

REASSESSMENTS IN COORDINATED ENTRY

WHEN SHOULD SOMEONE BE REASSESSED?

When one or more of the following occurs:

- Six months has passed since their last assessment.
- A diagnoses of a disabling condition has occurred since last assessment.
- The number of members in the household has increased or decreased.
- The household is returning to homelessness after being housed.
- A reassessment request has been approved by the CEPE.

How do you determine if it has been 6 months in HMIS?

Check the last assessment completed date on the CE enrollment line.

Ronda Reassessment's Enrollments

1 result found.

Enrollment Description	Case Members	Project Start Date	Housing Move-In Date	Exit Date	Exit Destination	Organization	Last Assessment Completed
Current							
Texas BoS Coordinated Entry	2	05/28/2019				Texas Homeless Network	05/28/2019

What if there is no date in that field?

Ronda Reassessment's Enrollments

1 result found.

Enrollment Description	Case Members	Project Start Date	Housing Move-In Date	Exit Date	Exit Destination	Organization	Last Assessment Completed
Current							
Texas BoS Coordinated Entry	1	05/28/2019				Texas Homeless Network	

Go to the Assessments drop down menu on the client's dashboard, select Master Assessments. Check the assessments/enrollments for the most recent "Texas BoS Coordinated Entry" line, this will tell you when a client was most recently assessed or reassessed. During Program Enrollment means it was a reassessment.

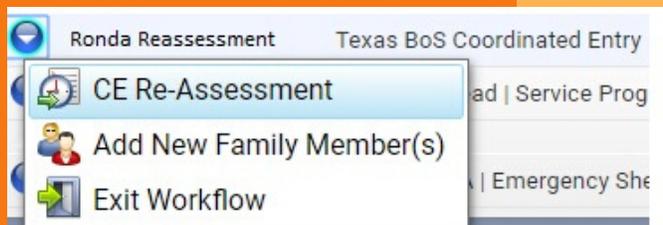
Date	Program	Type
10/09/2019	Fake Shelter Program	During Program Enrollment
10/04/2019		Entry
10/02/2019		Other
10/02/2019	Texas BoS Coordinated Entry	During Program Enrollment

Type	Vulnerability Index Assessment Date
Single Adults	10/02/2019 9:07PM
Single Adults	06/20/2018 9:18PM

OR go to the Assessments dropdown, select VI-SPDAT History and look for the most recent VI or F-VI-SPDAT made for that client.

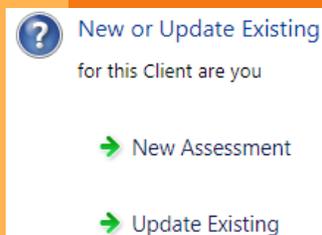
Turn page over for steps on how to do reassessments.

WHAT ARE THE STEPS TO DOING A REASSESSMENT IN COORDINATED ENTRY?



Select the blue action button on the Coordinated Entry enrollment for the client you are reassessing. Select "CE Re-assessment" in the drop down menu that appears

After confirming the client(s) you are reassessing, select "New Assessment" on the next screen

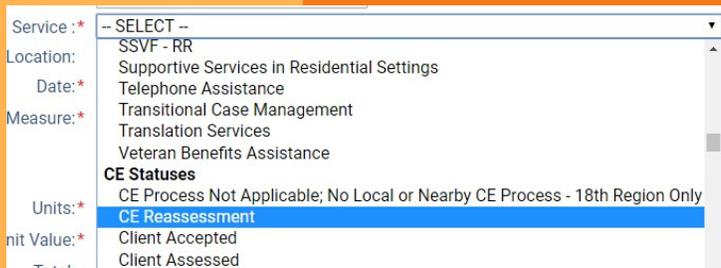


On the next screen select "During Program Enrollment", as the client is still enrolled in Coordinated Entry because they are still experiencing homelessness/in need of housing

Complete the entire assessment with the client, making sure to ask all questions and not just assume information has stayed the same since their last assessment.

Send new referrals for the client based on the reassessment.

Lastly, add a service to the clients dashboard of "CE Reassessment"



Turn page over to find out when to do reassessments.