

Intake Date – This is the date that the form is being completed UNLESS you are in initial implementation and are collecting information on existing clients. In that case, the intake date would be the date the client entered the program.

Intake Staff Name – Record the first and last name of the person completing the Intake Form.

Program Name – Indicate the specific program in which the client is being enrolled.

Client ID – This unique ID number is generated by Client Track. The number will appear at the top of the client record. Please record on the upper right hand corner of the form.

Client Name – Record the full legal name of the client (first, middle and last name). If possible, verify by documentation available (i.e. driver's license, etc.).

Client Address/Phone – Record the residence address for the client as well as their phone number.

Emergency Contact – Collect the name, address and phone number of a friend or relative that can reach the client in case of an emergency.

Total Number in Household – Record the total number of members in the household. Under the HPRP program, a household is a single individual or group of persons who together apply to an HPRP-funded program for assistance and together meet the conditions outlined in the HPRP Notice for eligible program participants. Note that if two unrelated individuals are joint parties to a lease, a grantee must consider total household income to determine eligibility (i.e., either the whole household is eligible for assistance, or the whole household is not).

Client Social Security Number – Record the client's social security number, if known. If possible, verify by documentation available.

SS Quality – Document the quality of the social security number given.

Date of Birth – Enter the client's date of birth. If client cannot remember the year of birth, ask the person's age and calculate the approximate year of birth. If client cannot remember the month and/or day of birth, record an approximate date of "01" for month and "01" for day.

For anonymous clients, enter 12/31 and the actual year of their birth so that the age will be reported correctly on the APR (i.e. 12/31/1975).

DOB Type – Document the type of response given for date of birth.

Gender – Gender should be assigned based on the client's self-perceived gender identity. Transgender is defined as identification with, or presentation as, a gender that is different from the gender at birth.

Ethnicity – Collect the self-identified Hispanic or Latino ethnicity of the client. Staff observation should not be used to determine ethnicity. The definition of Hispanic or Latino ethnicity is a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture of origin, regardless of race.

Race – Select the appropriate box(es), according to client's self-identification. Staff observation should not be used to collect information on race.

- American Indian or Alaska Native is a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
- Asian is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Black or African American is a person having origins in any of the black racial groups of Africa.

- Native Hawaiian or Other Pacific Islander is a person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- White is a person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Primary Language – Select the appropriate box according to client’s self-identification.

Limited English – Indicate whether or not the client has limited English speaking skills.

Veteran Status (adults only) – A veteran is someone who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

Disabling condition – A disabling condition is defined as “a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual’s ability to work or perform one or more activities of daily living.”

Prior Residence (adults and unaccompanied youth only) - Document where the client stayed the previous night. Note: if a client came from an institution (psychiatric facility, substance abuse treatment facility, hospital, or jail), but was there less than 30 days and was living on the street or in emergency shelter before entering the treatment facility, he/she should be counted in either the street or shelter category, as appropriate.

Length of Stay at Previous Residence (adults and unaccompanied youth only) – Document the length of stay in prior living situation according to the options on the intake application.

Housing Status - For each client, determine the appropriate response according to the definitions below. A client cannot be in multiple reporting categories.

Literally Homeless includes people who are:

- Places not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- A supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing for homeless persons);
- A hospital or other institution, if the person was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution;
- Fleeing a domestic violence situation.

Imminently Losing Their Housing include people who are:

Are currently housed and not literally homeless, per above definition;

- Are imminently losing their housing, whether permanent or temporary;
- Have no subsequent housing options identified; and
- Lack the resources or support networks needed to retain current housing or obtain temporary or permanent housing.

Examples of imminent housing loss include:

- Being evicted from a private dwelling unit (including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations);
- Being discharged from a hospital or other institution;
- Living in housing that has been condemned by housing officials and is no longer considered meant for human habitation.

Unstably Housed and At-Risk of Losing Their Housing include people who are:

- Are currently housed and not literally homeless or imminently losing their housing, per above definitions;
- Are experiencing housing instability, but may have one or more other temporary housing options; and
- Lack the resources or support networks to retain or obtain permanent housing.

Housing instability may be evidenced by:

- Frequent moves because of economic reasons;
- Living in the home of another because of economic hardship;

- Being evicted from a private dwelling unit (including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations);
- Living in a hotel or motel not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations;
- Living in severely overcrowded housing;
- Being discharged from a hospital or other institution; or
- Otherwise living in housing that has characteristics associated with instability and an increased risk of homelessness.

Stably Housed Persons who are stably housed are in a stable housing situation and not at risk of losing this housing (i.e., do not meet the criteria for any of the other housing response categories, per above definitions).

Target Population – Document the target population group the client qualifies for to receive HPRP assistance.

Zip Code of Last Permanent Residence (adults and unaccompanied youth only) – Record the five digit zip code of the apartment, room, or house where the client last lived for 90 days or more.

Zip Code Data Type (adults and unaccompanied youth only) – Document the quality of the zip code data recorded.

Income - Enter the dollar amount of the client’s monthly income on the day he/she entered the program, and check all sources of that income. An income source should not be assigned to more than one person in the same household.

As a general rule, income is assigned to a household member if the income source/amount leaves the household upon the departure of that member. For TANF, child support, alimony or other spousal support income, the responses should be assigned to the adult member of the household who is issued the income payment. For SSI received on behalf of a minor child, income source/amount should be assigned to the minor child. However, if it is not possible to discern which minor child the SSI benefit is intended for, the SSI benefit should be assigned to the child’s parent or legal guardian.

Non-Cash Benefits – Determine if the client has received any non-cash benefits in the last 30 days. For households with more than one member, non-cash benefits should be assigned in HMIS to all members of the household for whom the benefit is intended. For example, if an entire family is enrolled in Medicaid, the “Non-cash benefits received from any source in the past 30 days” question would be assigned as “Yes” for all household members and the “Source of non-cash benefit” would have Medicaid selected for all household members.

Employment Assessment (adults and unaccompanied youth only) - Record the client’s employment status. If employed, how many hours they worked in the previous week and the tenure of the employment. If not employed, document whether or not the client is looking for work.

Seasonal employment is work that can, by the nature of it, ordinarily only be performed during a certain season in the year. Temporary employment is work for a limited time only or for a specific piece of work and that work will last a short duration. Permanent employment is work that is contemplated to continue indefinitely.

Education Assessment (adults and unaccompanied youth only) – Record the client’s education information.

Children’s Education (children ages 5 -17) – Indicate whether or not the child is enrolled and name of school. If currently enrolled, indicate if the child is connected with McKinney-Vento Homeless Assistance Act liaison, and the type of school. If not enrolled, indicate the problem leading to non-enrollment and that last date of enrollment.