DDAP SUPPORTIVE HOUSING ASSESSMENT GUIDE

DMHAS Information Systems Division

DECEMBER 2011

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SUPPORTIVE HOUSING ASSESSMENT

OVERVIEW

The Supportive Housing program provides DMHAS clients with housing to assist them in their recovery. This type of housing allows clients to live on their own, with housing based case management support. DMHAS clients *must have an open admission in a DMHAS program to be eligible for Supportive Housing.* However, a client being discharged from a DMHAS program may continue with the Supportive Housing program.

If a client in the Supportive Housing program has a relapse and needs a more-intense level of care, i.e. needs to go to detox, they will be allowed to remain in the program for up to 90 days. After 90 days, the client will be discharged from the Supportive Housing program, and must reapply. Supportive Housing data can only be entered into DDaP through the front end.

FORMS

The following forms are used when admitting a client to a **Supportive Housing Program**:

- DDaP Admission Form
- DDaP Supportive Housing Assessment Form

These forms are located on the **DMHAS website** in the **New Data Collection System Updates** section under DDaP User Documentation found at the following link:
http://www.ct.gov/dmhas/cwp/view.asp?a=2900&q=334736

Refer to the **DDaP Training Guide,** for instructions on admitting a new client, admitting an existing client, entering and updating Services and Assessments and Discharging clients.

The **DDaP Training Guide** can be found at the following location:

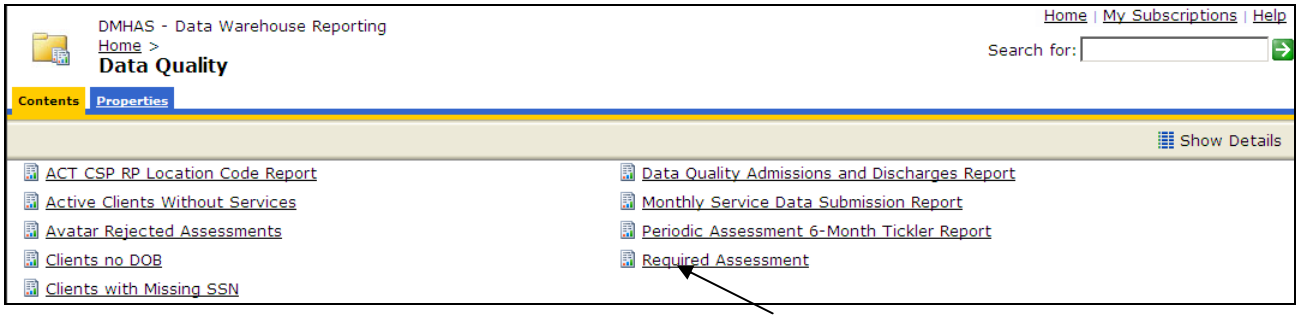
- **The DDaP Application** on the Sidebar under **'Tools'** in the **'Documentation'** link

Refer to the **Required Assessment** report in the DMHAS Data Warehouse in the Data Quality folder to see a listing of clients who require the Supportive Housing Assessment. This report can be run at any time to see if an Admission, Followup or Discharge Supportive Housing Assessment is required.

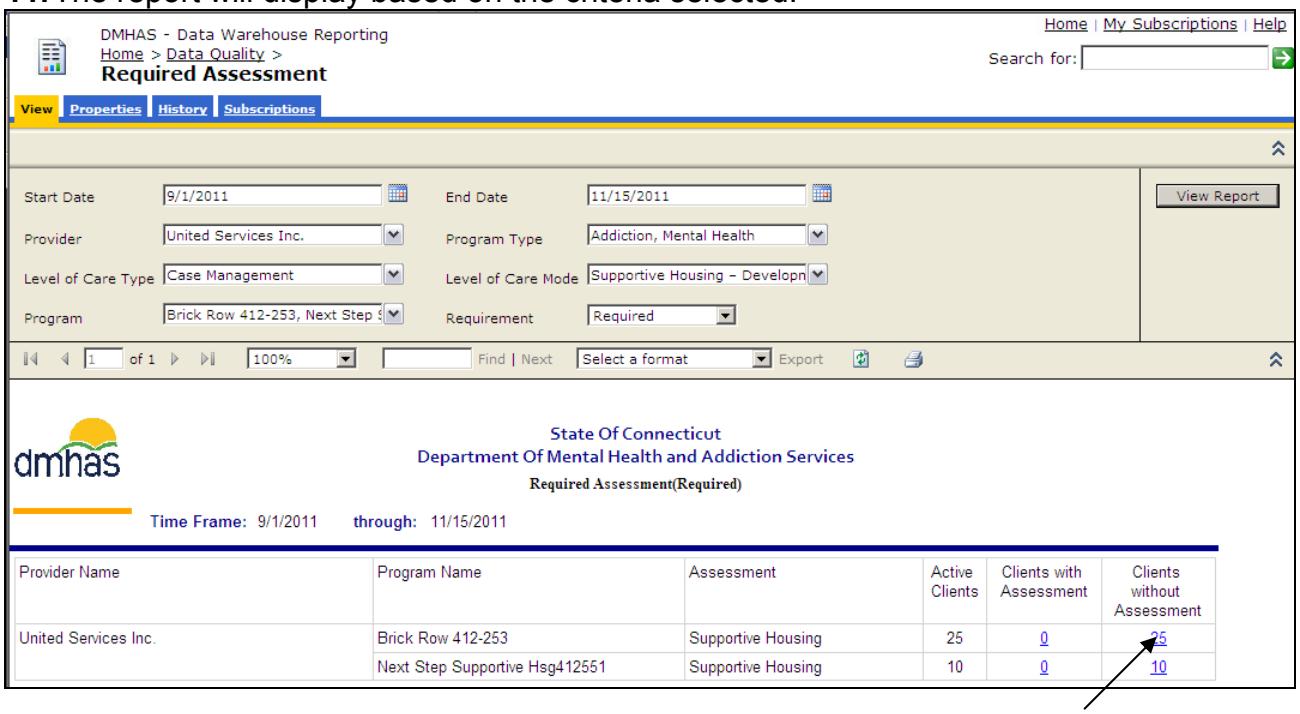
REQUIRED ASSESSMENT REPORT

This report is in DMHAS Data Warehouse in the **Data Quality** folder and displays a listing of required assessment counts (or optional assessments, or both), as well as a listing of clients who require an Assessment based on a date range, Program Type, level of care and the **Provider** and **Program** selected.

NOTE: This does not include Periodic Assessments. See the 6 Month Periodic Tickler report.



