

Supportive Housing Assessment and Acuity Index Upload into HMIS

ReportWriter - ServicePoint x ServicePoint x Partners Ending Homelessness x +

letsendhomelessness.org

Are you homeless? Click here for help

Partners Ending Homelessness

Home About Us HSN Coordinated Entry News Calendar Resources Contact

On any given night in Monroe County

849

people experience homelessness

228	166	70	89	86
Have a Behavioral Health Concern	Are Children	Are Veterans	Adult Victims of Domestic Violence	Chronically Homeless

We can help
Go to our web site, then the
resources tab

Are you homeless? Click here for help



Resources

Reference Materials

- 2018 CoC Annual Report v2
- 2017 Point In Time Report (PDF)
- Project Monitoring Form (PDF)

Regulations

- ESG Regulations (PDF)
- CoC Program Regulations (PDF)

Supportive Housing Assessment Acuity Index

- Acuity Index RRH
- Acuity Index PSH

Go to Acuity Index



Related Organizations

Federal/National

HUD Exchange - Homelessness

New York State

Office of Temporary and Disability

Other NYS CoCs

Homeless Alliance of WNY

Resources

Reference Materials

- [2018 CoC Annual Report v2](#)
- [2017 Point In Time Report \(PDF\)](#)
- [Project Monitoring Form \(PDF\)](#)

Regulations

- [ESG Regulations \(PDF\)](#)
- [CoC Program Regulations \(PDF\)](#)

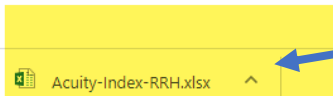
Supportive Housing Assessment Acuity Index

[Acuity Index RRH](#)

[Acuity Index PSH](#)

Related Organizations

This will open the excel sheet



Microsoft Word ribbon: Team Email, Reply & Delete, Create New, Move, Rules, OneNote, Assign Policy, Unread/Read, Categorize, Follow Up, Browse Groups, Address Book, Filter Email, Read Aloud, Speed Dial

Excel Ribbon: File, Home, Insert, Page Layout, Formulas, Data, Review, View, Help, Foxtit PDF, ACROBAT, Tell me, Share

Excel Title Bar: report_1578413846887 - Read-Only - Excel, Janice Steimer

Excel Status Bar: Ready, 100%

Protected View Message: Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

Formula Bar: C40 Children connected with services but participation minimal with prompting

	A	B	C	D	E	F	G	H	I	
1	Housing	Levels				Assessment Date	Assessment Date	Assessment Date	Assessm	
2		3	2	1	0	00/00/00	00/00/00	00/00/00	00/00/00	
1	Rent Payment	Rep Payee/Tenant has not paid rent for last 6 months or has only paid on-time 1-3 times in last 12 months	Rep Payee/Tenant has paid rent on-time 1-3 times in last 6 months	Rep Payee/Tenant has paid rent on-time 3-5 times in last 6 months	Rep Payee/Tenant has paid rent on-time every month for the last 6 months					
2										
3										
4	Utility Bill Payment	Tenant has paid utility bills on-time for 1-3 months in last 12 months	Tenant has paid utility bills on-time for 1-3 months in last 6 months	Tenant has paid utility bills on-time for 3-5 months in the last 6 months	Tenant has paid utility bills on-time for 6 months in last 6 months OR utilities are included in rent.					
5										
6										
7	Rent Arrears	Tenant has outstanding rent arrears and is not willing to set up payment plan	Tenant has more than 3 months of rent arrears and has set up a payment plan	Tenant has less than 3 months of rent arrears and is current on payment plan	Tenant has no rent arrears					
8										
9										
10	Rent Responsibility	Tenant does not contribute towards their rent.	Tenant pays 30% of their rent.	Tenant pays between 31% and 75% of their rent.	Tenant pays 100% of their rent.					
11										
12										
13	Utility Arrears	Tenant has outstanding utility arrears and is not willing to set up payment plan	Tenant has less than \$1000 in utility arrears and has set up a payment plan	Tenant has less than \$500 in utility arrears and is current on payment plan	Tenant has no utility arrears					
14										
15										
16										
17	Safe Living Environment	Tenant had over 5 contacts with police and/or landlord regarding disruptive activities or unsafe conditions in the unit in last 12 months	Tenant had 3-5 contacts with police and/or landlord regarding disruptive activities or unsafe conditions in the unit in last 6 months	Tenant had 1-2 contacts with police and/or landlord regarding disruptive activities or unsafe conditions in the unit in last 6 months	Tenant had no contacts with police and/or landlord regarding disruptive activities or unsafe conditions in the unit in last 6 months					
18										
19										
20										
21										
22	Lease (include all leases if tenant moved)	Tenant has been in supportive housing less than 12 months OR has held a lease less than 12 months	Tenant has been in a Rapid Re-housing program for 1-3 months and has signed a year lease	Tenant has been in a Rapid Re-housing program for 3-6 months and has signed a year lease	Tenant has been in a Rapid Re-housing program for 6-12 months and has signed a year lease					
23										
24										
25										
26	Housing Subtotal					0	0	0		
27	Income and Benefits	Levels				Tenant Level	Tenant Level	Tenant Level	Tenan	
28		3	2	1	0					
	Stable/Consistent	Tenant has no	Tenant has no cash income	Tenant has had	Tenant has had					

