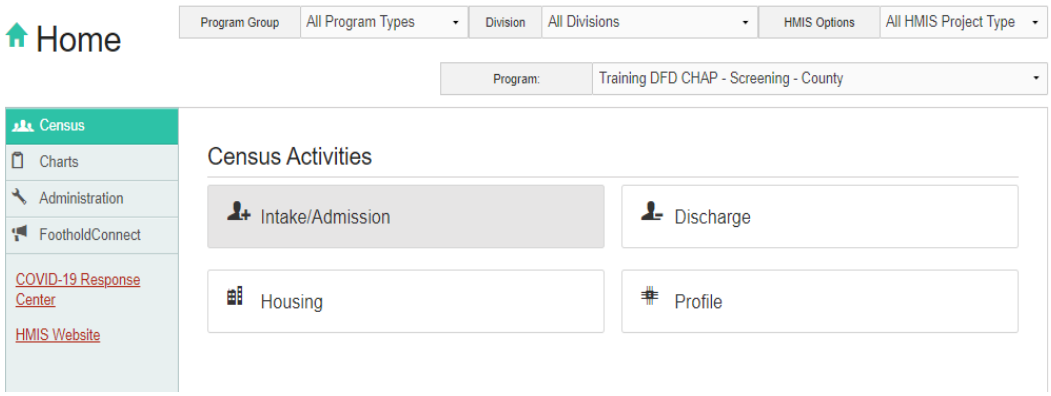
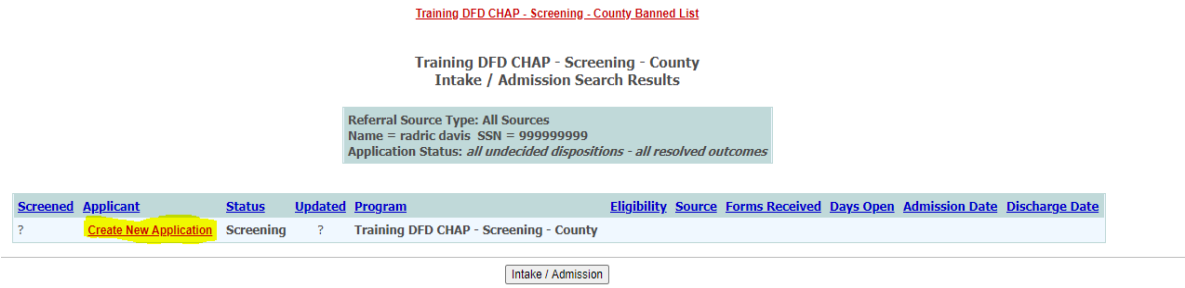
DCA Homeless Initiative Screening Instructions for Referral Agencies

Processing an intake

1. From the AWARDS home screen, select Census then Intake/Admission. On the Intake/Admission Search settings page, select your county's DCA Homeless Initiative Screening project, enter the consumer's name, DOB, and SSN if available, then select continue.



2. On the Intake/Admission Search Results page, use the Create New Application link on the search results page to continue to the intake form.



3. Complete the intake form. Data must be entered in all fields marked with a red asterisk. Select Process Admission when form is complete. Select a response then hit Continue to record client consent. Once in Household Composition, leave the cursor on Create a new household and select Continue.

4. Enter no when asked to add additional household members and select Continue. On the next screen, the green check mark next to the consumer's name indicates they have been

admitted, their consent is recorded, and they were placed in a household.



