ASSIGN ADVOCATE, COMPLETE INTAKE, & INFORM CLIENT OF SERVICES

Intake Categories

- Chemical Dependency
- Mental Health and Abuse/Victimization
- Housing
- Strengths and goals
- Medical Background & Benefits
- Legal Issues and Safety

**Process and Procedure**

**Assign Advocate, Complete Intake, & Inform Client of Services**

**Intake Categories**

1. **Chemical Dependency**
   - If chemically dependent: Set up a Rule 25 assessment to determine if inpatient or outpatient treatment is recommended.
   - If sober/in recovery: Connect client to meetings, relapse prevention, and sponsors.
   - If housing is also needed, connect to sober house options.
   - Referrals to therapist, psychiatrist, ARMHS worker.
   - In cases of emergency, refer to mental health crisis center or the hospital.
   - Suicide prevention.
   - Referral to internal and external support groups.

2. **Mental Health and Abuse/Victimization**
   - Utilize Day One for clients who qualify for DV Shelter.
   - Contact 211, Metro Shelter Hotline, & local homeless shelters.

3. **Housing**
   - Immediate shelter: Utilize Day One for clients who qualify for DV Shelter.
   - Contact 211, Metro Shelter Hotline, & local homeless shelters.
   - Long-term Housing Options: Set up a Coordinated Access assessment through the county.
   - Apply for public housing & for Section 8 if waiting lists are open.
   - Explore other Transitional Housing options and programs.
   - Self-pay: budgeting, expunging Unlawful detainers/evictions.
   - Review strengths and create step-by-step actions to achieve goals.
   - Help client find employment and education opportunities.

4. **Strengths and goals**
   - Review strengths and create step-by-step actions to achieve goals.
   - Help client find employment and education opportunities.

5. **Medical Background & Benefits**
   - Utilize Bridge to Benefits to connect client to benefits including insurance and food support.
   - Access benefits/resources if diagnosed with physical or learning disability.
   - Provide STD/HIV testing.

6. **Legal Issues and Safety**
   - Obtain Order for Protection if needed.
   - Offer legal advocacy for information regarding reparations, CPS cases, expungement, etc.
   - Obtain I.D. and other documentation.
   - Create a safety plan.