Enable editing



	A	B	C	D	E	F	G	H	I	J	K
1	Housing	Levels				Assessment Date	Assessment Date	Assessment Date	Assessment Date	Assessment Date	Assessment Date
2		3	2	1	0	00/00/00	00/00/00	00/00/00	00/00/00	00/00/00	00/00/00
3	Rent Payment	Rep Payee/Tenant has not paid rent for last 6 months or has only paid on-time 1-3 times in last 12 months	Rep Payee/Tenant has paid rent on-time 1-3 times in last 6 months	Rep Payee/Tenant has paid rent on-time 3-5 times in last 6 months	Rep Payee/Tenant has paid rent on-time every month for the last 6 months						
4	Utility Bill Payment	Tenant has paid utility bills on-time for 1-3 months in last 12 months	Tenant has paid utility bills on-time for 1-3 months in last 6 months	Tenant has paid utility bills on-time for 3-5 months in the last 6 months	Tenant has paid utility bills on-time for 6 months in last 6 months OR utilities are included in rent.						
5	Rent Arrears	Tenant has outstanding rent arrears and is not willing to set up payment plan	Tenant has more than 3 months of rent arrears and has set up a payment plan	Tenant has less than 3 months of rent arrears and is current on payment plan	Tenant has no rent arrears						
6	Rent Responsibility	Tenant does not contribute towards their rent.	Tenant pays 30% of their rent.	Tenant pays between 31% and 75% of their rent.	Tenant pays 100% of their rent.						
7	Utility Arrears	Tenant has outstanding utility arrears and is not willing to set up payment plan	Tenant has less than \$1000 in utility arrears and has set up a payment plan	Tenant has less than \$500 in utility arrears and is current on payment plan	Tenant has no utility arrears						
8	Safe Living Environment	Tenant had over 5 contacts with police and/or landlord regarding disruptive activities or unsafe conditions in the unit in last 12 months	Tenant had 3-5 contacts with police and/or landlord regarding disruptive activities or unsafe conditions in the unit in last 6 months	Tenant had 1-2 contacts with police and/or landlord regarding disruptive activities or unsafe conditions in the unit in last 6 months	Tenant had no contacts with police and/or landlord regarding disruptive activities or unsafe conditions in the unit in last 6 months						
9	Lease (include all leases if tenant moved)	Tenant has been in supportive housing less than 12 months OR has held a lease less than 12 months	Tenant has been in a Rapid Re-housing program for 1-3 months and has signed a year lease	Tenant has been in a Rapid Re-housing program for 3-6 months and has signed a year lease	Tenant has been in a Rapid Re-housing program for 6-12 months and has signed a year lease						
10	Housing Subtotal					0	0	0	0	0	0
11	Income and Benefits	Levels				Tenant Level	Tenant Level	Tenant Level	Tenant Level	Tenant Level	Tenant Level
12		3	2	1	0						
13	Stable/Consistent Source of Cash Income	Tenant has no stable/consistent source of cash income	Tenant has no cash income or limited cash income but it is not stable/consistent	Tenant has had stable/consistent cash income for the last 1 - 6 months	Tenant has had stable/consistent cash income for 6 months or more						
14	Benefits	Tenant has no benefits and has not yet applied for benefits	Tenant has applied for benefits but has not yet received them	Tenant has received all benefits entitled to for the last 1-6 months	Tenant has received all benefits entitled to for 6 months (or more) OR is not eligible for benefits						