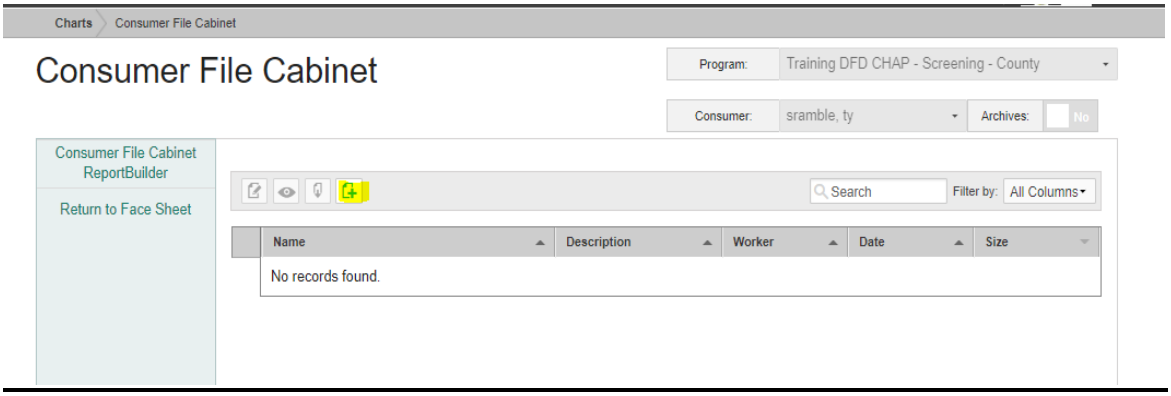
5. The process of entering a consumer into your county's DCA Homeless Initiative Screening project is now complete.

Adding records to the consumer's filing cabinet

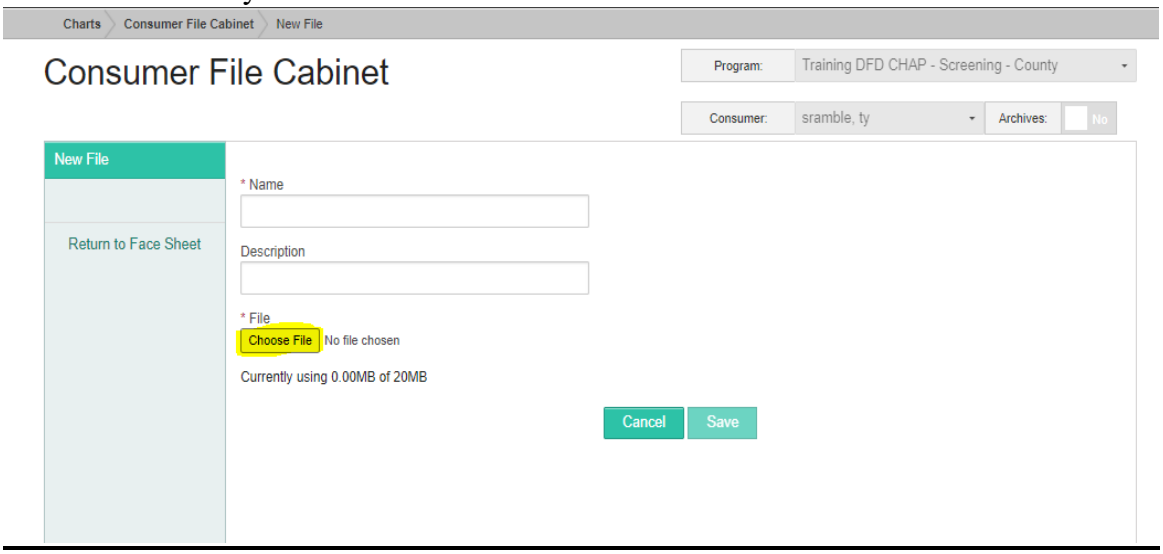
1. From the AWARDS home screen, select Census, then Profile, then Face Sheet.

2. Select the consumer's name from the drop-down menu and select Continue.

3. On the Face Sheet, locate the section titled Consumer File Cabinet near the bottom of the page. Select Update Consumer File Cabinet. From there, use the icon highlighted below to add a new record.



