



**East Bay Regional Case Manager's Meeting + PrEP Navigators Meeting
Thursday, December 7th, 2023 |**

**Medical Case Managers' Housing Intake Questions
By Judy Eliachar**

1. Please tell me a few things about yourself. What is your full name, date of birth and SSN? What is your phone number? Do you have an email address?
Do you have (or need) copies of your ID, Social Security card and/or birth certificate? Since you turned 18, have you lived in states other than California?
(For trans clients, it's important to know if gender-affirming changes to their birth certificate, social security records and DMV ID or Driver's License have been made, or if all documents are in their "dead name")
2. Where are you staying now? How long have you been staying there? Is this also the address you use as a mailing address? If you are currently without housing, please provide a mailing address that could be used to contact you.
Where were you living before you moved to your current residence? Would you be able to help us put together a housing history that goes back 5 years?
3. Are you literally homeless? (provide an explanation of what this means)
If so, have you visited a housing resource center or met with a street health team to be assessed for homelessness services through Coordinated Entry? If not HUD homeless, do you consider yourself to be unstably housed? Please describe your situation.
4. Are you living with a partner or family members now? If you decided to move, would your household change? If you plan to live with others, what are their names, social security numbers and dates of birth? (When we start filling out applications, this information will be requested).
5. What is your source of income? How much do you receive every month/week?
If there are other people in your household who will be listed on your housing application, do they have income? What is the source and amount?
6. What should I know about your housing needs? Do you have a physical disability or chronic illness that will require a special type of unit, e.g., a unit that is wheelchair accessible and/or on the ground floor, a 2nd bedroom for a live-in attendant? Do you have an animal or animals living with you? Is the animal a pet, an emotional support animal, or a service animal? (provide an explanation)
7. Property managers review applicants for past evictions, for credit issues, and for criminal background.
 - Do you have a history of having been evicted, or of moving because you knew you were about to be evicted? Please describe the circumstances, and how long ago this happened.
 - Could you describe your credit history? Do you have credit in your name? Is there any credit-related work that needs to be started now, to prepare you for interviews in the future?
 - Are there issues that will come up in a criminal background check, such as a conviction? Are you currently on probation or parole? (Oakland and Berkeley have restrictions on criminal background checks, but they don't apply to federally subsidized units).
8. In what cities would you be willing to live? Would you be willing to move (or would you prefer to move) to a nearby County? Think about your support network, transportation needs and any neighborhoods or areas where you absolutely wouldn't live.
9. Please provide the name, phone number, email address and mailing address of the person that you would like to use as an emergency contact. On housing applications, they often ask for two emergency contacts.
10. What questions do you have about the process of applying for housing? Are there other needs that you'd like me to help you with, such as food resources, emergency shelter, assistance with applying for benefits?