



# **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.

DMHAS - Data Warehouse Reporting  
Home > Data Quality  
Search for: [ ]

Contents Properties

Show Details

- ACT CSP RP Location Code Report
- Active Clients Without Services
- Avatar Rejected Assessments
- Clients no DOB
- Clients with Missing SSN
- Data Quality Admissions and Discharges Report
- Monthly Service Data Submission Report
- Periodic Assessment 6-Month Tickler Report
- Required Assessment**

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.

DMHAS - Data Warehouse Reporting  
Home > Data Quality > Required Assessment  
Search for: [ ]

View Properties History Subscriptions

Start Date: 9/1/2011 End Date: 11/15/2011 View Report

Provider: United Services Inc. Program Type: Addiction, Mental Health

Level of Care Type: Case Management Level of Care Mode: Supportive Housing - Developm

Program: Brick Row 412-253, Next Step Requirement: Required

1 of 1 100% Find | Next Select a format Export

dmhas State Of Connecticut  
Department Of Mental Health and Addiction Services  
Required Assessment(Required)

Time Frame: 9/1/2011 through: 11/15/2011

Provider Name	Program Name	Assessment	Active Clients	Clients with Assessment	Clients without Assessment
United Services Inc.	Brick Row 412-253	Supportive Housing	25	0	25
	Next Step Supportive Hsg412551	Supportive Housing	10	0	10

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.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

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STATE OF CONNECTICUT DMHAS Data Performance System

Client Profile Admission Diagnosis Services **Assessments**

Client → Admission → Diagnosis → Periodic Assessment → Co-Occurring Screening → Admission Complete

A new admission has been created for Supportive Housing in the 'Next Step Supportive Hsg412551' program.

Proceed To: [Assessments For New Admission](#) **Select [Assessments for New Admission](#)**  
[Services For New Admission](#)  
[Diagnoses For New Admission](#)  
[Client Info For New Admission](#)  
[Create Another Admission For Supportive Housing](#)

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

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STATE OF CONNECTICUT DMHAS Data Performance System

Client Profile Admission Diagnosis Services **Assessments**

**REQUIRED ASSESSMENTS**

Assessments: --- Select One --- **CREATE** **Select 'Supportive Housing' and select the CREATE button**  
--- Select One ---  
Supportive Housing

**OPTIONAL ASSESSMENTS**

Assessments: --- Select One --- **CREATE**

**ASSESSMENT HISTORY**

Assessment Date	Assessment	
10/01/2010	Periodic	

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

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STATE OF CONNECTICUT DMHAS Data Performance System

Client Profile Admission Diagnosis Services **Assessments**

**ADMINISTRATIVE**

**Date Form Completed**

**Intake Type**

OR

- 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.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
DMHAS Data Performance System

Tools | Home | Client Management | Roster Management | File Management

**CLIENT SEARCH** Search on the client

Provider: Artreach Inc. [v]  
 Search By:  Last Name  SSN  Advanced Last Name: housing [magnifying glass icon]

**CLIENT(S) FOUND**

Last Name	First Name	SSN	DOB	
Housing	Supportive	999999678	03/02/1961	✓ <a href="#">Create New Admission</a>

**ADMISSION(S) FOUND FOR: SUPPORTIVE HOUSING BY ADMIT DT** Select [Details](#)

Program(s): ALL [v]

Provider	Program	Status	Admit Dt	Discharge Dt	
United Services Inc.	Next Step Supportive Hsg412551	Open	10/01/2010		<a href="#">Details</a> <a href="#">Discharge</a>

- The **Client Profile** screen will display.
- Select the **Assessments** tab in the **Navigator Bar**.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
DMHAS Data Performance System

Tools | Home | Client Profile | Admission | Diagnosis | Services | **Assessments**

**DEMOGRAPHICS**

First Name: Supportive Mid Initial: [ ] Last Name: Housing Suffix: [v]  
 SSN: 999999678 SSN Unavailable Reason: [v] Religion: Protestant [v]  
 DOB: 03/02/1961 DOB Unavailable Reason: [v] Marital Status: Divorced/Annulled [v]  
 Ethnicity: Non-Hispanic [v] Primary Language: English [v] Second Lang: [v]  
 Veteran Status: No [v] Military Start Date: [ ] Military End Date: [ ]  
 Gender: Male [v] Provider Client ID: [ ]  
 Race: White/Caucasian