Complete it and save then Upload into HMIS supportive housing tool kit assessment

Save as last date completed

After saving your Acuity Index
go to the ClientPoint in HMIS
and continue as described next
pages to attach the Acuity Index
and complete the
Supportive Assessment

ServicePoint Training Site
Rochester/Monroe County CoC HMIS
January 07, 2020

ClientPoint > Client Search

Janice Steimer
System Admin II

Mode: Shadow
Back Date

Type here for Global Search

Client Search

Please Search the System before adding a New Client.

Name	First nick	Middle	Last Allen	Suffix
Name Data Quality	-Select-			
Alias				
Social Security Number	- - -			
Social Security Number Data Quality	-Select-			
U.S. Military Veteran?	-Select-			
Exact Match	<input type="checkbox"/>			
Search ACTIVE Clients	<input checked="" type="radio"/>			
Search INACTIVE / DELETED Clients	<input type="radio"/>			
Search ALL Clients	<input type="radio"/>			

Search Clear Add New Client With This Information

Client Number

Enter or scan a Client ID number to go directly to that Client's profile.

Client ID # 32 Submit

Legal Notices

- As with any Assessment the first step is to open the Client record.
- Do this with the Client ID # or search the name.

ServicePoint Training Site
Rochester/Monroe County CoC HMIS
January 07, 2020

Client - (32) Allen, Nick

Release of Information: None

Client Information | Service Transactions

Summary | Client Profile | Households | ROI | Entry / Exit | Case Managers | Case Plans | Measurements | **Assessments**

