## Screening Tool

**Part 1:** The Ryan White Case Manager must complete this form to determine if the client should be referred to the Housing Plus Project (HPP). Check all boxes that apply.

**Question A:** Is the client considered temporarily housed or at risk of becoming unstably housed? Please check the housing situation that applies to the client.

- ☐ Living in transitional housing or short-term supportive housing
- ☐ Has temporary arrangement to stay or live with family or friends
- ☐ Has other temporary arrangement such as a Ryan White Program housing subsidy or HOPWA-funded short-term rent, mortgage, and utility
- ☐ Client is worried or concerned that in the next two months they may lose their stable housing

**Question B:** HPP provides additional supportive services outside of rental assistance. Which of the following services will the client benefit from?

- ☐ Legal Services: providing referrals to organizations that can assist clients with legal matters contributing to risk of homelessness, including eviction prevention, tenant/landlord disputes, or other housing concerns.
- ☐ Employment Assistance: connecting clients to organizations that build job reediness skills and training.
- ☐ Financial Management: monthly budgeting which may include payee and money management services to help clients better manage their finances.
- ☐ Tenant Skills: building communication skills to help clients communicate more effectively with landlords, housing authorities, property managers, etc.
- ☐ Housing Location Services: connecting clients to a specialized Housing Locator that may be able to assist with finding an affordable housing unit that meet their needs (e.g., Housing Choice Vouchers, low-income apartment rentals, VA housing, and other public housing funded units).

**Part 2:** If one or more boxes are checked for Question A and B, continue to complete this form. If either Question does not have any boxes checked, stop completing this form and refer the client to other services as the client does not qualify for HPP.

By signing this form, I agree that my case manager may talk to the Housing Plus Project staff about my service needs.

| | | |
|---|---|---|
| Client Name (print) | Signature | Date |
| Case Manager Name (print) | Signature | Phone Number |

**Part 3:** The case manager must open the client's record in ARIES. Go to Demographics > Demographics Detail. Click the Edit button next to Identifiers. Copy the client's identifiers exactly and clearly.

| | | |
|---|---|---|
| Last Name | First Name | Middle Initial |
| __ X __ | | |
| Last two digits from Extended URN (HPP enter all three digits in MMN field) | Date of Birth | Current Gender |

**Part 4:** The case manager must securely submit the completed form to the HPP housing specialist.