**1. Housing Preferences**

# Household Income

**What is your total household’s estimated gross annual income?** *We ask because some units have income requirements.* $

**Unit Size/Type Selection** *(Keep in mind smaller bedroom units may have more frequent openings.)*

## Household without dependent children ☐ Household with dependent children Number of persons in Household:

**If you are a single adult, would you consider living in a single room occupancy (SRO)?**

* **Yes** ☐ **No** ☐ **Not applicable**

**If you need a bedroom size larger than an SRO, studio or 1 bedroom, select the size below.**

* **2** ☐ **3** ☐ **4** ☐ **5** ☐ **Not applicable**

# Disability

**Are you seeking any of the following due to a disability?** If yes, you may have to provide documentation of disability - related need.)

## Wheelchair Accessible Unit ☐ Other Accessibility:

* **First Floor/Elevator (few/no stairs to the unit)**

**Are you interested in applying for housing units targeted for persons with disabilities?** *(The definition of disability, as well as eligibility or preference criteria, may vary depending on the housing. You may have to provide documentation of a disability to qualify for these housing units.)* ☐ **Yes** ☐ **No**

# Domestic Violence

**Survivor Choice**, *for those fleeing domestic violence, dating violence, sexual assault, stalking, or human trafficking.*

## Would you like to be considered for housing programs that are —

* **Domestic Violence (DV)-Specific Programs only:** DV-specific programs are with agencies who have a focus on populations experiencing violence; they may be able to offer specialized services for survivors in- house, such as support groups, clinical services, and legal services.
* **Non-DV Programs only:** (non-DV programs serve people fleeing violence, but may need to link you to outside, specialized agencies for specific services such as DV support groups, clinical services and legal services.)

## Both DV-Specific and Non-DV Programs

**Rapid Rehousing** *(This may be hub specific, depending on resources. Discuss & answer only if applicable).*

Rapid Rehousing is a model of housing assistance that is made up of three core components:

* + **Housing Search Services**: to find a home in the private market. This means there will be a lease between you and the landlord, and you will be responsible for the full rent on the lease. This is not a subsidy, or voucher program where your rent is calculated at about 30% of your income, so you may be paying a high amount of your income towards rent each month.
	+ **Case management & Help to Increase Your Income**: These services are designed to build ties in your community, increase your income as much as possible, and assist with budgeting so you can stay in your home and not have to experience homelessness again. Even if you cannot fully pay your rent to begin with a case manager will work you to identify ways you could increase your income.
	+ **Financial Assistance** to help you move into your new home. These are usually upfront moving costs like security deposit, assistance with rent, and a moving truck.

## Would you like to be considered for RRH when they have an opening? ☐ Yes ☐ NO

**Area Selection** What are the areas you are willing to live in (specific cities or regions)? Another way to decide is to figure out which places you will not live in. You are not penalized if you change your mind about where you would like to live.

**2. Next Steps**

# Please review with Participant.

**Wait Times**

Wait times can change from time to time based on how many people are interested, and the program openings available. We also have a few priority populations we have to serve first if there are limited openings — these are people who have been homeless the longest, have housing barriers, and those actively fleeing or attempting to flee domestic violence.

# What should I do to try to find housing if I am not matched with an MCES housing program opening?

We encourage you to keep thinking about other ways you may be able to move out of homelessness, for instance with roommates or people you know at the same time you are applying for affordable housing.

# Who will I hear from if I am matched to a housing opening?

If you are matched to a housing opening, you will hear from a staff member of the COC funded housing program. They are going to use all of the contact information you provided us to try to connect with you as quickly as possible. If any of your contact information changes, let me know and I can change it in the assessment. You can check in with me as well.

# Am I automatically approved for the housing openings when I’m matched?

No. Today we gathered information to help figure out if you’re eligible and match you to your preferences, but the COC funded housing program will verify and document eligibility at the time you are referred. All of the programs have different eligibility criteria— our system will do its best to match you with those that you should be eligible for, but there may be times where you are matched, and are not eligible

**3. Housing Problem Solving**

**Explore the Situation**

*Gain an understanding of the participant’s living situation*.

1. Tell me any background of where you’ve been staying, and how that’s been going.
2. What has changed in your situation to bring you in today?
3. What was your most recent indoor living situation? How long had you stayed?
4. Is this your first time in shelter or sleeping outside?
5. Where would you stay if shelter were unavailable?

## Notes:

**Brainstorm Possible Solutions**

*Engage in active listening and think about/reflect back strengths they may share. Brainstorm possibilities and use motivational interviewing skills. Explore potential options with the participant.*

1. Is there anyone that may want to know you are seeking shelter tonight or may want to know you need help?
2. Do you have family, friends or anywhere to stay other than shelter, even temporarily?
3. Tell me about past places you’ve stayed that have been positive.
4. Tell me about some strengths you have to navigate difficult situations.
5. What support would you need to stay somewhere else or make a housing option work?