**ADDRESS**

Address 1: 100 River Run  
 Address 2: [ ]  
 City: Hartford State: Connecticut [v] Zip: 06103

**INSURANCE**

Insurance:	Type	Policy Number	Start Date	End Date
	Medicare			

CLIENT MGT | ROSTER MGT | EDIT Client Profile

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.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
DMHAS Data Performance System

Tools | Home

Client Profile | Admission | Diagnosis | Services | **Assessments**

**REQUIRED ASSESSMENTS**  
Assessments: --- Select One ---   
--- Select One ---  
Supportive Housing

**OPTIONAL ASSESSMENTS**  
Assessments: --- Select One ---

**ASSESSMENT HISTORY**

Assessment Date	Assessment	
10/01/2010	Periodic	

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

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
DMHAS Data Performance System

Tools | Home

Client Profile | Admission | Diagnosis | Services | **Assessments**

**ADMINISTRATIVE**

**Date Form Completed**

**Intake Type**

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:

<p><b>DATE FORM COMPLETED</b></p>	<p><b>REQUIRED FIELD.</b> Enter the date that the application forms for Supportive Housing were completed in the correct MM/DD/YYYY date format.</p> <p> The Date Form Completed cannot be greater than the current date.</p>
<p><b>INTAKE TYPE</b></p>	<p><b>REQUIRED FIELD.</b> Select 'Admission', 'Followup' or 'Discharge' from the drop list.</p> <p> 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.</p>
<p><b>PERCENT HOMELESS PAST 3 YEARS</b></p>	<p><b>Required only if the Intake Type is Admission.</b> 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 )</p>
<p><b>CONNECTION COMMUNITY BASED SERVICES (Past 6 months)</b></p>	<p>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.)</p>

# SUPPORTIVE HOUSING FIELDS AND REQUIREMENTS (cont)

The screenshot shows the DMHAS Data Performance System interface. At the top, it displays the logo for CT.gov (State of Connecticut) and the Department of Mental Health and Addiction Services. The system is identified as 'DMHAS Data Performance System'. The navigation tabs include Client Profile, Admission, Diagnosis, Services, and Assessments (which is currently selected). The left sidebar contains a 'Supportive Housing' section with SSN: 999999678 and Provider: United Services Inc., along with a 'Bookmarks' section listing categories like ADMINISTRATIVE, HOMELESS, SERVICES, WORK/INCOME, CRISIS SERVICES, CHILDREN, and DISCHARGE. The main content area is divided into three sections: 'WORK/INCOME' with fields for 'Percent Time Worked Past 6 Months' and 'Current Household Income'; 'CRISIS SERVICES' with fields for 'Number Days Jail/Prison in Past Six Months', 'Number days Residential/Inpatient in past six months', and 'Number of Emergency Room visits in the past six months'; and 'CHILDREN' with fields for 'How Many Children Does the Tenant Have?' and 'Number children under age 18 living with tenant'.

Complete the data fields as noted below (cont):

<b>PERCENT TIME WORKED PAST 6 MONTHS</b>	<b>REQUIRED FIELD.</b> 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)
<b>CURRENT HOUSEHOLD INCOME</b>	<b>REQUIRED FIELD.</b> Enter the client's current <u>annual</u> household income, in dollars. (Ex. \$20,000 = 20000. 97 = Unknown)
<b>NUMBER DAYS JAIL/PRISON IN PAST SIX MONTHS</b>	<b>REQUIRED FIELD.</b> Enter the count of days a client spent in jail or prison in the last six months. (0-183, 97 = Unknown)
<b>NUMBER DAYS RESIDENTIAL/INPATIENT IN PAST SIX MONTHS</b>	<b>REQUIRED FIELD.</b> Enter the count of days a client spent in a Residential or Inpatient program in the last six months. (0-183, 97 = Unknown)
<b>NUMBER OF EMERGENCY ROOM VISITS IN THE PAST SIX MONTHS</b>	<b>REQUIRED FIELD.</b> Enter the total number of times a client visited an emergency room in the last six months. (0-183, 97 = Unknown)
<b>NUMBER OF PARTICIPANT CHILDREN</b>	Enter the client's total number of children, adult and juvenile, living with the client or not.
<b>NUMBER CHILDREN UNDER AGE 18 LIVING WITH TENANT</b>	<b>REQUIRED FIELD.</b> 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'.

