# Homelessness Risk Assessment User Guide: CBMS

| | |
|---|---|
| **Purpose** | This project implements a Homelessness Risk Assessment (HRA) that can be completed by housing navigators/case managers using CBMS. This project is part of the governor's wildly important goal (or WIG) for the 2023-2024 state fiscal year.<br><br>This User Guide will review the process to request and grant access to the assessment for CBMS users and will guide you through administering the assessment in CBMS.<br><br>Partners who are not county employees or contractors must use PEAKPro rather than CBMS. Please refer to the PEAKPro version of this user guide. |
| **Contents** | <ul><li>**Requesting Access**</li><li>**Giving Users Access as a County Security Admin**</li><li>**Creating an assessment**</li><li>**The Homelessness Risk Assessment**</li></ul> |
| **Links** | [Family Violence Option Fundamentals Training in COLearn](#) |

1575 Sherman St., Denver, CO 80203    P 303.866.5700    cdhs.colorado.gov
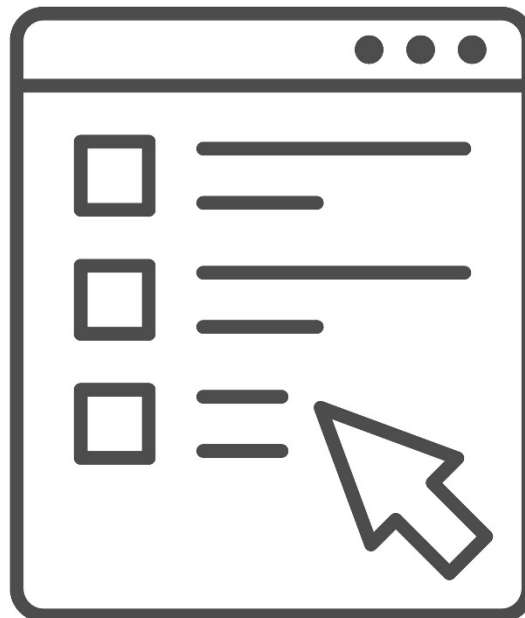Jared Polis, Governor  |  Michelle Barnes, Executive Director

Page **2** of **9**

# Requesting Access

You will need to reach out to the County Security Administrator (CSA) for the county you work with to receive access to the Homelessness Risk Assessment within CBMS.

If you do not currently have access to CBMS, but are a county employee / contractor, you should discuss with your county whether it is best for you to receive access to CBMS to complete assessments there, or whether you should access the assessment through PEAKPro.

Partners who are not county employees or contractors must use PEAKPro rather than CBMS. Please refer to the PEAKPro version of this user guide.

1575 Sherman St., Denver, CO 80203    P 303.866.5700    cdhs.colorado.gov
Jared Polis, Governor  |  Michelle Barnes, Executive Director

Page **3** of **9**

# Giving Users Access as a CSA

Giving a user access to the Homelessness Risk Assessment within CBMS requires granting them the appropriate profile. Profile 196 (update) should be given to housing navigators/case managers or others in your county who may administer these assessments as your county determines. Profile 195 (inquiry) may be given to eligibility workers or case managers who would benefit from being able to view the results of assessments completed by others as they could be serving the same client.

The Domestic Violence Training Completed option is an important part of the user access process.  After granting the profile access, you will need to also indicate if the individual is trained in domestic violence. If you fail to complete this step, some assessment questions will be hidden from the user.

You must confirm with the user that they have received training in domestic violence before checking the box. Acceptable trainings include the Family Violence Option (FVO) Fundamentals training available through COLearn.

Once you have confirmed that the user has been trained, navigate to the Security Information tab.  Search for or select a user to view their Security Information.  Scroll to the User Validity section and you will see a checkbox where you can mark Domestic Violence Training Completed.



Selecting Domestic Violence Training Completed will allow the user to access the full assessment. If left unchecked, by default, safety-related questions will be hidden.

# Creating an Assessment

To access the assessment, navigate to Follow Up Activities, and then to Homelessness Risk Assessment. You can search for an individual who is known to CBMS by their Case, or First Name/Last Name, by choosing Case or Known Individual. If using these options, click Search and choose the correct person.

If the individual is not known to CBMS, choose the Unknown Individual radio button and enter their First Name and Last Name.

1575 Sherman St., Denver, CO 80203    P 303.866.5700    cdhs.colorado.gov
Jared Polis, Governor  |  Michelle Barnes, Executive Director

Click the search button to search for your client.  Any prior assessments will appear in the table below, click on them and scroll down to view them.

To begin a new assessment click on +.