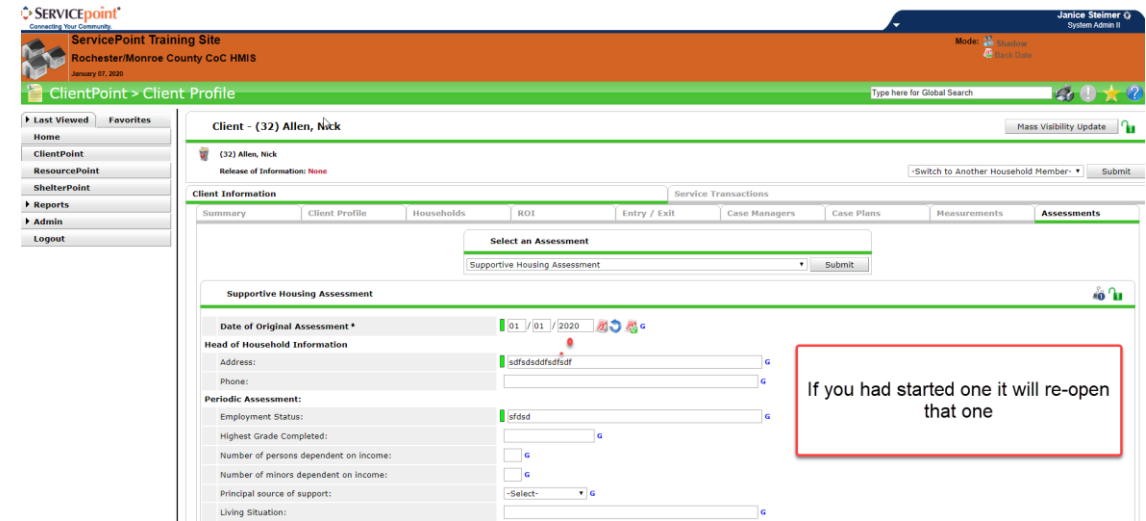
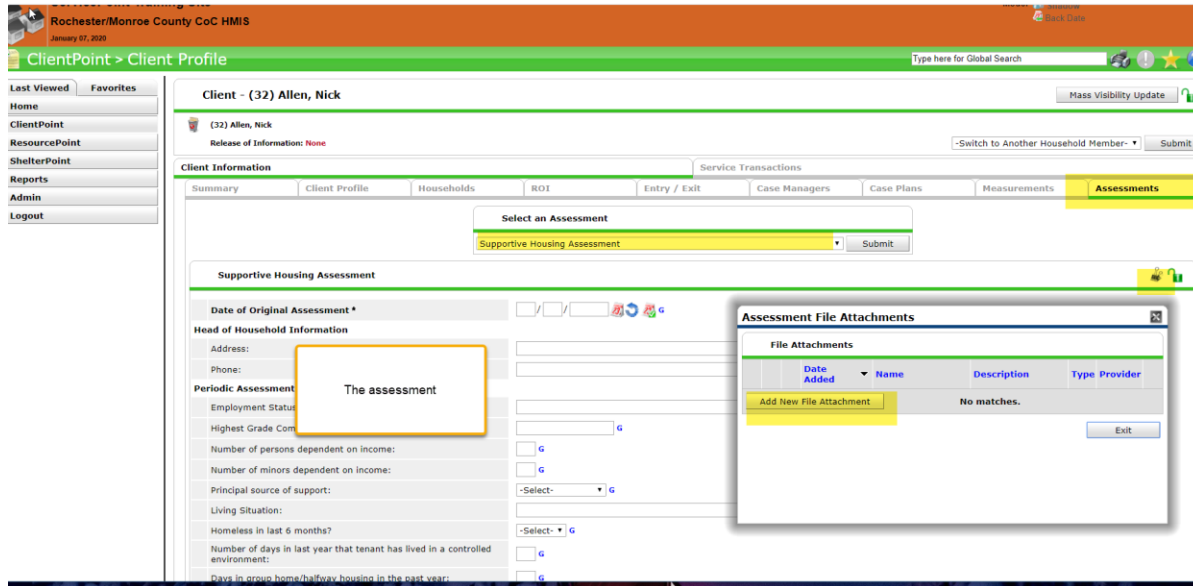
Select an Assessment

- Select-
- Select-
- PIT Unsheltered
- DV questions
- HUD CoC & ESG Entry All Other Projects (2020)
- HUD CoC & ESG Entry All Other Projects (2020) (Copy) with CoC Data Elements
- VI-SPDAT 2.0
- VI-FSPDAT 2.0
- TAY-VI-SPDAT 1.0
- Client Contact Information
- Chronic Homelessness
- Client location
- FLPPS Pre-Pilot Assessment
- Health Incident
- Supportive Housing Assessment**
- Priority List Application3
- CFC H&H Assessment
- Providence/PCHO Assessment

Client Assessment

No Client Default Assessment is specified for this Provider

- From here click on the Assessments Tab
- At the select Assessment choose “Supportive Housing Assessment”



- This will open up the assessment.
 - If this is your first time in the assessment it will be blank, if you have been working on the assessment then it will contain the answers from the last time that it was opened and saved.
 - If any of the answers have changed since the last time then you would just type over the last inputted information.

Please complete this section only if the client voluntarily leaves project

Action Plan/Supports if Client Voluntarily Leaves Project

🔍 Name of supports upon exit

Name *	Relationship *	Contact Info *
<input type="button" value="Add"/>		

Steps needed to complete exit

Action Plan to Exit:



- When you are done working on the Assessment it is very important that you go all the way to the bottom of the assessment and click on the **save** button to lock in your current answers
- Once you hit save just return to the summary Tab or go to the ClientPoint .