DISCHARGE

Discharge\_Reason  
-- Select One --

SAVE SAVE & EXIT CANCEL

Supportive Housing Assessment

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.

CT.gov STATE OF CONNECTICUT DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES dmhas

DMHAS Data Performance System

Tools Home Client Profile Admission Diagnosis Services Assessments

Supportive Housing  
SSN: 999999678  
Provider: United Services Inc.

Bookmarks  
REQUIRED  
OPTIONAL  
HISTORY

Version  
Training 1.4

REQUIRED ASSESSMENTS  
Assessments: --- Select One --- CREATE

OPTIONAL ASSESSMENTS  
Assessments: --- Select One --- CREATE

ASSESSMENT HISTORY

Assessment Date	Assessment	
10/01/2010	Supportive Housing	X
10/01/2010	Periodic	X

# EDITING OR DELETING A SUPPORTIVE HOUSING ASSESSMENT

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
DMHAS Data Performance System

Client Profile | Admission | Diagnosis | Services | **Assessments**

**REQUIRED ASSESSMENTS**  
Assessments: --- Select One --- **CREATE**

**OPTIONAL ASSESSMENTS**  
Assessments: --- Select One --- **CREATE**

**ASSESSMENT HISTORY**

Assessment Date	Assessment		
10/01/2010	Supportive Housing		
10/01/2010	Periodic		

Supportive Housing displays in Assessment History grid

Select to delete the 'Supportive Housing' Assessment

Select to edit the '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.*

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
DMHAS Data Performance System

Client Profile | Admission | Diagnosis | Services | **Assessments**

**REQUIRED ASSESSMENTS**  
Assessments: --- Select One --- **CREATE**

**OPTIONAL ASSESSMENTS**  
Assessments: **--- Select One ---**  
--- Select One ---  
Co-Occurring  
Education  
Employment Services  
Hospital Emergency Room  
Hospitalization  
**Supportive Housing**

**ASSESSMENT HISTORY**

Assessment Date	Assessment		
10/01/2010	Hospital Emergency Room		
10/01/2010	Hospitalization		
	Supportive Housing		

## 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.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
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STATE OF CONNECTICUT DMHAS Data Performance System

Tools Home

Client Profile Admission Diagnosis Services **Assessments**

**REQUIRED ASSESSMENTS**  
Assessments: --- Select One --- CREATE

**OPTIONAL ASSESSMENTS**  
Assessments: --- Select One ---  
--- Select One ---  
Co-Occurring  
Education  
Employment Services  
Hospital Emergency Room  
Hospitalization  
Supportive Housing

**ASSESSMENT HISTORY**

Assessment Date	Assessment Type		
10/01/2010	Hospitalization	X	
10/01/2010	Supportive Housing	X	

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.

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STATE OF CONNECTICUT DMHAS Data Performance System

Tools Home

Client Profile Admission Diagnosis Services **Assessments**

**ADMINISTRATIVE**

Date Form Completed  
11/1/2011

Intake Type  
-- Select One --  
-- Select One --  
Admission  
Followup  
Discharge

**SERVICES**

Connection Community Based Services (Past 6 Months)

Mental Health Treatment  Substance Abuse Treatment  
 Employment Services  Educational Services  
 Volunteer Organization  Health/Medical Services

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

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

The screenshot displays the DMHAS Data Performance System interface. At the top, it shows the logo for the State of Connecticut (CT.gov) and the Department of Mental Health and Addiction Services (dmhas). The main header reads "DMHAS Data Performance System". Below this, there is a navigation bar with tabs for "Client Profile", "Admission", "Diagnosis", "Services", and "Assessments". The "Assessments" tab is currently selected.