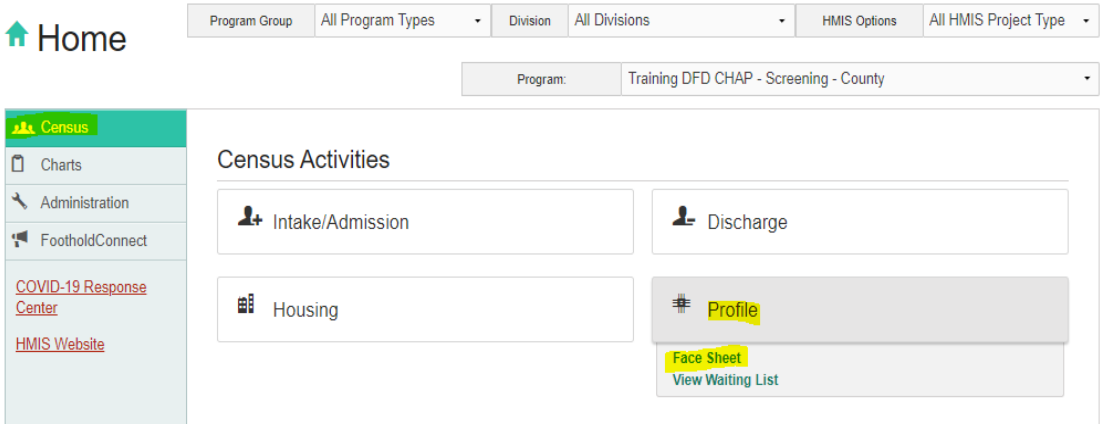
4. Use the Choose File link to add records previously scanned to your computer to pick the correct file. Name your file and use the Save link to add the file to the consumer's record.



5. The process of adding a file to a consumer's record is now complete.

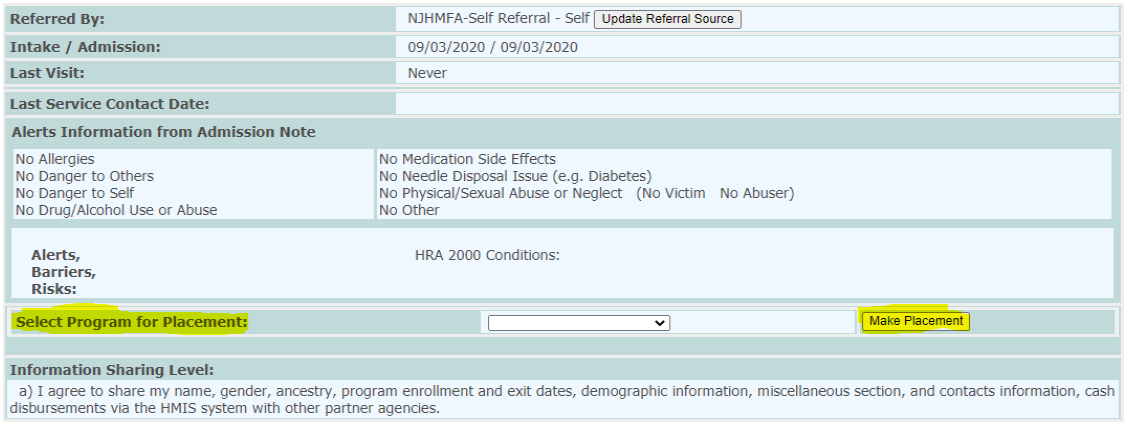
Referring a consumer to the Rapid Rehousing Program

1. From the Home Screen, select the program you need to access from the drop-down menu. Then follow Census > Profile > Face Sheet to access the client's record.



