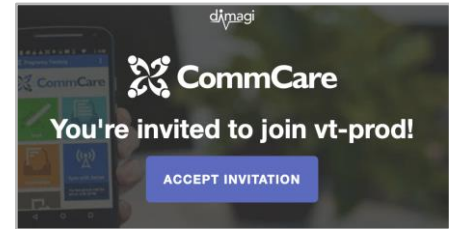# Using the GA Emergency Housing Screening Application

Logging into CommCare

Select "Accept Invitation" on the email invite. This will take you to the system log-in page. Enter your name and password. Please only login with the email address that received the invitation to the system. Make sure to click "Confirm Account" after your information is entered to ensure that your account has been created.

Logging into the application

After logging in, you will be redirected to the application landing page. Select the "GA Emergency Housing Screening" icon to enter the application.

Using the THP Screening Application

STEP 1: [ESD Only] Release Household Data

When a household's consent form has been signed the household is ready to be released for screening. To release households for screening select **[ESD USE] Household Data Release**. Enter your search terms to narrow down your results or click "submit" to see a list of all of the households. Check off the households that have completed their release forms and are ready and **continue** to the Release household(s) Data form. Verify the list of selected households and choose the **Release selected household data to non-ESD team members** option.

STEP 2: Access All Households list

Once released by an ESD user, households will appear in the **All Households** module. To more easily locate a specific household, you can utilize the search filters. With the 8/21/23 app release, you can now search against first/last name for all members, not just the Head of Household. Alternatively, you can leave the filters blank and select **Search** to see households. Please note that selecting 'Search' without use of the search filters is limited to returning 500 results and is not recommended.

STEP 3: Select a Household and View Household Case Details

When you select a household from the list of results, a **Case Detail** pop-up will appear (new

addition with 8/21/23 release). This summarizes information across all of the adult members of the household, including whether or not Screening and Coordinated Entry assessments are complete for all adults in the household. Clicking the X in the upper right corner of the pop-up or clicking outside of the pop-up will return you to the list. Clicking Continue takes you to the list of members within that household.


STEP 4: Access a household's members

When you select a household and click Continue, you will be redirected to the household member list. Here you will see the member's name and *Family Role* indicating whether they are an adult or child. You can also see if Screening has been completed, if the Shared Care Plan has been started, if the Coordinated Entry Assessment has been completed, and if urgent safety needs were indicated for that member. The cohort column reveals if the household member is in the 6/30 or 7/1 cohort. The *Assigned To User* column shares which team member, if any, the member is assigned to. Lastly, the *Follow Up Date* column indicates when the person is scheduled to receive their next follow-up.

MEMBER	FAMILY ROLE	SCREENING COMPLETE	SCP INITIATED	COORD. ENTRY FOR ADULT	URGENT SAFETY NEED	COHORT	ASSIGNED TO USER	FOLLOW UP DATE	DISTRICT
Felicia Gomez	🧍	yes	yes	yes	🔴	7/1	Another Burlington1	08/10/23	TDO
Layla Gomez	🧍								TDO

Add Household Members   Search Again

STEP 5: View the household member Case Detail view

Selecting a household shows the **Case Detail** view which displays demographic information and any screening or transfer notes in addition to the referral and urgent safety needs triggering questions from the Screening form. Click on **Continue** to go to the Screening form.
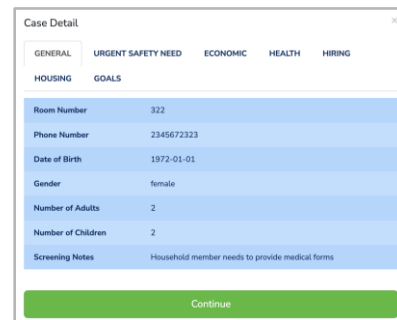
STEP 6: View the forms for members

After selecting a household member, you'll see 4 form options. Click on a form to proceed. This User Guide will take you first through the Household Member Screening form and then on to the Shared Care Plan and Care Plan Follow-Up forms (added in v2) and Exit Destination form (added in v4).

