# Columbus Severity of Service Needs Assessment Submission in Clarity

## Step 1:

- While being in your specific project record, access the program-level assessments.
- Select Assessments to start the Severity of Service Needs Assessment

**Step 2:**

- Complete the assessment for your client
- Assessment Date will always be the date you are submitting it.
- Assessment Level is **always** Housing Needs Assessment

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**SEVERITY OF SERVICE NEEDS ASSESSMENT (SSNA)**

| | |
|---|---|
| Assessment Date | 03/24/2022 |
| Assessment Location | Rapid Rehousing Case Manager ⌄ |
| Assessment Type | In person ⌄ |

**\*\*SHOULD ALWAYS BE HOUSING NEEDS ASSESSMENT\*\***

| | |
|---|---|
| Assessment Level | Housing Needs Assessment ⌄ |
| Case Manager Email | |
| Physical Health | Select ⌄ |
| Mental, Behavioral and Developmental Health | Select ⌄ |
| Substance Use | Select ⌄ |
| High Utilization of Crisis or Emergency Services to Meet Basic Needs | Select ⌄ |
| Vulnerability to Victimization | Select ⌄ |
| Vulnerability to Illness or Death | Select ⌄ |
| Barriers to Housing/Risk of Continued Homelessness | Select ⌄ |
| Other Risk Factors Determined by the Community that are Based on Severity of Needs | Select ⌄ |

**Step 2 continued:**

- <u>Do not</u> toggle the Private button to on because I will not be able to view the assessment. This option is not able to be hidden
- Select save when all questions have been answered

PLEASE CHECK BELOW IF CLIENT IS PART OF A SPECIAL POPULATION:

Homeless for the past 12 months without a break

Has 4 episodes of homelessness within 3 years totaling at least 12 months

Target Population - Veteran

Transition Age Youth

Fleeing Domestic Violence

Invited via Case Conference

None of the Above

Private

SAVE     CANCEL

**Step 3:**

- After submitting the assessment, Clarity will bring you to a new page.
- Toggle on the USHS Pool option
- Select Refer Directly to the Community Queues.

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**PROGRAM: YMCA - SINGLE ADULTS RRH**

Enrollment    History    Provide Services    **Assessments**    Goals    Notes    Files    Chart                ✕ Exit

**PROGRAM ELIGIBILITY DETERMINATION**

Toggle on USHS Pool and click "Refer Directly to Community Queue." Please be sure to "Send Referral" on the next screen.

🔵 USHS Pool

**REFER DIRECTLY TO COMMUNITY QUEUE(S)**

### Agency Programs

**YMCA - 40 W. Long**
YMCA                                    PH - PERMANENT SUPPORTIVE HOUSING (DISABILITY REQUIRED) ⌄

**YMCA - Franklin Station**
YMCA                                    PH - PERMANENT SUPPORTIVE HOUSING (DISABILITY REQUIRED) ⌄

**Step 4:**

- After Referring Directly to the Community Queues, Clarity will bring you to a new page. Select Send Referral to automatically add your client to the USHS pool and for the assessment to be reviewed.

**REFERRAL: ADD TO CQ**

| | |
|---|---|
| Send to Queues | USHS Pool |
| Referred Program | Community Queue |
| Referred to Agency | Community Queue |
| Referring Agency | YMCA |
| Private | |

SEND REFERRAL     CANCEL