

## Current Living Situation Assessment

The Current Living Situation Assessment provides information about the number of contacts staff are having with clients and documents any changes to their current living situation, which includes the following data elements:

- Date of the interaction
- Details about where the client is currently residing, including specialized information like the client's expected length of stay or rental subsidy types if the answer involved subsidized housing
- Details about subsequent residence, opportunities for housing with friends or family, and questions about how frequently the client has moved within the last 60 days
- Details of the client's exact physical location (which is gathered similarly to the way client location is gathered via the Location Tab)

### **When Do You Complete a Current Living Situation (CLS) Assessment?**

Current Living Situation Assessments are often completed multiple times during a client's enrollment. A new CLS should be completed...

- ... when the client is first enrolled in your program.
- ... when the client is enrolled in a Coordinated Entry program.
- ... when the client's living situation changes.
- ... if the client's previous CLS is more than 90 days old.

# HMIS Job Aid

## How to Complete the Current Living Situation Assessment

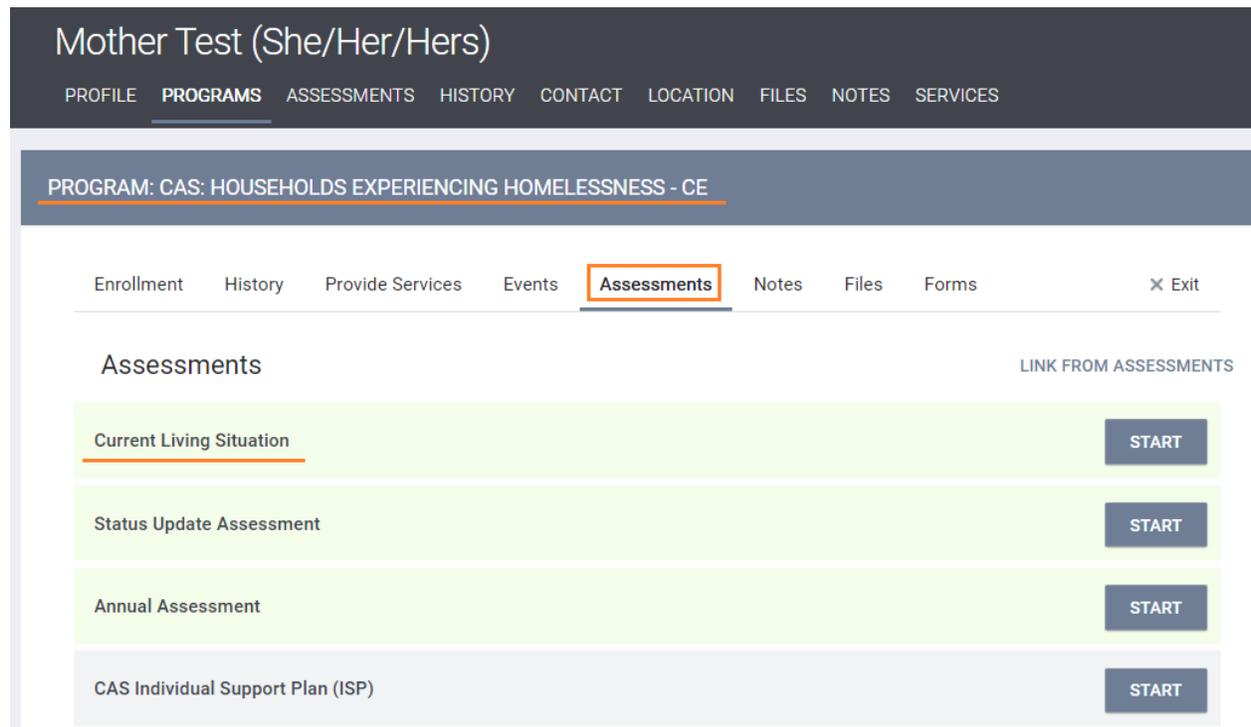
The Current Living Situation Assessment can be found in the Assessment tab located within the Program Task Bar. While there is a tab for Assessments in the Global Task Bar, we avoid placing assessments there as they are not tied to a specific program enrollment.

There are two navigation bars within our HMIS:

The **Global Task Bar** at the top of the screen has white writing on a black background.

The **Program Task Bar** within the client's enrollment has black writing on a white background.

As you can see in the image below, the Current Living Situation is at the top of the assessment list. Simply click the start button and answer the questions to the best of your ability. If you have any questions about the CLS, please contact [hmis@sacstepsforward.org](mailto:hmis@sacstepsforward.org) for additional support.



