**1. Intake Summary**

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| **Intake Date** \_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  MM DD YYYY | **Intake Staff Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**2. Household Information** *(****\*only complete this section if you have a family or household****)*

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| --- | --- | --- | --- |
| **Household Type** | 🞏 Couple with no children  🞏 Two Parent Family  🞏 Female Single Parent | 🞏 Male Single Parent  🞏 Foster Parent(s)  🞏 Non-Custodial Caregiver(s) | 🞏 Grandparent(s) and Child  🞏 Single  🞏 Other |

**Head of Household** *(Note: You must complete all data elements for each household member)*

|  |  |  |
| --- | --- | --- |
| **First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MI\_\_\_\_\_\_ Last Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Suffix\_\_\_\_\_\_** | | |
| **Client ID (ServicePoint Assigned)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **DOB**  **\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_** | **Relationship to Head of Household**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Household Member #1** *(Note: You must complete all fields for each household member)*

|  |  |  |
| --- | --- | --- |
| **First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MI\_\_\_\_\_\_ Last Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Suffix\_\_\_\_\_\_** | | |
| **Client ID (ServicePoint Assigned)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **DOB**  **\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_** | **Relationship to Head of Household**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Household Member #2** *(Note: You must complete all fields for each household member)*

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| --- | --- | --- |
| **First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MI\_\_\_\_\_\_ Last Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Suffix\_\_\_\_\_\_** | | |
| **Client ID (ServicePoint Assigned)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **DOB**  **\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_** | **Relationship to Head of Household**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Household Member #3** *(Note: You must complete all fields for each household member)*

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| --- | --- | --- |
| **First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MI\_\_\_\_\_\_ Last Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Suffix\_\_\_\_\_\_** | | |
| **Client ID (ServicePoint Assigned)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **DOB**  **\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_** | **Relationship to Head of Household**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**3. Basic Client Profile**

Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Start Date: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

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| **SS#** | \_\_\_\_\_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date of Birth** | \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Race** | Primary Secondary  🞏 🞏 American Indian or Alaska Native  🞏 🞏 Asian  🞏 🞏 Black or African-American  🞏 🞏 Native Hawaiian or Pacific Island  🞏 🞏 White  🞏 🞏 Client Doesn’t Know  🞏 🞏 Client Refused | **Ethnicity** | 🞏 Non-Hispanic/Latino  🞏 Hispanic/Latino  🞏 Client Doesn’t Know  🞏 Client Refused |
| **Gender** | 🞏 Male  🞏 Female  🞏 Trans Male (FTM or Female to Male)  🞏 Trans Female (MTF or Male to Female)  🞏 Gender Non-Conforming  🞏 Client Doesn’t Know  🞏 Client Refused | **Sexual Orientation** | 🞏Heterosexual  🞏Gay  🞏Lesbian  🞏Bisexual  🞏Questioning/Unsure  🞏Client Doesn’t Know  🞏Client Refused |

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| **Relationship To Head of Household** | 🞏 Self (head of household)  🞏 Head of household’s child  🞏 Head of household’s spouse or partner | 🞏 Head of household’s other relation member (other relation to head of household)  🞏 Other: non-relation member | |
| **Client Location Code** | 🞏 NY 508 Erie/Niagara/Genesee/Orleans/Wyoming  🞏 NY 504 Cattaraugus | | |
| **Does Client Have Disabling Condition?** | 🞏 Yes 🞏 No  🞏 Client Doesn’t Know  🞏 Client Refused | **US Military Veteran** | 🞏 Yes 🞏 No 🞏 Client Doesn’t Know  🞏 Client Refused |