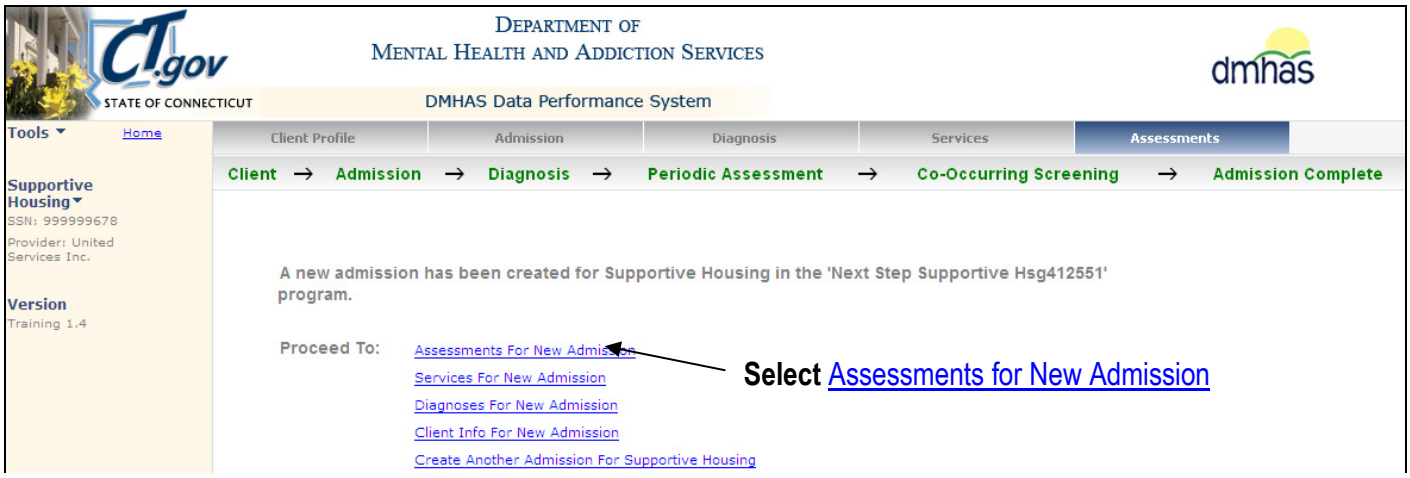
1. Select the **Data Quality** folder and select the **Required Assessment** report.
2. The report will display with criteria to be selected.
3. Enter a **Start** and **End Date** in the correct MM/DD/YYYY date format, or use the calendar.
4. Select the **Providers**. (one or more or 'All')
5. Select the **Program Type**, (one or more or 'All').
6. Select the **LOC Type**, (one or more or 'All')
7. Select the **LOC Mode**, (one or more or 'All')
8. Select the desired **Program** or Programs, or select 'All' for all Programs.
9. Select the Requirement from the droplist. (Required, Optional or Both)
10. Select the View Report button
11. The report will display based on the criteria selected.



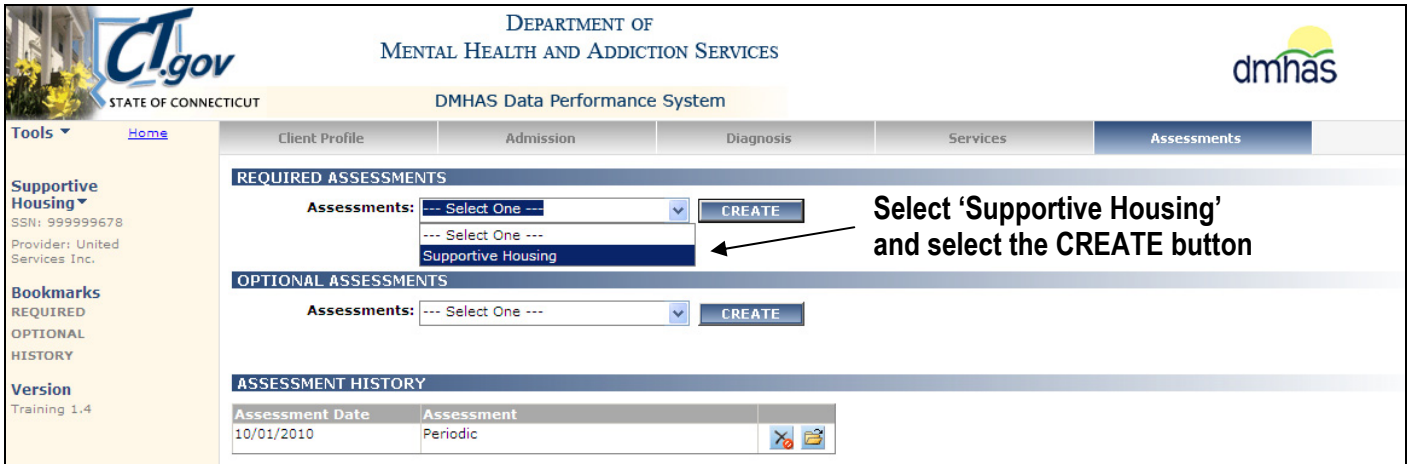
12. Select the 'Client with Assessments' or 'Clients without Assessment' links to view the list of clients who have completed assessments or need to have assessment data entered in DDaP.

SUPPORTIVE HOUSING ASSESSMENT- INTAKE TYPE: **ADMISSION**

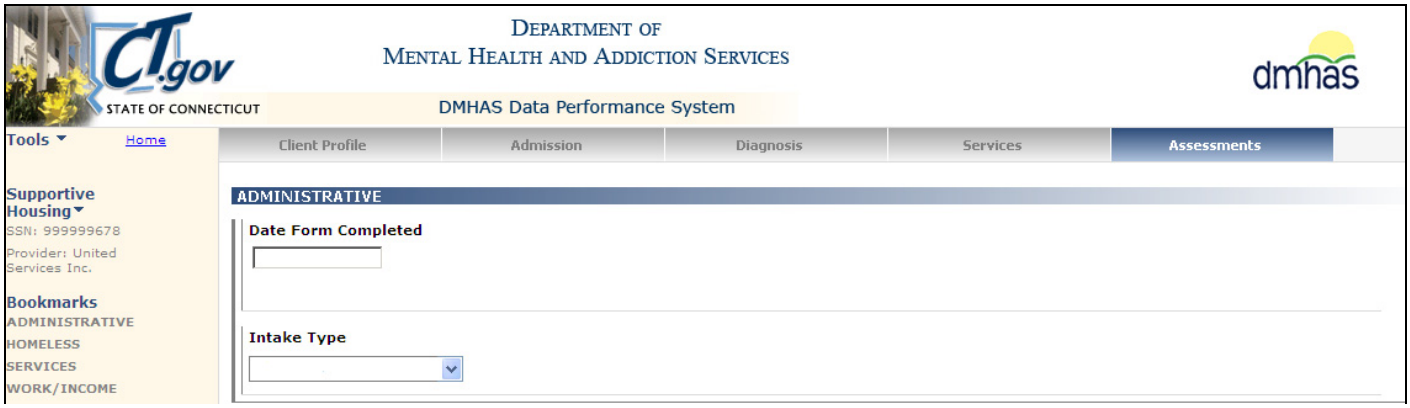
1. If adding the **Supportive Housing Assessment** immediately following a new admission, select the Assessments for New Admission link on the **Admission Complete** screen.



