



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 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.

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.

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.