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| **Residence Prior to Project Entry**  What was the situation the client was living in immediately prior to project entry?  **Complete parts A & B of this question, then determine if part C is needed based on your client’s length of stay.** | **A) Prior Living Situation**  **Choose One (1)** | **B) Length of Stay in Prior Living Situation** | |
| **Literally Homeless Situation**  🞏 Place not meant for habitation  🞏 Emergency shelter, including hotel or motel paid for with emergency shelter voucher  🞏 Safe Haven  🞏 Interim Housing\* | 🞏 One night or less  🞏 Two to Six nights  🞏 More than one week, but less than one month  🞏 One month or more but less than 90 days  🞏More than 90 days, but less than one year  🞏 One year or longer  🞏 Client Doesn’t Know  🞏 Client Refused | Regardless the Length of Stay, complete PART C on the next page |
| **Institutional Situation**  🞏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 | 🞏 One night or less  🞏 Two to Six nights  🞏 More than one week, but less than one month  🞏 One month or more but less than 90 days  🞏More than 90 days, but less than one year  🞏 One year or longer  🞏 Client Doesn’t Know  🞏 Client Refused | If length of stay is less than 90 days, complete PART C on the next page  If length of stay is 90 days or more, **STOP**. Do not complete part C |
| **Transitional and Permanent Situations**  🞏Hotel or motel paid for without emergency shelter voucher  🞏Owned by client, no ongoing housing subsidy  🞏Owned by client, with ongoing housing subsidy  🞏Permanent housing for formerly homeless persons other than RRH  🞏Rental by client, no ongoing housing subsidy  🞏Rental by client, with VASH subsidy  🞏Rental by client, with GPD TIP subsidy  🞏Rental by client, with other ongoing housing subsidy including RRH  🞏Residential project or halfway house with no homeless criteria  🞏Staying or living in a family member’s room, apartment or house  🞏Staying or living in a friend’s room, apartment or house  🞏Transitional housing for homeless persons | 🞏 One night or less  🞏 Two to Six nights  🞏 More than one week, but less than one month  🞏 One month or more but less than 90 days  🞏More than 90 days, but less than one year  🞏 One year or longer  🞏 Client Doesn’t Know  🞏 Client Refused | If length of stay is 6 nights or less, complete PART C on the next page  If length of stay is 7 nights or more, **STOP**. Do not complete part C |
| 🞏 **Client Doesn’t Know, Client Refused, Data Not Collected** | **\*Interim housing is not a type of housing but rather a housing situation for a client that meets the following criteria:**  1. Must have been chronically homeless at entry to interim housing,  2. Must have applied for permanent housing, accepted, and have a unit/voucher for perm. housing reserved for them,  3. Must have been prevented from immediately accessing permanent housing unit or using a voucher in a permanent housing unit (e.g. apartment getting painted, old tenant moving out, has a voucher but is looking for the unit, etc.), &  4. Client and transitional housing project must have determined that transitional housing is an acceptable option until permanent housing unit is ready for occupancy. | |

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| **C) Date Client started being homeless on the streets, in a shelter, or safe haven**  Determine the date of the last time the client had a place to sleep that was not on the streets, in an emergency shelter, or in a safe haven. As the client looks back, there may be breaks in their stay on the streets, shelters, or safe havens. The breaks are allowed to be included in the look back period to calculate the start date only if:   * The client moved continuously between the streets, shelters, or safe havens. The date would go back as far as the first time they stayed in one of those places; OR * The break in their time on the streets, shelters, or safe havens was less than 7 nights. A break is considered 6 or less consecutive nights not residing in a place not meant for human habitation, in shelter or in a safe haven. The look back time would not be broken by a stay less than 7 consecutive nights; OR * The break in their time on the streets, ES, or SH was less than 90 days in any of the places listed under the header “institutional situations” on the previous page. The look back time would include all of those days (up to 89 days) when looking back for the start date. | | | |
| **Approximate Date Last Episode of Homelessness**  **Started** | \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ | **How many times has the client has been homeless on the streets, in ES, or SH in the past three years including this time?** | 🞏 One time (This time)  🞏 Two times  🞏 Three times  🞏 Four or more times  🞏 Client Doesn’t Know  🞏 Client Refused |
| **Total number of months homeless on the street, in ES, or SH in the past three years.** | 🞏 One month or less (First time homeless)  🞏 2-12 months (# months\_\_\_\_\_\_)  🞏 More than 12 months  🞏 Client Doesn’t Know  🞏 Client Refused | A break in homelessness separating the occasions means at least 7 consecutive nights of not living on the street, in an emergency shelter, or Safe Haven or at least 90 days in any of the places listed under the header “institutional situations” on the previous page. | |