2. The **ASSESSMENTS** screen will display.
3. Select '**Supportive Housing'** from the **REQUIRED ASSESSMENTS** drop list.
4. Select the **CREATE** button.

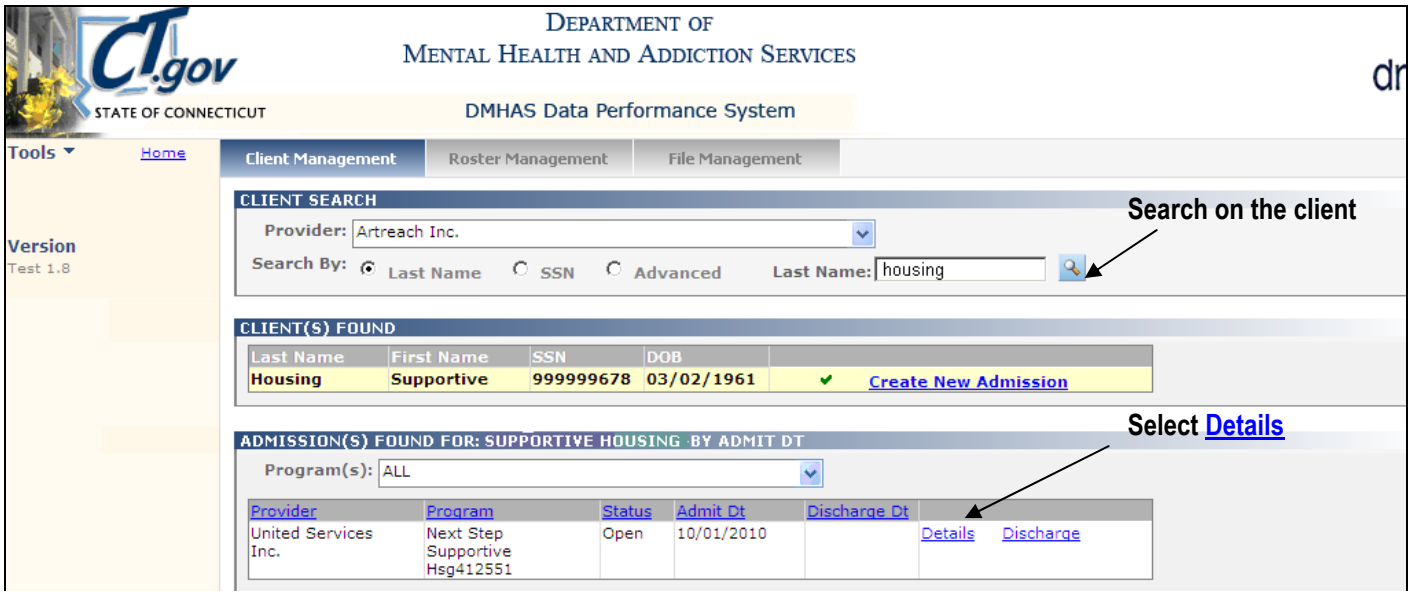


5. The **SUPPORTIVE HOUSING ASSESSMENT** screen will display.



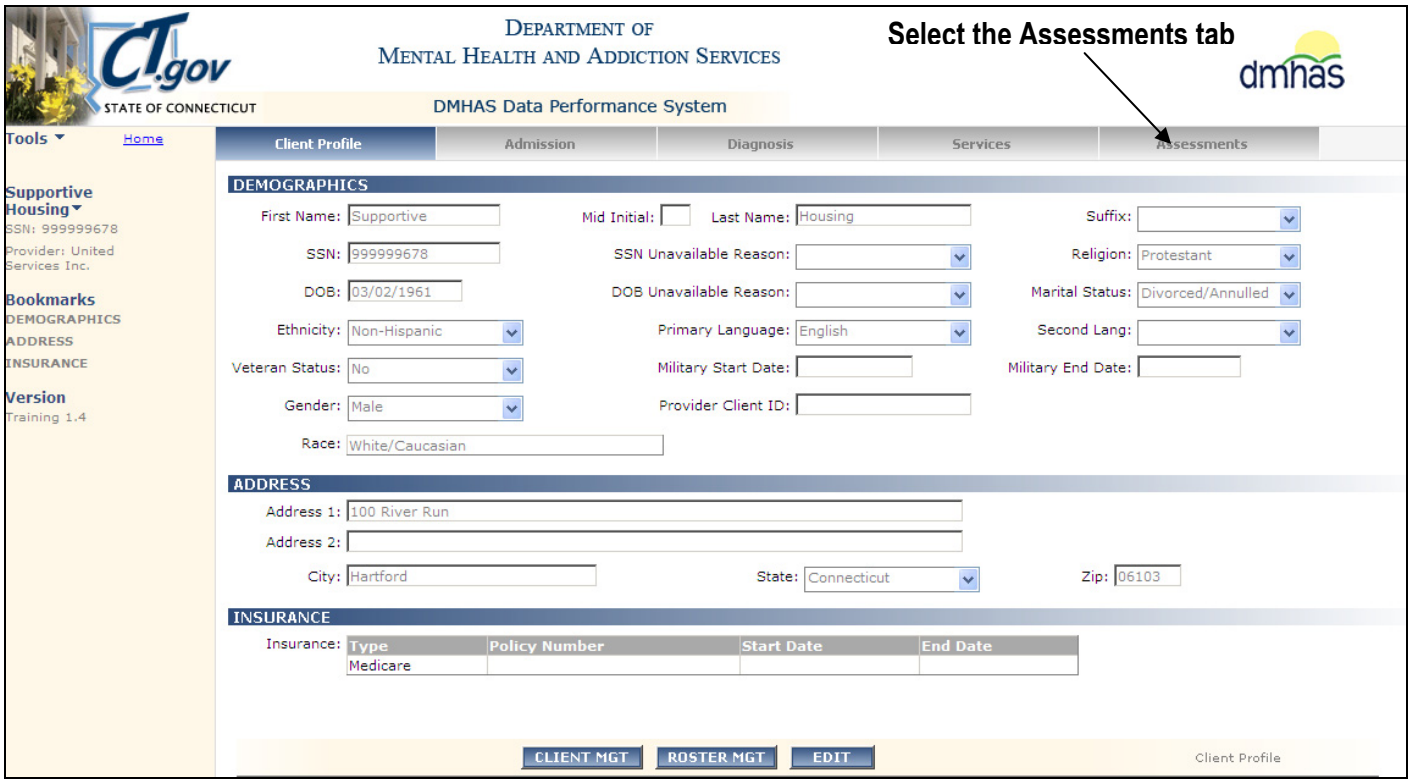
OR

6. If adding a **Supportive Housing Assessment** by **CLIENT SEARCH**, search on the client's **Last Name**, **SSN** or **Advanced** (**First** / **Last** / **DOB**) and select Find Admissions in the **CLIENT(S) FOUND** grid and then Details next to the **ADMISSIONS FOUND FOR**… client grid.



