKS YOU OWE THEM MONEY?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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11. DO YOU GET ANY MONEY FROM THE GOVERNMENT, A PENSION, AN INHERITANCE, WORKING UNDER THE TABLE, A REGULAR JOB, OR ANYTHING LIKE THAT?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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12. DO YOU HAVE PLANNED ACTIVITIES, OTHER THAN JUST SURVIVING, THAT MAKE YOU FEEL HAPPY AND FULFILLED?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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13. ARE YOU CURRENTLY ABLE TO TAKE CARE OF BASIC NEEDS LIKE BATHING, CHANGING CLOTHES, USING A RESTROOM, GETTING FOOD AND CLEAN WATER AND OTHER THINGS LIKE THAT?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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14. IS YOUR CURRENT HOMELESSNESS IN ANY WAY CAUSED BY A RELATIONSHIP THAT BROKE DOWN, AN UNHEALTHY OR ABUSIVE RELATIONSHIP, OR BECAUSE FAMILY OR FRIENDS CAUSED YOU TO BECOME EVICTED?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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### D. WELLNESS

15. HAVE YOU EVER HAD TO LEAVE AN APARTMENT, SHELTER PROGRAM, OR OTHER PLACE YOU WERE STAYING BECAUSE OF YOUR PHYSICAL HEALTH?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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16. DO YOU HAVE ANY CHRONIC HEALTH ISSUES WITH YOUR LIVER, KIDNEYS, STOMACH, LUNGS, OR HEART?

No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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**17. IF THERE WAS SPACE AVILABLE IN A PROGRAM THAT SPECIFICALLY ASSISTS PEOPLE THAT LIVE WITH HIV OR AIDS, WOULD THAT BE OF INTEREST TO YOU?**

No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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**18. DO YOU HAVE ANY PHYSICAL DISABILITIES THAT WOULD LIMIT THE TYPE OF HOUSING YOU COULD ACCESS, OR WOULD MAKE IT HARD TO LIVE INDEPENDENTLY BECAUSE YOU'D NEED HELP?**

No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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**19. WHEN YOU ARE SICK OR NOT FEELING WELL, DO YOU AVOID GETTING HELP?**

No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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**20. FOR FEMALE RESPONDENTS ONLY: ARE YOU CURRENTLY PREGNANT?**

No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A or Refused
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**21. HAS YOUR DRINKING OR DRUG USE LED YOU TO BEING KICKED OUT OF AN APARTMENT OR PROGRAM WHERE YOU WERE STAYING IN THE PAST?**

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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**22. WILL DRINKING OR DRUG USE MAKE IT DIFFICULT FOR YOU TO STAY HOUSED OR AFFORD YOUR HOUSING?**

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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**23. HAVE YOU EVER HAD TROUBLE MAINTAINING YOUR HOUSING, OR BEEN KICKED OUT OF AN APARTMENT, SHELTER PROGRAM OR OTHER PLACE YOU WERE STAYING, BECAUSE OF:**

<b>A) A MENTAL HEALTH ISSUE OR CONCERN?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
<b>B) A PAST HEAD INJURY?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
<b>C) A LEARNING DISABILITY, DEVELOPMENTAL DISABILITY, OR OTHER IMPAIRMENT?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused

**24. DO YOU HAVE ANY MENTAL HEALTH OR BRAIN ISSUES THAT WOULD MAKE IT HARD FOR YOU TO LIVE INDEPENDENTLY BECAUSE YOU'D NEED HELP?**

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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**25. ARE THERE ANY MEDICATIONS THAT A DOCTOR SAID YOU SHOULD BE TAKING THAT, FOR WHATEVER REASON, YOU ARE NOT TAKING?**

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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**26. ARE THERE ANY MEDICATIONS LIKE PAINKILLERS THAT YOU DON'T TAKE THE WAY THE DOCTOR PRESCRIBED OR WHERE YOU SELL THE MEDICATION?**

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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**27. YES OR NO: HAS YOUR CURRENT PERIOD OF HOMELESSNESS BEEN CAUSED BY AN EXPERIENCE OF EMOTIONAL, PHYSICAL, PSYCHOLOGICAL, SEXUAL, OR OTHER TYPE OF ABUSE, OR BY ANY OTHER TRAUMA YOU HAVE EXPERIENCED?**

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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**ASSESSOR – FLAG CLIENT AS UNABLE TO COMPLETE VI-SPDAT?** *(check if applicable)*

Yes, flag this Housing Triage Tool for review, due to following specific concerns. Please identify which questions you are flagging. Then include specific information and/or examples below. It is important to include specific information about the household's history and circumstances for each question you marked.

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**Was this Housing Triage Tool flagged as part of a CEA Housing Triage Tool Disability Accommodation?** *(check only if applicable)*

Yes.  No

## HOUSING TRIAGE TOOL ADMINISTRATION

### DATE HOUSING TRIAGE TOOL COMPLETED

		-			-				
Month			Day			Year			

Staff First Name																	
Staff Last Name																	
Agency																	
Survey Location																	

**Was this Housing Triage Tool completed by RAP staff?**

- Yes, RAP staff
- Yes, RAP mobile staff
- No

**If this Housing Triage Tool was completed by RAP staff, was this a walk-in appointment or scheduled?**

- Walk-in appointment
- Scheduled

**If this Housing Triage Tool was completed by RAP staff, at which RAP do you work?**

- CCS - East
- CCS - Seattle
- Solid Ground – North Seattle
- MSC – Federal Way
- YWCA - Renton

**If this Housing Triage Tool was completed by RAP MOBILE staff, where did the Housing Triage Tool take place?**

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***I confirm that this client's consent status (Release of Information) has been documented in HMIS under their privacy shield.***

**Please enter initials here: \_\_\_\_\_**