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| **Chronically homeless?\*** | 🞏 Yes 🞏 No | **Homeless Status Documented** | 🞏 Yes  🞏 No |
| \*An individual is chronically homeless when they have a disability and have been on the streets, in an ES, or SH for one continuous year OR have had 4 or more episodes of homelessness on the streets, in an ES, or SH in a 3 year period where the length of stay for those episodes add up to at least one year. | | | |

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| **If prior living situation is emergency shelter, please select the prior emergency shelter** | 🞏 Altamont  🞏 Buffalo City Mission  🞏 Casey House Teen Shelter  🞏 Compass House  🞏 Cornerstone  🞏 DSS Hotel Placement  🞏 Faith-Based Fellowship  🞏 Family Promise  🞏 Haven House—Emergency Shelter  🞏 Little Portion Friary  🞏 Niagara Community Mission—ES  🞏 Niagara Gospel Rescue Mission  🞏 PASSAGE House DV Shelter  🞏 Salvation Army  🞏 Shelter outside of Erie/Niagara County  🞏 St. Luke’s  🞏 Temple of Christ  🞏 TSI-Emergency Shelter  🞏 YWCA Niagara Shelter | **If prior living situation is transitional housing for homeless, please select the prior transitional housing** | 🞏 American Red Cross  🞏 Buffalo City Mission Disciple Project  🞏 Cazenovia MICA  🞏 Cazenovia SHPII  🞏 Community Services for the Developmentally Disabled  🞏 Cornerstone Transitional  🞏 DePaul-SHPIV  🞏 Franciscan Center  🞏 Gerard Place-Transitional Housing  🞏 God’s Woman—TH  🞏 Haven House—Transitional Housing  🞏 Hispanics United  🞏 Niagara Carolyn’s House  🞏 Niagara Gospel Rescue Mission—TH  🞏 Niagara YWCA DV--TH  🞏 Plymouth Crossroads  🞏 Teaching and Restoring Youth  🞏 Transitional Housing outside of Erie/Niagara  🞏 YWCA—Erie County |

**4. Date Exit Elements**

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| Project exit date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| |  |  |  | | --- | --- | --- | | **Reason for Leaving** | 🞏 Left for a housing opportunity before completing project  🞏 Completed project  🞏 Non-payment of rent/occupancy charge  🞏 Non-compliance with project  🞏 Criminal activity/destruction of property/ violence  🞏 Reached maximum time allowed by project | 🞏 Needs could not be met by project  🞏 Disagreement with rules/persons  🞏 Death  🞏 Unknown/disappeared  🞏 Other | |
| |  |  |  | | --- | --- | --- | | **Destination** | 🞏 Emergency shelter, including hotel or motel paid for with emergency shelter voucher  🞏 Transitional housing for homeless persons (including homeless youth)  🞏 Permanent supportive housing for formerly homeless persons other than RRH  🞏 Psychiatric hospital or other psychiatric facility  🞏 Substance abuse treatment facility or detox center  🞏 Hospital (non- psychiatric)  🞏 Jail, prison or juvenile detention facility  🞏 Rental by client, no ongoing housing subsidy  🞏 Owned by client, no ongoing housing subsidy  🞏 Staying or living in family member’s room, apartment or house  🞏 Staying or living in friend’s room, apartment or house  🞏 Hotel or motel paid without emergency voucher | 🞏 Foster care home or group home  🞏 Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside); inclusive of “non-housing service site ( outreach projects only)”  🞏 Other  🞏 Safe Haven  🞏 Rental by client, with VASH housing subsidy  🞏 Rental by client, with other (non-VASH) ongoing housing subsidy including RRH  🞏 Owned by client, with ongoing housing subsidy  🞏 Staying or living with family, permanent tenure  🞏 Staying or living with friends, permanent tenure  🞏 Deceased  🞏 Client Doesn’t Know  🞏 Client Refused | |