Please complete this section only if the client voluntarily leaves project

Action Plan/Supports if Client Voluntarily Leaves Project

Search icon Name of supports upon exit

Name *	Relationship *	Contact Info *
<input type="button" value="Add"/>		

Steps needed to complete exit

Action Plan to Exit:

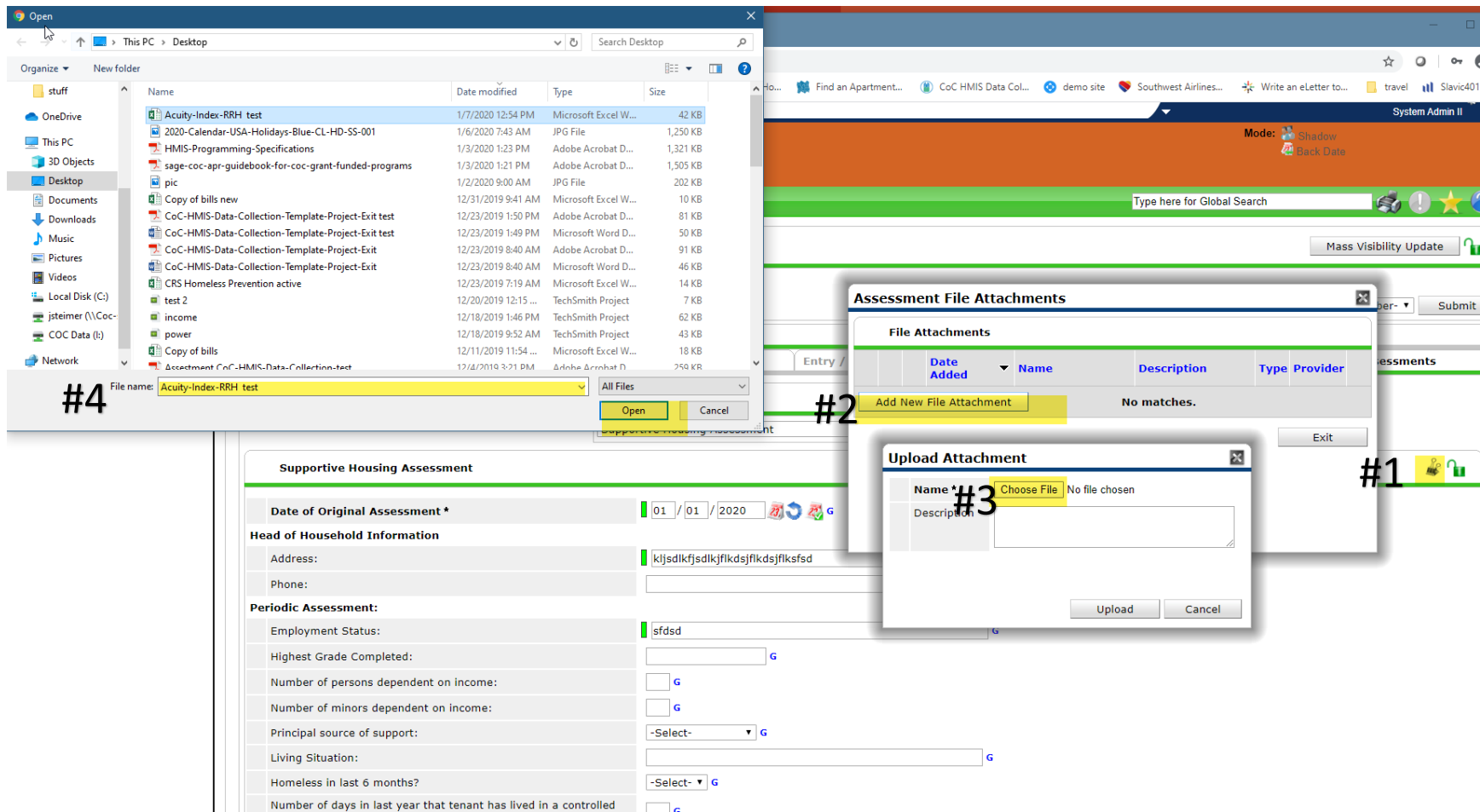
Print Assessment

Client Assessment Print Options

