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 diagnosis 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.

What if there is no date in that field?

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.

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.