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 X Exit

Assessments LINK FROM ASSESSMENTS

Current Living Situation	START
Status Update Assessment	START
Annual Assessment	START
CAS Individual Support Plan (ISP)	START

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## The Living Situation Verification Question\*

When the Current Living Situation Assessment is being completed in a Coordinated Entry Program, there is an additional question about who is providing information about this client’s current living situation. The answer to this question is not very complicated; HUD wants to know what program the client is enrolled in – outside of the CE program – where you are working with the client. However, the dropdown options for this question are a bit confusing and unfortunately there are no changes that the SSF HMIS team can make to simply it. Please follow the steps below to find your organization and the program you are working in.

\*This section is only relevant for HMIS users who are completing CLS assessments within a Coordinated Entry program. At this time the only CE programs are within the CAS Agency. If you are not a CAS Assessor and you are not completing this CLS under a program enrollment in the CAS agency, please disregard this section.

### CHOOSE YOUR COC

Each Continuum of Care in the United States is identified by the two-letter abbreviation of the state and a three-number code. Sacramento is CA-503, which is your first option.

#### Add Current living situation for client Mother Test (She/Her/Hers)

Date of Contact	09/28/2024 
Current Living Situation	Place not meant for habitation (e.g., a vehicle, an abandoned building, bu▼
<u>Living Situation Verified By</u>	Select ▼
Location	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Select</b></p> <ul style="list-style-type: none"> <li>▶ CA-503 (CA-503)</li> <li>▶ CA-515 (CA-515)</li> <li>▶ CA-519 (CA-519)</li> <li>▶ CA-521 (CA-521)</li> <li>▶ CA-524 (CA-524)</li> <li>▶ CA-525 (CA-525 )</li> <li>▶ CA-531 (CA-531)</li> </ul> </div>
Location Details	

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## CHOOSE YOUR PROGRAM TYPE

This question is looking for the name of the program where you are working with this client (in addition to the CAS Agency Program enrollment you are using the document any CAS related work). The first step to identifying this program is to choose the HUD program type. If you have any questions about your program type, simply look at your program’s name in HMIS. The acronym for your HUD program type is at the end of your program’s name. For example, if you are working in the “SSF: Shelter Navigation – SSO” program, you would choose SSO, or Supportive Services Only as your program type. Here is a list of the HUD program types:

- Coordinated Entry (CE)
- Day Shelter (DS)
- Emergency Shelter (ES)
- Homeless Prevention (HP)
- Permanent Housing (PH)
- Permanent Supportive Housing (normally PSH, but listed as PH in this list)
- Rapid Re-Housing (normally RRH, but listed as PH in this list)
- Services Only (SSO)
- Street Outreach (SO)
- Transitional Housing (TH)

### Add Current living situation for client Mother Test (She/Her/Hers)

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<u>Living Situation Verified By</u>	Select 
Location	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Select</b></p> <ul style="list-style-type: none"> <li>▼ CA-503 (CA-503)           <ul style="list-style-type: none"> <li>▶ Coordinated Entry</li> <li>▶ Day Shelter</li> <li>▶ Emergency Shelter – Entry Exit</li> <li>▶ Emergency Shelter – Night-by-Night</li> <li>▶ Homelessness Prevention</li> <li>▶ Other</li> </ul> </li> </ul> </div>
Location Details	

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## CHOOSE YOUR PROGRAM TYPE

Once you have identified your program type, you will get a list of our providers who offer this kind of program. When you find your employer, click on the agency name and a list of the programs that your organization is running with that program type will be listed. Choose the program your client is enrolled with under your agency and that will complete this question.

Note: if your client is enrolled in multiple programs in your agency, please choose the one most related to housing.

### Add Current living situation for client Mother Test (She/Her/Hers)

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<u>Living Situation Verified By</u>	Select ▼
Location	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Select</b></p> <ul style="list-style-type: none"> <li>▼ CA-503 (CA-503)           <ul style="list-style-type: none"> <li>▼ Coordinated Entry               <ul style="list-style-type: none"> <li>▼ 211 Sacramento (211Sac)                   <ul style="list-style-type: none"> <li style="border: 2px solid orange;">211Sac: Coordinated Access - CE</li> <li>▶ Sacramento CoC Coordinated Access System (CAS)</li> <li>▶ Day Shelter</li> <li>▶ Emergency Shelter – Entrv Exit</li> </ul> </li> </ul> </li> </ul> </li> </ul> </div>
Location Details	