7. The **Client Profile** screen will display.

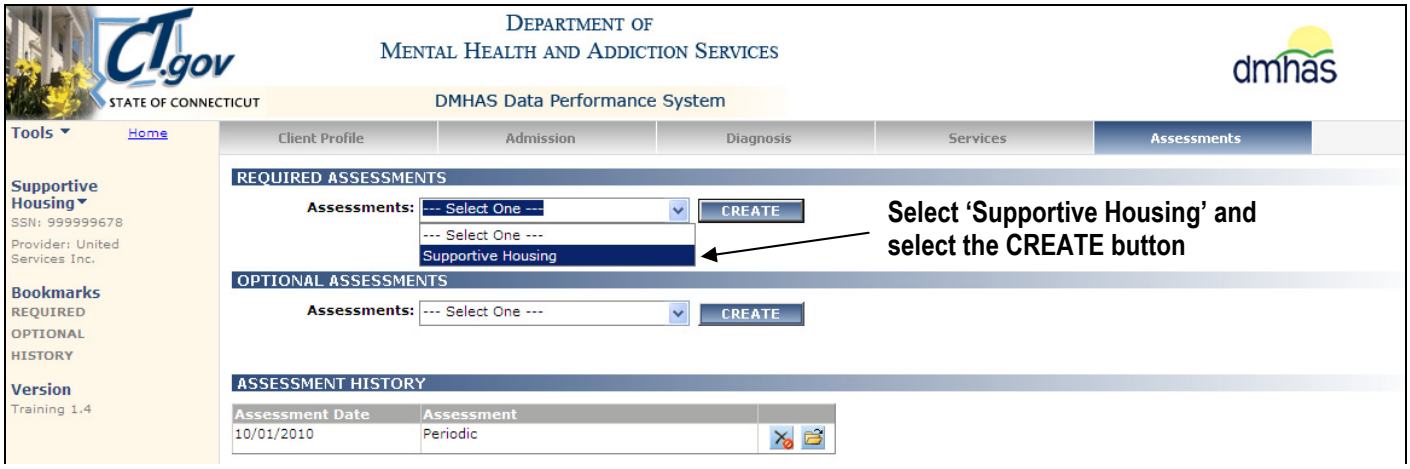
8. Select the **Assessments** tab in the **Navigator Bar**.



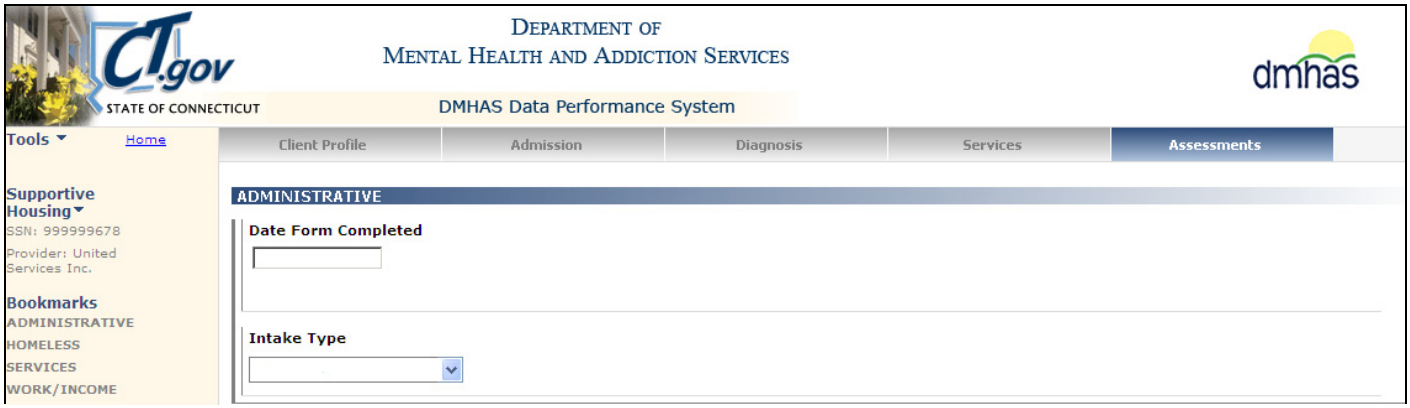
9. The Assessments screen will display with '**Supportive Housing'** listed in **REQUIRED ASSESSMENTS**.

10. Select '**Supportive Housing'** in the **REQUIRED ASSESSMENTS** drop list.

11. Select the **CREATE** button.



12. The **SUPPORTIVE HOUSING ASSESSMENT** screen will display.



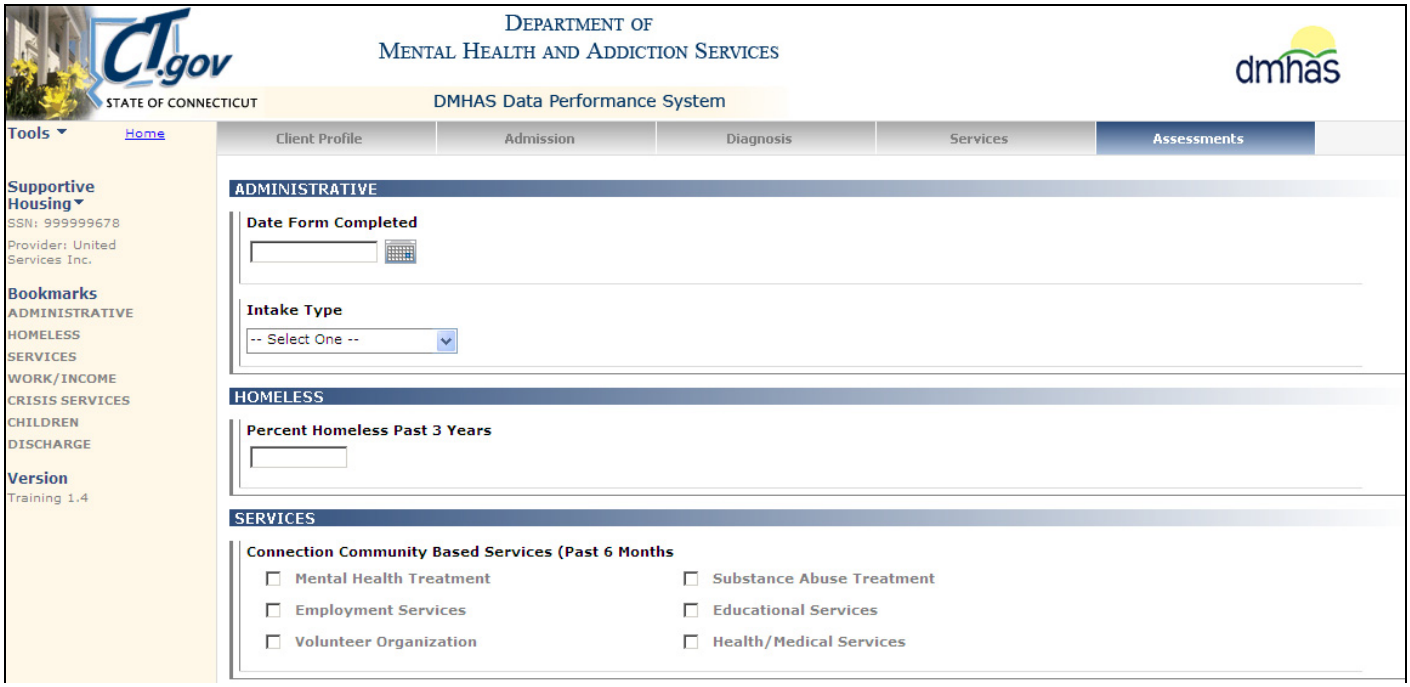
13. Complete the fields as noted on the following pages.

