

## Crisis Assessment

The Crisis Assessment is used to refer your client to a shelter, to determine PSAP eligibility, and/or to refer a client to a Case Management program. The Crisis Assessment was designed to replace several of our older assessments, using questions and filtering to allow one assessment to serve a variety of clients. This assessment should be used for:

- Households who are experiencing homelessness
- Households who are at risk of experiencing homelessness
- Households comprised of only adults (>17 years old)
- Households with adults and minor children (<18 years old)
- Households with only minor children (<18 years old)

Please note that the term “households” can reference an individual client. Additionally, there are providers who serve minor clients without the presence of an adult. A program designed to serve runaway youth is an example of a program that may have client households with only minor children.

### **WHEN SHOULD YOU COMPLETE A CRISIS ASSESSMENT**

The Crisis Assessment should be completed when the client household is seeking shelter placement, especially if they are expecting to stay in a place not meant for human habitation that evening. Every time there is a significant change in the client’s situation, a new assessment should be completed. Crisis Assessments are valid and active for 90 days. If the client’s Crisis Assessment is over 90 days old and the client is still seeking a shelter bed, please complete a new Crisis Assessment.

# HMIS Job Aid



## How to Complete a Crisis Assessment

To complete a Crisis Assessment, you must first switch over to the Sacramento CoC Coordinated Access System (CAS) agency in HMIS. Enter the client's CAS agency enrollment and click on the Assessments tab. Under this tab, you will see the assessments available in this enrollment, which includes the Crisis Assessment. Please read the questions carefully and fill them out completely, as you would any other assessment. Note: Please make sure that a service or assessment is completed every 90 days to keep the client active on the CAS HCT Priority List.

### Mother Test (She/Her/Hers)

PROFILE **PROGRAMS** ASSESSMENTS HISTORY CONTACT LOCATION FILES NOTES SERVICES

PROGRAM: CAS: HOUSEHOLDS EXPERIENCING HOMELESSNESS - CE

Enrollment History Provide Services Events **Assessments** Notes Files Forms ✕ Exit

Assessments

LINK FROM ASSESSMENTS

Current Living Situation	START
Status Update Assessment	START
Annual Assessment	START
CAS Individual Support Plan (ISP)	START
Case Conferencing & Referral Tool (CA - 503)	START
<u>Crisis Assessment (CA - 503)</u>	START
Housing Conversation Tool (HCT) [CA-503]	START

## DON'T FORGET!! Complete a Current Living Situation

As with all other CAS related assessments, you must complete a Current Living Situation (CLS) assessment after completing or updating a Crisis Assessment. The CLS provides an update on the client's situation and is needed to document homeless chronicity and determine location-based eligibility. **If you do not complete a CLS after completing any CAS assessment, you may be negatively impacting your client's homeless chronicity and limiting their eligibility for shelter opportunities.**

Please see this [Job Aid](#) for instructions on completing the Current Living Situation.

## Directions for Specific Questions

While the majority of the Crisis Assessment's questions are standard and easy to understand, there are a few that may be confusing. Please refer to the list below for any additional guidance you may need to complete the assessment correctly.

### INCOME INFORMATION

In this section, we request information about the client household's Percentage of the Average Median Income (AMI). These numbers are determined by the Federal Department of Housing and Urban Development (HUD) each year. We have provided a reference for you in the assessment. The AMIs listed are specific to Sacramento County and indicate what the average income is for different household sizes. To ensure that they are serving client households who are making significantly less than the average income in our community, many programs restrict their services to client households who are only making a quarter or half of that average. This is what these numbers represent. To use the grid, please locate the line that matches your client's household and then determine where your client's household income falls within these numbers.

# HMIS Job Aid

## **SHELTER ELIGIBILITY REQUIREMENTS**

There are a lot of diverse questions on this assessment. When the SSF CAS team is reviewing an assessment to see if there is a shelter opening for your client, they are looking at many different shelters who all have their own criteria, focus, and restrictions. The organizations in our CoC who run shelter programs decide what these restrictions are – SSF has no control over these restrictions or how many beds they allow the CAS system to manage. There are several warning boxes throughout this assessment to explain why you need to enter this information about your clients and their households.



Assessments have warning boxes, which hold important information that will help you answer questions and avoid errors that can delay services for your clients. Read these warnings carefully and follow their instructions.