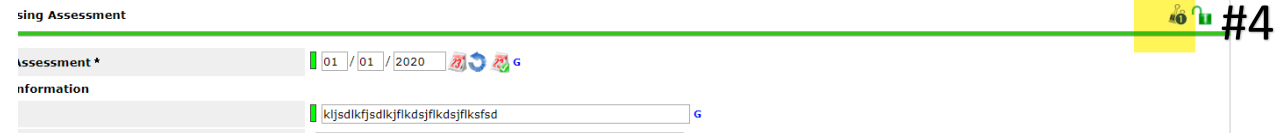
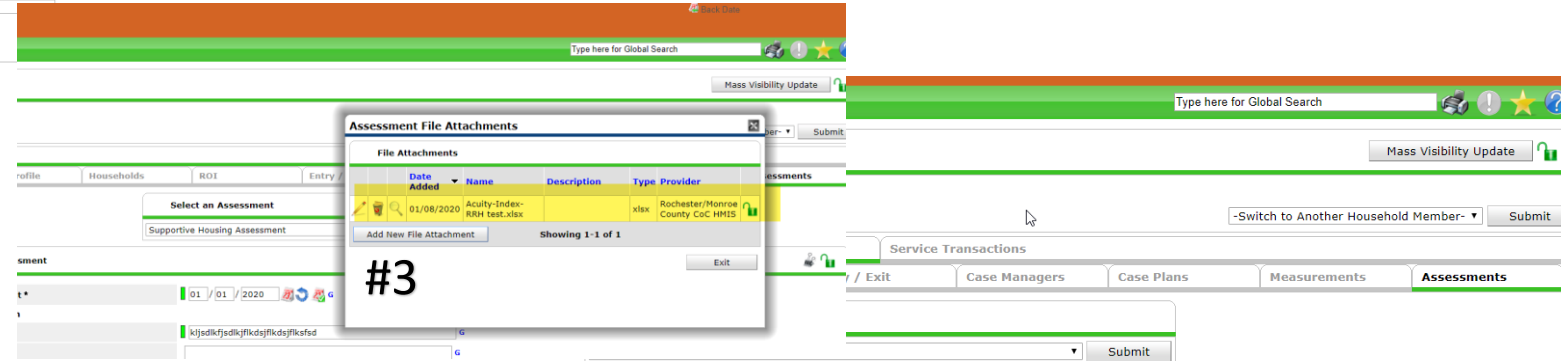
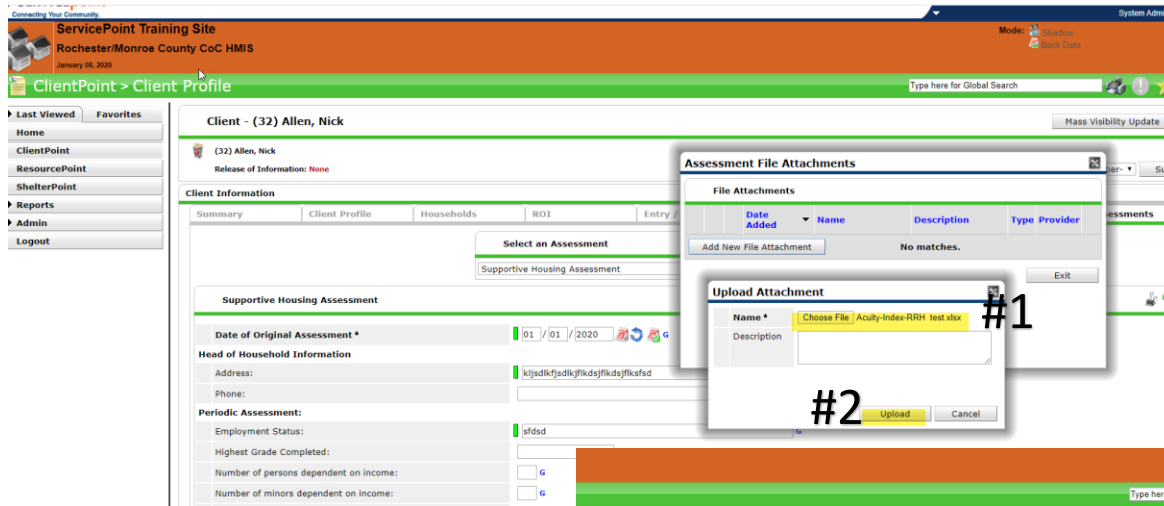
Include Signature Lines

- If you would like to print out the Assessment click on the Print Assessment tab.
- You will get a pop-up asking if you want the Signature Lines then hit print
- This will open your printer's utility pop-up to print.