14. Select the **SAVE & EXIT** button once all required fields are completed.

15. The Supportive Housing Assessment will display in the **ASSESSMENT HISTORY** grid.

The Supportive Housing Assessment and the Periodic Assessment are required at Admission, every six months and at time of Discharge.

SUPPORTIVE HOUSING FIELDS AND REQUIREMENTS



1. Complete the data fields as noted below:

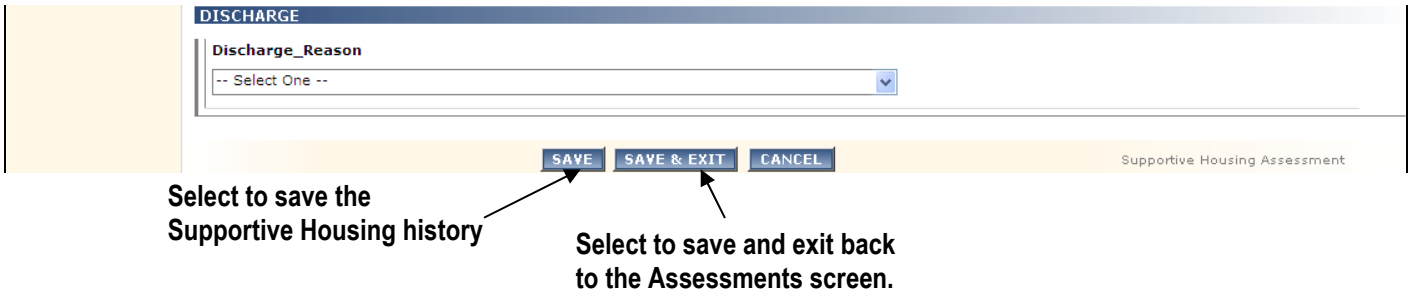
DATE FORM COMPLETED	**REQUIRED FIELD.** Enter the date that the application forms for Supportive Housing were completed in the correct MM/DD/YYYY date format. The Date Form Completed cannot be greater than the current date.
INTAKE TYPE	**REQUIRED FIELD.** Select '**Admission**', '**Followup**' or '**Discharge**' from the drop list. Intake Type describes when the Intake occurred- at the point of the client admission to a DMHAS program, at the point of a client discharge from a DMHAS program, or during the episode of care.
PERCENT HOMELESS PAST 3 YEARS	***Required only if the Intake Type is Admission.*** Enter the percentage of time a client was homeless in the past three years, according to the client. (Enter 0-100, Ex. 1 year = 33%, enter 33)
CONNECTION COMMUNITY BASED SERVICES (Past 6 months)	Select services to indicate whether or not the client is involved in a given type of community-based service for treatment in the past 6 months. (Check all that apply.)

SUPPORTIVE HOUSING FIELDS AND REQUIREMENTS (cont)

Complete the data fields as noted below (cont):

PERCENT TIME WORKED PAST 6 MONTHS	**REQUIRED FIELD.** Enter the percentage of time a client has worked in the past 6 months, according to the client. Work can include full time employment, part time employment, under the table employment or voluntary employment activities. Percentage of time means the amount of time a person has held a job or volunteer activity, not the number of hours worked. There is no minimum number of hours worked to qualify as employed. (Enter 0-100, Ex. 3 months = 50%, enter 50. 97 = Unknown)
CURRENT HOUSEHOLD INCOME	**REQUIRED FIELD.** Enter the client's current annual household income, in dollars. (Ex. $20,000 = 20000. 97 = Unknown)
NUMBER DAYS JAIL/PRISON IN PAST SIX MONTHS	**REQUIRED FIELD.** Enter the count of days a client spent in jail or prison in the last six months. (0-183, 97 = Unknown)
NUMBER DAYS RESIDENTIAL/INPATIENT IN PAST SIX MONTHS	**REQUIRED FIELD.** Enter the count of days a client spent in a Residential or Inpatient program in the last six months. (0-183, 97 = Unknown)
NUMBER OF EMERGENCY ROOM VISITS IN THE PAST SIX MONTHS	**REQUIRED FIELD.** Enter the total number of times a client visited an emergency room in the last six months. (0-183, 97 = Unknown)
NUMBER OF PARTICIPANT CHILDREN	Enter the client's total number of children, adult and juvenile, living with the client or not.
NUMBER CHILDREN UNDER AGE 18 LIVING WITH TENANT	**REQUIRED FIELD.** Enter the client's total number of children under the age of 18 that live with the client.

Discharge Reason is only selected if **Intake Type** is 'Discharge'.