This will bring up the HRA popup.

1575 Sherman St., Denver, CO 80203    P 303.866.5700    cdhs.colorado.gov
Jared Polis, Governor  |  Michelle Barnes, Executive Director

# The Homelessness Risk Assessment

The homelessness risk assessment is divided into 5 sections:

1. Assessor details
2. Household details
3. Current living situation

4. Safety considerations
5. Household vulnerabilities

Note: The questions within the assessment and scoring attributed to particular responses can be changed by the CDHS Director of Homelessness Initiatives to address feedback received as we begin to implement use of the assessment.

As you complete the assessment you will see that sections 3, 4 and 5 will display a Total Point Value.  The assessment will calculate points based on your answers and in the end will use this calculation to make a recommendation for supportive payments and referral.

## Sections 1-3

**Section 1: Questions for the administering assessor**

*Interviewer's Last Name

*Interviewer's First Name

*Preferred contact information for follow up

*Colorado county for Assessment ⌄
Responses for Colorado county for assessment should reflect the Colorado county where the client is being assessed not where the assessor is based, if the assessor represents multiple counties and/or regions.

ADAMS ⌄

*Date of Assessment
01/30/2024

*Assessment Method
○ In Person ○ Phone ○ Virtual/Online

*Primary Language
Select Primary Language ... ⌄

**Section 2: Client demographics and household size**

*Last Name of Client

*First Name of Client

*Date of Birth

*Preferred contact information for follow up

Social Security Number

*Gender

*Race

**Section 3: Current living situation**

*Where do you sleep more frequently?
Select Where do you sleep more freque ⌄

Do you meet at least one of the following conditions for housing instability?

Failed to participate in Work Programs ▶ ◀ ▲ ▼

Do you lack the sufficient resources or support networks available to prevent you from becoming homeless in the next 30-days?
○ Yes ○ No ○ Unknown

Does the household's combined income have an annual income at or below 50% of the Area Median Income for the area?
○ Yes ○ No ○ Unknown

Does the household's combined income have an annual income at or below 30% of the Area Median Income for the area?
○ Yes ○ No ○ Unknown

Total Point Values from Section 3

# Section 4: Household Safety Considerations

This section contains questions about domestic violence and safety. Due to the potentially sensitive nature of these questions, additional training is required before assessors may access and use this part of the assessment.

If you have not received training in working with people who experience domestic violence or have not yet provided proof of your training to your CSA, then this section will be hidden.

Completing and passing the Family Violence Option Fundamentals web-based training in COLearn will meet the training requirement to access the domestic violence assessment in Section 4.

Help your CSA help you by providing this guide to them with proof that you have been trained, so they can enable these questions for you.

## Section 4: Household safety considerations

**Are you currently being harmed or at risk of being harmed by another person?**
○ Yes ○ No ○ Unknown

**Have you experienced violence or threats of violence in the last six months that has had an impact on feeling safe where you live?**
○ Yes ○ No ○ Unknown

**Is your current housing situation in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted?**
○ Yes ○ No ○ Unknown

**Total Point Values from Section 4**

# Section 5: Household Vulnerabilities

## Section 5: Determining household vulnerabilities

**Do you have any family or friends in the area you can stay with if you lost housing?**
○ Yes ○ No ○ Unknown

**Do you or anyone in your household have any documented physical health issues that makes it difficult to find or maintain housing?**
○ Yes ○ No ○ Unknown

**Do you or anyone in your household have any documented behavioral/ mental health issues that makes it difficult to find or maintain housing?**
○ Yes ○ No ○ Unknown

**Do you or anyone in your household have any substance use (drinking or drug use) issues that makes it difficult to find or maintain housing?**
○ Yes ○ No ○ Unknown

**Were you ever homeless and/or couch surfing when you were a child under 18-years-old?**
○ Yes ○ No ○ Unknown

**Did any of the following issues bring on your housing crisis?**

**Do any of the following issues make it difficult to find new housing or maintain existing housing?**

**Total Point Values from Section 5**

1575 Sherman St., Denver, CO 80203    P 303.866.5700    cdhs.colorado.gov
Jared Polis, Governor  |  Michelle Barnes, Executive Director

Page **8** of **9**

## Section 6: Outcomes and Referrals

In this section click the Calculate Score button to add up the points from sections 3-5 and display a total point value.   This point score will help the system make a recommendation for support and for referral.

 Click submit to save the completed assessment.

1575 Sherman St., Denver, CO 80203    P 303.866.5700    cdhs.colorado.gov
Jared Polis, Governor  |  Michelle Barnes, Executive Director