PATH

Projects for Assistance in Transition from Homelessness

# Reassessment Guidelines

**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.

**Reassessment Date** – This is the date that the client is reassessed.

**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.).

**Relationship to Head of Household** – Record client's relationship to the Head of Household.

**Barriers –** Determine if the client has any of the following barriers and whether or not received services while in the program for the barrier. In households with children accompanied by an adult, children's barriers should be determined based on an interview with the adult in the household.

**Substance Abuse Issues:** In separate data fields, determine (a) if the client has an alcohol or drug abuse problem or both, (b) if the problem is expected to be of long-continued and indefinite duration and substantially impedes a client's ability to live independently, and (c) if the client is currently receiving services or treatment for the condition.

**Mental Health:** In separate data fields, determine: (a) if the client has a mental health problem, (b) if the problem is expected to be of long-continued and indefinite duration and substantially impedes a client's ability to live independently, and (c) if the client is currently receiving services or treatment for the condition or received services or treatment prior to exiting the program. A mental health problem may include serious depression, serious anxiety, hallucinations, violent behavior or thoughts of suicide.

**Income -** Enter the dollar amount of the client's monthly income in the last thirty days, 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.