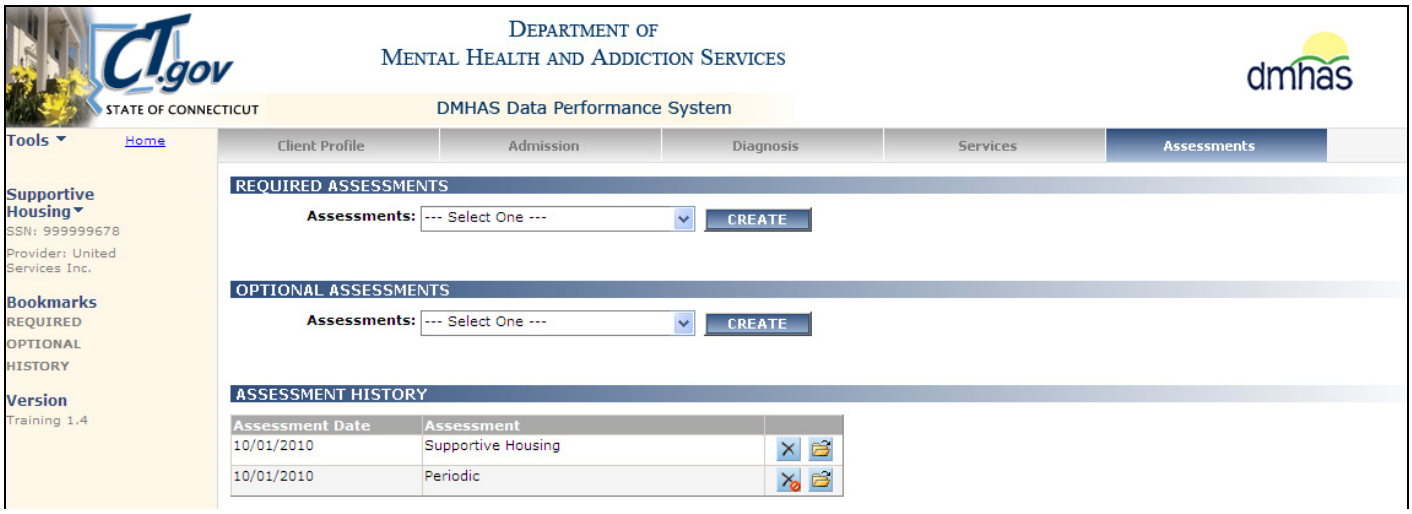


Select to save the Supportive Housing history

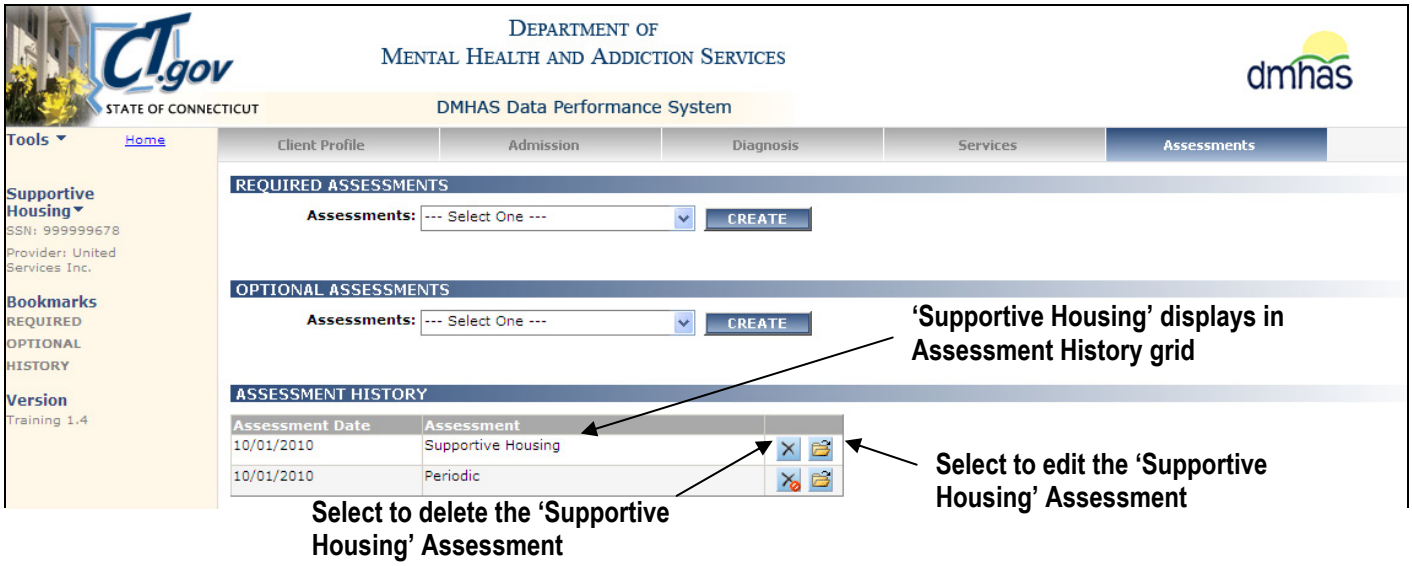
Select to save and exit back to the Assessments screen.

2. Select the **SAVE & EXIT** button to save the Supportive Housing Assessment and return to the **Assessments** screen.

3. When the **SAVE & EXIT** button is selected, the **Assessments** screen will display and the **Supportive Housing Assessment** will display in the **ASSESSMENT HISTORY** grid.

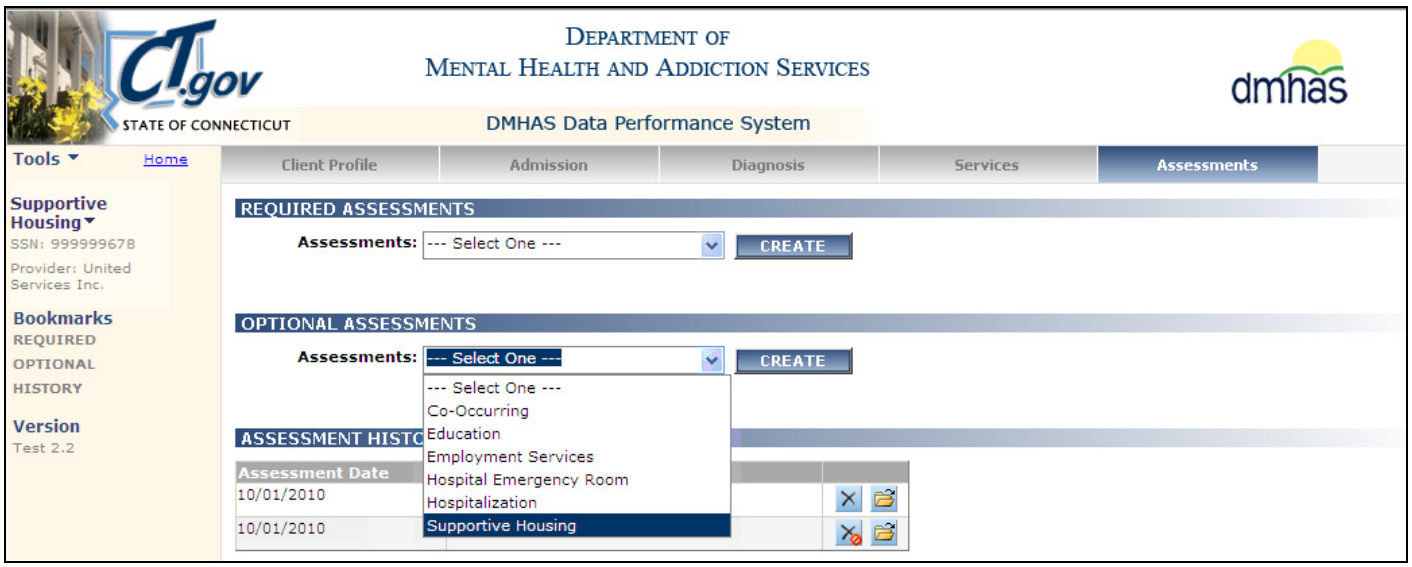


EDITING OR DELETING A SUPPORTIVE HOUSING ASSESSMENT



1. Select the open icon in the **ASSESSMENT HISTORY** grid to view or edit the assessment.
2. Select the delete icon in the grid to delete the assessment. If the assessment is deleted, it will display in the **REQUIRED ASSESSMENTS** grid and needs to be completed again.
3. Select the **CLIENT MGT** button at the bottom of the screen to return to **Client Search**.
4. Select the **ROSTER MGT** button at the bottom of the screen to return to **Roster Search**.
5. Select any of the tabs in the **Navigator Bar** to go to another screen to view or update data.