## Notes:

**Next Steps for Assessor: Assistance to Resolve the Housing Crisis**

* If diversion is possible discuss potential options with participant and agree on next steps.
* If diversion is not possible, consider rapid resolution option.
* If a rapid resolution is possible, reflect back potential options to participant and agree on next steps.

If a rapid resolution placement is not possible, let the client know they can always return if a potential opportunity arises. Proceed with the next part of the assessment.

**1. Introduction**

**Notes for Assessor:**

Use your agency’s internal protocols regarding client permissions/consent to record information in your database and/or release information to Maine Continuum of Care (MCoC) Coordinated Entry System (MCES).

**2. Safety and Immediate Need**

**Points to Share with the Participant**:

* + Safety means something different to everyone. In Maine, we value everyone’s right and responsibility to make their own choices for their own good, welfare, and benefit. That said, we will strive to provide every Mainer access to safe, affordable, and appropriate permanent housing in the community of their choice.

**Notes for Assessor:**

To determine what any one person or household needs and wants when thinking about their own home it is important for Maine’s assessment to be trauma-informed, housing-focused, culturally competent, and with an urgency that we’d hope someone shows to us or our family in a similar time.

**3. Contact Information**

## Points to Share with the Participant:

* + To enable us to reach you when we have an opening, we are going to ask you about days and times we can reach you, so you don’t miss out on a housing opportunity through this assessment. Please be aware that someone different from the intake worker may contact you when there is an opening. The person contacting you may be a staff person of the housing program that you have never met before. Make sure to respond to that person so you can take the opportunity as the openings are often time sensitive (two weeks or less). The housing staff person may ask new questions or follow up on the questions you have already answered.

**Notes for Assessor:**

In the interest of personal safety please remind participant they should provide safe contact methods only. Please gather necessary release forms needed for each contact person/agency listed below.

**4. Assessment**

**Points to Share with the Participant**:

* + Safety means something different to everyone. In Maine, we value everyone’s right and responsibility to make their own choices for their own good, welfare, and benefit. That said, we will strive to provide every Mainer access to safe, affordable, and appropriate permanent housing in the community of their choice.

**Notes for Assessor:**

* **Do not share scoring mechanism or actual score with participants.** The score is one factor to figure out who should be matched next to an open resource, it is not a static place on a “waitlist.”
* The information for scoring can be found in the Three Year History, Safety and Immediate Need, and Potential Barriers to Housing sections of this document

**1. Housing Preferences (addendum)**

## Points to Share with the Participant:

* + Openings for housing programs in our portfolio are not often: While you will be signed up for these housing programs by doing the assessment, most of these units already have people living in them, so openings do not come up often.
	+ Area and Bedroom Size Choice: We will ask you what neighborhoods/bedroom sizes you would consider living in if openings came up. The more choices you pick, the better your chance of being offered a unit if there are ever openings. You are not required to take a unit in an area you selected.
	+ Military service: We want to know if you have served in the United States military service history because some resources are designed for clients based on their verifiable service history.

**2. Next Steps (addendum)**

## Points to Share with the Participant:

* + Waiting times may vary and depends on how many people are interested and available housing openings. We encourage you to keep thinking about other ways you may be able to move out of homelessness, for instance with roommates or people you know at the same time you are applying for affordable housing. Please be aware that someone different from the intake worker may contact you when there is an opening. The person contacting you may be a staff person of the housing program that you have never met before. Make sure to respond to that person so you can take the opportunity as the openings are often time sensitive (two weeks or less).

**Notes for Assessor:**

* In the interest of personal safety please remind participant they should provide safe contact methods only. Please gather necessary release forms needed for each contact person/agency listed below. **Do not share scoring mechanism or actual score with participants.** The score is one factor to figure out who should be matched next to an open resource, it is not a static place on a “waitlist.”

**3. Housing Problem Solving Conversation (addendum)**

## Points to Share with the Participant:

* + We will explore alternatives to homelessness with you, and if nothing else is available, we’ll continue to figure out other pathways out of homelessness as part of this assessment.

**Notes for Assessor:**

Below is a problem-solving guide to use to give participants the space to brainstorm ways to quickly resolve their homeless crisis. Use the order and questions that make sense, given the nature of the relationship with the participant.

Please keep these thoughts in mind:

* This is not an interview but a conversation
* Use your professional training to guide you
* Be mindful of the crisis the person or family is currently in
* If at any time it is clear the person or family will not have their crisis resolved with diversion or rapid resolution, or these questions are not applicable, move to the next section of the assessment.