

Case Management Tool (Page 1 of 2)

Name _____ DOB __/__/____ Assessment Date __/__/____ Initial Interim Exit
 Program Name _____ HMIS ID _____

| Domain | 1 | 2 | 3 | 4 | 5 | Score | Participant goal? |
|-----------------------------|--|--|--|--|--|-------|-------------------|
| Housing | Homeless: living in a place not meant for human habitation, shelter, transitional housing; exiting institution where temporarily resided up to 90 days and homeless immediately prior to entry | Threatened with eviction, in transitional or substandard housing, current housing cost unaffordable (+30% of income) | In stable housing that is safe but only marginally adequate | Household is in safe, adequate, subsidized housing | Household is in safe, adequate, unsubsidized housing | | |
| Employment | No job | Temporary, part-time or seasonal; inadequate pay, no benefits | Employed full time; inadequate pay; few or no benefits | Employed full time with adequate pay and benefits | Maintains permanent employment with adequate income and benefits | | |
| Income | No income | Inadequate income and/or spontaneous or inappropriate spending | Can meet basic needs with subsidy; appropriate spending | Can meet basic needs and manage debt without assistance | Income is sufficient, well managed; has discretionary income and is able to save | | |
| Food | No food or means to prepare it; relies on free or low-cost food (soup kitchen, food pantry, etc.) | Household is on food stamps | Can meet basic food needs, but requires occasional assistance | Can meet basic food needs without assistance | Can choose to purchase any food household desires | | |
| Child Care | Needs childcare but none is available/accessible or child ineligible | Unreliable, unaffordable or inadequate supervision for available childcare | Affordable subsidized childcare is available, but limited | Reliable, affordable childcare is available, no need for subsidies | Able to select quality childcare of choice | | |
| Children's Education | One or more school-aged children not enrolled in school | One or more school-aged children enrolled in school, but not attending classes | Enrolled in school, but one or more children only occasionally attending classes | Enrolled in school and attending classes most of the time | All school-aged children enrolled and attending on a regular basis | | |
| Adult Education | Literacy problems or lack of high school diploma/GED are serious barriers to employment | Enrolled in literacy or GED program; has sufficient command of English; language not a barrier to employment | Has high school diploma/GED | Needs additional education/training to improve employment or resolve literacy problems | Completed education/training to become employable; no literacy problems | | |
| Health Care Coverage | No medical coverage with immediate need | No medical coverage; great difficulty accessing care when needed | Some members (e.g. children) have medical coverage | All members can get medical care when needed, but may strain budget | All members are covered by affordable, adequate health insurance | | |
| Life Skills | Unable to meet basic needs such as hygiene, food, activities of daily living | Can meet a few but not all needs of daily living without assistance | Can meet most but not all daily living needs without assistance | Able to meet all basic needs of daily living without assistance | Able to provide beyond basic needs of daily living for self and family | | |

Case Management Tool (Page 2 of 2)

| Domain | 1 | 2 | 3 | 4 | 5 | Score | Participant Goal? |
|---------------------------------|--|--|---|---|--|-------|-------------------|
| Family /Social Relations | Lack of necessary support from family/friends; abuse or neglect is present | Family/friends lack ability or resources to help, do not relate well; potential for abuse or neglect | Some support from family/friends; changing negative behaviors; learning communication and support | Strong support from family or friends; household members support each other's efforts | Healthy/expanding support network; stable household with open communication | | |
| Transportation | No access to transportation, public or private; may have car that is inoperable | Transportation is available but unreliable or unaffordable; may have car but no insurance, license, etc. | Transportation is available and reliable, but limited and/or inconvenient; drivers are licensed and minimally insured | Transportation is accessible; meet basic travel needs | Transportation is readily available and affordable | | |
| Parenting Skills | Children not in parental custody | Significant current involvement of CPS/family court system | Receives ongoing services from DSS or other community partners; recent past involvement in parental rights issues | Family intact with no services; children have delinquency or truancy issues | Family intact with no need of services and no delinquency/truancy issues | | |
| Legal | Current outstanding tickets or warrants | Current charges/trial pending, noncompliance with probation/parole | Fully compliant with probation/parole terms | Has successfully completed probation/parole within 12 months, no new charges filed | No active criminal justice involvement in +12 months and/or no felony history | | |
| Physical Health | Experiencing severe difficulty in day-to-day life due to physical health problems | Recurrent physical health symptoms; persistent problems with functioning due to physical health symptoms | Minimal symptoms not under treatment; moderate difficulty in functioning due to physical health problems | Minimal symptoms under current treatment; slight impairment in functioning | No current physical health issues and/or in effective treatment for chronic conditions; slight or no impact on functioning | | |
| Mental Health | Danger to self or others; recurring suicidal ideation; experiencing severe difficulty in day-to-day life due to psychological problems | Recurrent mental health symptoms that may affect behavior, but not a danger to self/others; persistent problems with functioning due to mental health symptoms | Mild symptoms may be present but are transient; only moderate difficulty in functioning due to mental health problems | Minimal symptoms that are expectable responses to life stressors; only slight impairment in functioning | Symptoms are absent or rare; good or superior functioning in wide range of activities | | |
| Substance Abuse | Meets criteria for severe abuse/dependence; resulting problems so severe that institutional living or hospitalization may be necessary | Meets criteria for dependence; preoccupation with use and/or obtaining drugs/alcohol; withdrawal or withdrawal avoidance behaviors evident; use results in avoidance or neglect of essential life activities | Use within last 6 months; evidence of persistent or recurrent social, occupational, emotional or physical problems related to use (such as disruptive behavior or housing problems); problems have persisted for at least one month | Client has used during last 6 months, but no evidence of persistent or recurrent social, occupational, emotional, or physical problems related to use; no evidence of recurrent dangerous use | No drug use/alcohol abuse in last 6 months | | |
| Safety | Home or residence is not safe; immediate level of lethality is extremely high; possible CPS involvement | Safety is threatened/temporary protection is available; level of lethality is high | Current level of safety is minimally adequate; ongoing safety planning is essential | Environment is safe; however, future is uncertain; safety planning is important | Environment is apparently safe and stable | | |
| Disabilities | In crisis – acute or chronic symptoms affecting housing, employment, social interactions, etc. | Vulnerable – sometimes or periodically has acute or chronic symptoms affecting housing, employment, social interactions, etc. | Safe – rarely has acute or chronic symptoms affecting housing, employment, social interactions, etc. | Asymptomatic, condition controlled by services or medication | No identified disability | | |