The Supportive Housing Assessment will now display in the Optional Assessments drop list once the Required Supportive Housing Assessment has been completed. Every 6 months, a Follow-up Supportive Housing Assessment should be completed for active clients. Select the assessment from the Optional Assessment drop list.

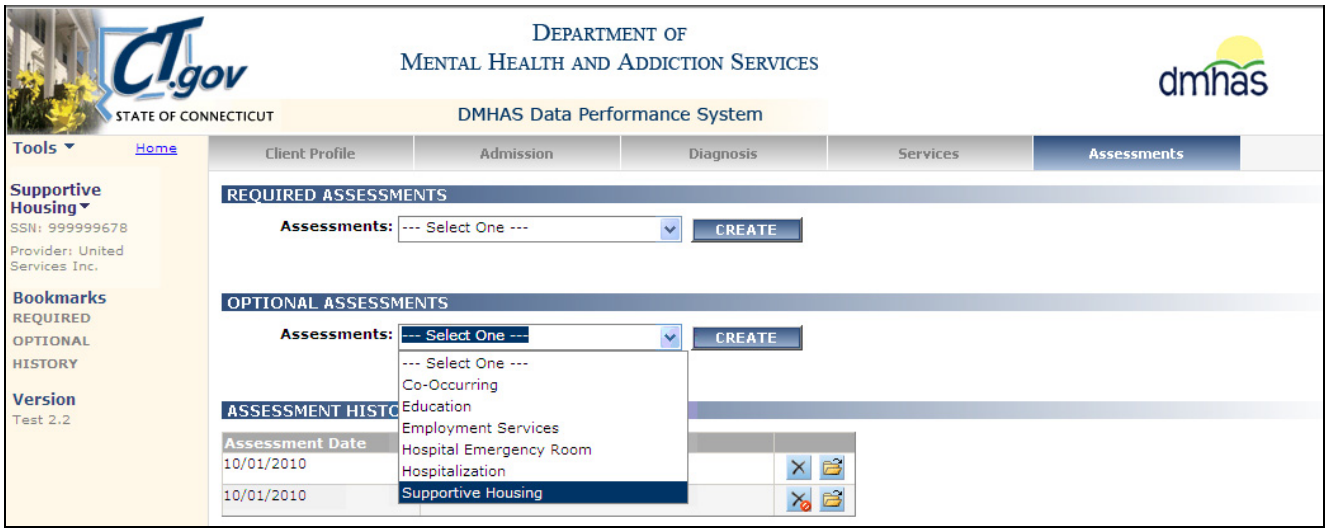


SUPPORTIVE HOUSING ASSESSMENT - INTAKE TYPE: **FOLLOWUP**:

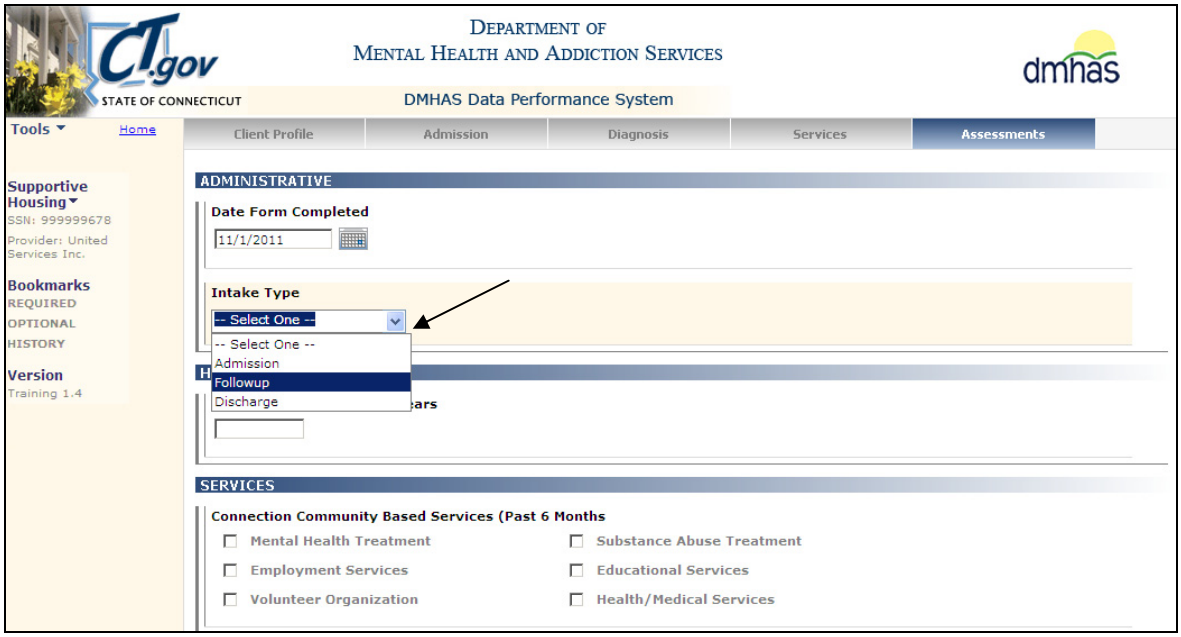
1. Log into DDaP and search on the client that needs the 6 month **Followup** assessment.

If you are completing 'Followup' Supportive Housing Assessments for several clients in your program, do a Roster Search and complete the assessment for each client.

2. Select the Assessments tab in the navigator bar and select **Supportive Housing** from the **OPTIONAL ASSESSMENTS** drop list.
3. Select the **CREATE** button.