On the left side, there is a sidebar with the following sections:

- Supportive Housing**: SSN: 999999678, Provider: United Services Inc.
- Bookmarks**: REQUIRED, OPTIONAL, HISTORY
- Version**: Test 2.2

The main content area is divided into three sections:

- REQUIRED ASSESSMENTS**: A dropdown menu labeled "Assessments:" with the text "... Select One ---" and a "CREATE" button.
- OPTIONAL ASSESSMENTS**: A dropdown menu labeled "Assessments:" with the text "... Select One ---" and a "CREATE" button.
- ASSESSMENT HISTORY**: A table with the following data:

Assessment Date	Assessment	
11/01/2011	Supportive Housing	 
11/01/2011	Periodic	 
11/19/2010	Supportive Housing	 
08/13/2010	Periodic	 

At the bottom of the interface, there is a "Roster:" dropdown menu set to "Housing,Supportive", and two buttons: "CLIENT MGT" and "ROSTER MGT".



*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.*

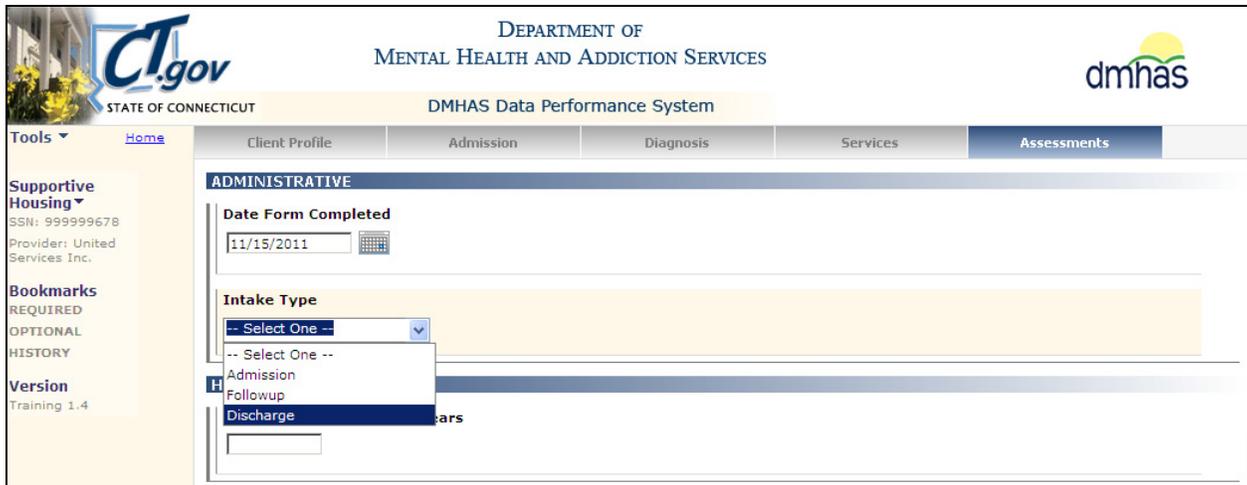
1. Log into DDaP and search on the client that needs the 6 month Follow up assessment.

 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.



The screenshot shows the DMHAS Data Performance System interface. The top navigation bar includes 'Tools', 'Home', 'Client Profile', 'Admission', 'Diagnosis', 'Services', and 'Assessments'. The 'Assessments' tab is selected. The main content area displays the 'ADMINISTRATIVE' section of the 'Supportive Housing' assessment form. The 'Date Form Completed' field is set to 11/15/2011. The 'Intake Type' dropdown menu is open, showing options: Admission, Followup, and Discharge. The 'Discharge' option is highlighted. The 'Discharge Reason' field is currently empty.

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**.



The screenshot shows the 'DISCHARGE' section of the 'Supportive Housing' assessment form. The 'Discharge\_Reason' dropdown menu is open, showing the option: Moved in with family or friends. The 'SAVE', 'SAVE & EXIT', and 'CANCEL' buttons are visible at the bottom of the form. The text 'Supportive Housing Assessment' is visible in the bottom right corner.

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.