2. Select a consumer's name from the menu and select Continue.

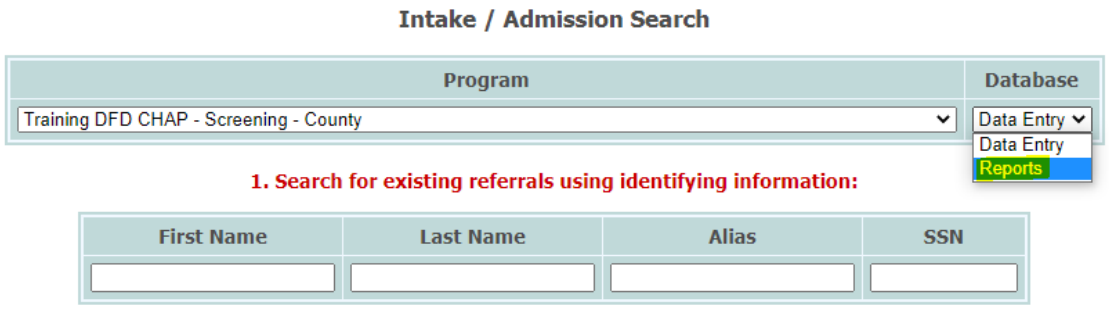
3. Locate the Select Program for Placement field. Choose the correct program from the drop-down menu and select Make Placement. A message will be sent to the receiving agency to complete the referral process.



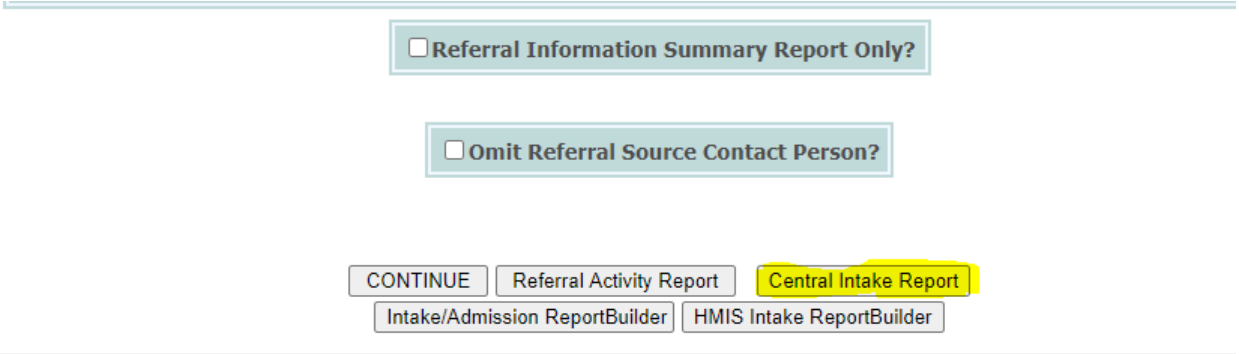
4. The process for referring a consumer is now complete.

Checking Referral Completion Status

1. From the Home Screen, select the program you need to access from the drop-down menu. Then follow Census > Intake/Admission.
2. On the Intake/Admission search screen, select Reports from the Database drop-down menu.



3. Select Central Intake Report button found at the bottom of the page.



4. The report will display on the next page. **This report tells you consumers who have been referred AND admitted to the DFD CHAP payment program. It DOES NOT list consumers that you have referred but have yet to be admitted.**

Training DFD CHAP - Screening - County

Central Intake Report from 05/16/2020 to 11/12/2020

Screened	Applicant	Birthdate	SSN	Status	Program	Admitted	Admission Date
10/27/2020	DFDForm Copy	01/01/1970	999-99-9999	Accepted-Admission	Training DFD CHAP - Payment Provider	yes	10/27/2020
10/06/2020	radric davis	01/01/1995	999-99-9999	Accepted-Admission	Training DFD CHAP - Payment Provider	yes	10/06/2020
10/27/2020	Eloise Plaza	12/13/1991	999-99-9999	Accepted-Admission	Training DFD CHAP - Payment Provider	yes	10/27/2020
Successful Referrals Made from Training DFD CHAP - Screening - County:							3
Total Referrals Made from Training DFD CHAP - Screening - County:							3

Excel File