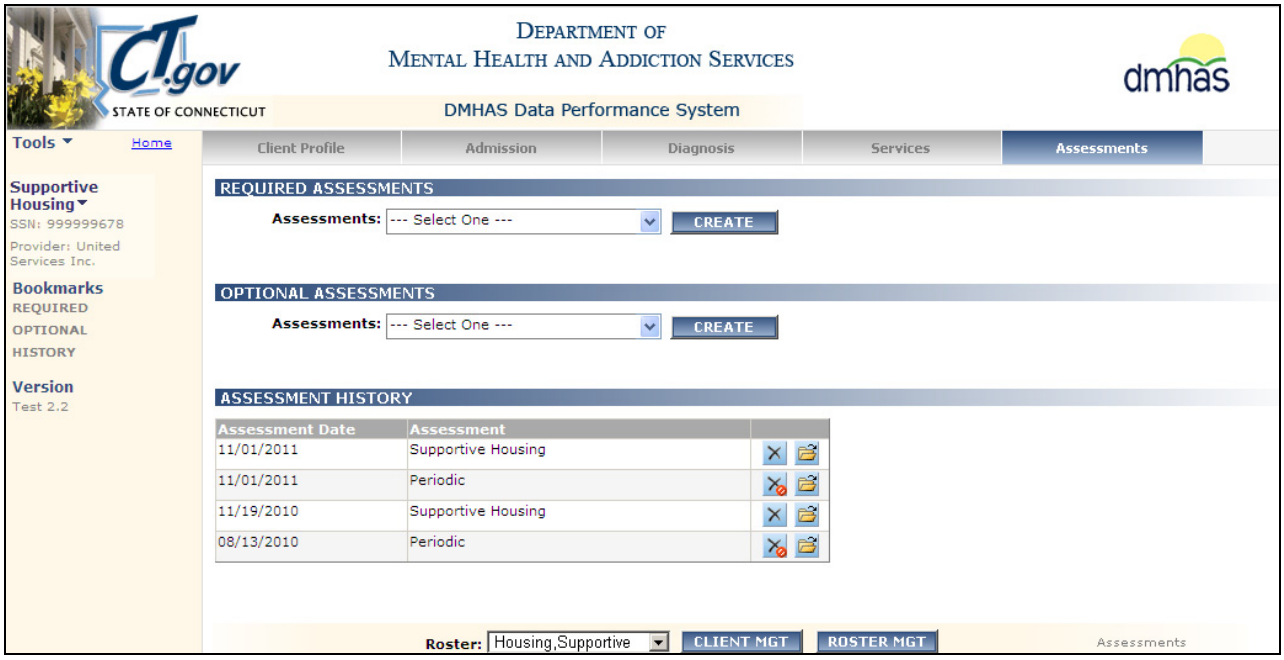


4. The Supportive Housing Assessment will display.
5. Enter the 'Date Form Completed' date based on when the Follow up was done.
6. Select 'Followup' for the Intake Type.
7. Complete the remaining fields accordingly.



8. Select **SAVE & EXIT** at the bottom of the screen.

9. The Supportive Housing Assessment will display in the **ASSESSMENT HISTORY** grid.



The Periodic Assessment is required at the time of Followup, as well.

10. Select another client from the Roster listing who requires the **Supportive Housing Assessment** to be completed.

11. Select the **CLIENT MGT or ROSTER MGT** button to return to **Client** or **Roster Search**.

12. Select any of the tabs in the **Navigator Bar** to go to another screen to view or update data.

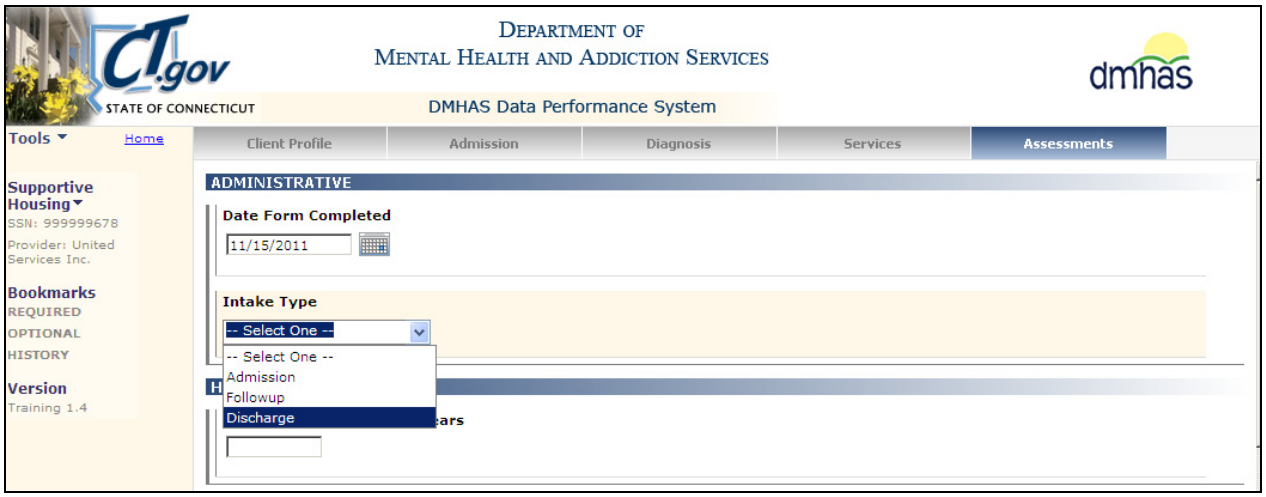
SUPPORTIVE HOUSING ASSESSMENT- INTAKE TYPE: **DISCHARGE**.

If a client in the Supportive Housing program has a relapse and needs a more-intense level of care, i.e. needs to go to detox, they will be allowed to remain in the program for up to 90 days. After 90 days, the client will be discharged from the Supportive Housing program, and must reapply.

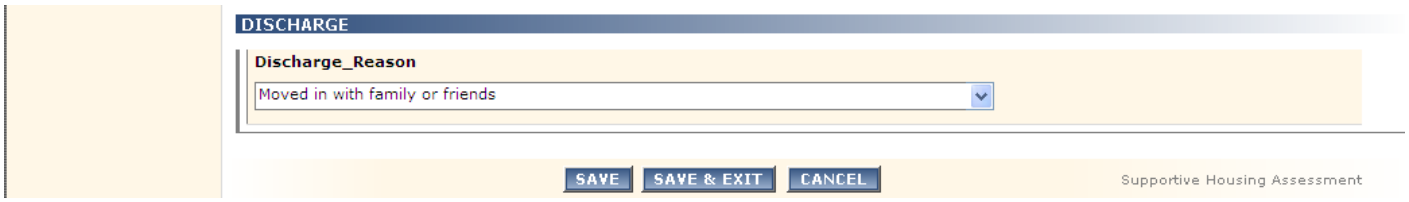
1. Log into DDaP and search on the client that needs the 6 month Follow up assessment.

If you are completing 'Discharge' Supportive Housing Assessments for several clients in your program, do a Roster Search and complete the assessment for each client.

2. Select the Assessments tab in the navigator bar and select Supportive Housing from the **OPTIONAL ASSESSMENTS** drop list.
3. Select the **CREATE** button.
4. The **Supportive Housing** Assessment will display.



5. Enter the date that the Supportive Housing assessment form was completed for the discharge.
6. Select '**Discharge**' for the **Intake Type**.
7. Complete the remaining fields, including **Discharge Reason**.



8. Select **SAVE & EXIT** at the bottom of the screen.
9. The **Supportive Housing** Assessment will display in the **ASSESSMENT HISTORY** grid.
10. Select the **CLIENT MGT** button at the bottom of the screen to return to **Client Search**.
11. Select the **ROSTER MGT** button at the bottom of the screen to return to **Roster Search**.
12. Select any of the tabs in the **Navigator Bar** to go to another screen to view or update data.