Household Member Screening	Shared Care Plan	Care Plan Follow–Up	Exit Destination
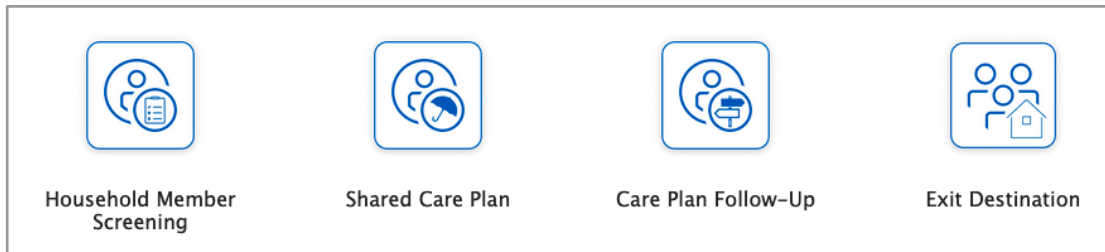
STEP 7: Fill-in the household Member Screening Form

Review and edit the pre-populated household information to ensure it's accurate and up-to-date. Complete the Screening form questions in the Income, Children (if relevant), Programs, Location, Housing, Vocational, and Healthcare sections for the household member.

STEP 8: Assign the household member to yourself or a teammate

Select the team member this household will be assigned to:

Sally Smith

At the bottom of the Screening form, you can select a team member to assign the household member to for follow-up.

STEP 9: View the household members assigned to you in the My Assigned Household Members list

When you are assigned or assign yourself a household member, you become the primary point person. The household will now appear in your **My Assigned Households** list. The household will also remain visible in the **All Households** list, noting that you are the assigned point person.

STEP 10: Fill out the Shared Care Plan form for a household member

After selecting a household member (through either **All Households** or **My Assigned Households**), click on the Shared Care Plan form (see image in step 6). Add the lead care coordinator information in the Lead Care Coordinator Information section. In the Goals section, add up to 4 custom goals informed by conversation with the household member and by reviewing the pre-populated Needs section which summarizes the needs indicated from the Household Member Screening form responses. Goal titles and descriptions cannot be edited once set, but will be visible in a read-only table upon returning to the form. You can also add notes for the client to see as well as additional notes for yourself and other users. You can specify when the next follow-up should occur as

well as if you'd like to print the form. If you choose to print, you'll be taken to a page with a concise summary of the client's information, goals, and client-facing notes that you can print to share with them.

STEP 11: Use the Care Plan Follow-Up form for a household member

In the Care Plan Follow-Up form (see image in step 6), register the latest follow-up contact attempt and view notes from past interactions. Using the Milestone checklists (which appear based on which agency referrals were indicated during screening), mark when milestone steps have been completed and view/add notes. Update the status, due date, related agency, and notes for custom goals as needed. When the notes are saved, the system automatically notes the date and user's name along with the text of the note. This form can be revisited and updated as many times as needed. If you indicate in the last question on the form that you need to remove the household from the program, you will be taken directly to Step 11's Exit Destination form upon submitting.

STEP 12: Use the Exit Destination form

If the household is exiting the program, you can visit this form for any member in the household to mark that the household is exiting the program and to log their destination after exiting the motel and any alternative housing information. Confirming removal and submitting this form will set the household's motel to 'None'.

STEP 13: [An alternative to Step 2] Access Households by Motel

If you seek to view the information summarizing across all adults in the household from Step 3's Case Detail directly in the case list as columns and know which Motel you're looking within, select the Households by Motel module (added 8/21/23). You are required to search for a specific Motel. Then, this case list will include the additional columns 'HOH Declined Screening 'through 'Adult Members.' Clicking on a household and then a member within it will bring you to the 4 forms shown in Step 6.

* Motel	
	☐ Include results where 'Motel' is blank

Clear   Search

GA Emergency Housing Scr... > Households by Motel

HOUSEHOLD	MOTEL	NEW TRANSFER	HOH DECLINED SCREENING	SCREENING COMPLETE	COORD. ENTRY FOR WHOLE HH	URGENT SAFETY NEED	ADULT MEMBERS	ENTERED THROUGH	COHORT	DISTRICT
Laura Inez	Anchorage Inn								7/1	MDP
Amelia Penderson	Anchorage Inn								7/1	RDO
Jenny Scapernelli	Anchorage Inn			✓	yes	●	Laura Scapernelli, Larry Johnson, Jenny Scapernelli	GA	6/30	BDO
Louise Tester	Anchorage Inn					●	Louise Tester, Louis Tester			BDO

Submitting Forms with Limited Connectivity

In order to save your answers, the form must be submitted! If you navigate away from a form without submitting your answers, your work will be lost. A form can be submitted as many times as needed. It is recommended that you submit regularly if you are in a limited connectivity environment.

Ran into an issue? Have a question? Please reach out to AHS.THPScreening@vermont.gov.