The screenshot shows a printer utility window on the left and an assessment print details page on the right. The printer utility window is titled 'Print' and shows 'Total: 3 sheets of paper'. It has a 'Print' button and a 'Cancel' button. Below this, it shows 'Destination: TOSHIBA Universal Pri', 'Pages: All', 'Copies: 1', 'Layout: Portrait', and 'Print using system dialog... (Ctrl+Shift+P)'. The assessment print details page is titled 'Assessment Print Details' and shows 'Client: (1026) Lee, Stan', 'Assessment Name: Supportive Housing Assessment', 'Assessor Date as of: 08/23/2019 09:58 AM', 'Printed On: 08/23/2019 10:00 AM', and 'Provider: Rochester/Morone County CAC HRES (1)'. Below this is a 'Supportive Housing Assessment' section with various fields and dropdown menus.



- #1 To attach the Acuity Index upload into the Client profile, when in the assessment you can click on the binder clip in the right hand corner
- #2 the “Assessment File Attachments” pop up will open
- #3 Then upload Attachment
- #4 Then your PC pop-up to choose where you saved the file click on it and open



- #1 Once you click open the file will show in the “Upload Attachment”- Click Upload
- #3 You will now see the “Assessment File Attachments” and you will see the file and date you uploaded it. Hit exit
- #4 Now you will see a number on the binder clip alerting you that there is an attachment uploaded.

ServicePoint Training Site
Rochester/Monroe County CoC HMIS
January 06, 2020

ClientView > Client Profile

Client - (32) Allen, Nick

Client Information

Client Record

Name: Allen, Nick
 Name Data Quality: Full Name Reported
 Social Security: 446-46-4654
 SSN Data Quality: Full SSN Reported (HUD)
 U.S. Military Veteran?: No (HUD)
 Age: 30

Client Demographics

Date of Birth: 07/08/1989
 Date of Birth Type: Full DOB Reported (HUD)
 Gender: Male
 Primary Race: White (HUD)
 Ethnicity: Non-Hispanic/Non-Latino (HUD)

Prioritization List Referral Notes

Start Date*	Provider*	Status*
12/25/2019	RHA/Eastman Commons S+C 23	Client housed
12/01/2019	RHA/Eastman Commons S+C 23	Client approved for program
11/25/2019	RHA/Eastman Commons S+C 23	Case manager needs more information
11/01/2019	RHA/Eastman Commons S+C 23	Appointment scheduled with property manager

Additional VI-SPDAT Justification

Street Outreach Staff ONLY***

Coordinated Entry Staff ONLY***

Client Notes

File Attachments

Date Added	Name	Description	Type	Provider	Added From
01/08/2020	Acuity-Index-RRH test.xlsx		xlsx	Rochester/Monroe County CoC HMIS	Assessments

Incidents

Start Date	End Date	Incident	Incident Code	Provider	Bar Site	Staff
No matches.						

- You can also see the Uploaded Attachment under the Client Profile if you scroll down to the “ File Attachments”
- If you were not updating the Assessment at the time of uploading the Acuity you could upload directly from this area also using the “Add New File Attachment”

File Attachments

Date Added	Name	Description	Type	Provider	Added From
01/08/2020	Acuity-Index-RRH test.xlsx		xlsx	Rochester/Monroe County CoC HMIS	Assessments

Add New File Attachment

Showing 1-1 of 1

Incidents

Start Date	End Date	Incident	Incident Code	Provider	Bar Site	Staff
No matches.						

FAQ

- You do not need to complete the whole Assessment at one time, you may go in and out whenever you need or want to.
- You only need to fill in what is applicable but if you enter a sub-assessment that has an *asterisk, then you must complete the information for that section.
- When you hit the save button you will not be directed to another screen, you must return to the ClientPoint tab or Summary Tab etc.
- The Assessment will not save a version and start a new version like the VI-SPDAT this is just an open on going assessment that when information changes you type over each and every time.