

## APPENDIX B

## RELOCATION CAE SUMMARY CODES

## DEFINITION OF THE FOUR CODES:

THE CODING SYSTEM IN THIS PROCEDURE REPRESENTS AN ATTEMPT TO MATCH "LEVEL OF NEED" WITH "LEVEL OF SERVICE". IT IS RECOGNIZED THAT NOT ALL FAMILIES REQUIRE POST-RELOCATION SERVICES (CODE 1). ON THE OTHER HAND, SOME FAMILIES HAVE SERIOUS DEFICIENCIES IN MORE THAN ONE AREA AND REQUIRE INTENSIVE CASE MANAGEMENT SERVICES TO PREVENT THEM FROM RETURNING TO THE SHELTER SYSTEM (CODE 4). IN BETWEEN ARE THOSE FAMILIES THAT HAVE VARYING DEGREES OF STRENGTHS AND NEEDS THAT REQUIRE VARYING DEGREES OF SUPPORTIVE SERVICES (CODES 2 AND 3). THE CODES REPRESENT A SYSTEM OF PRIORITIES THAT ATTEMPTS TO TARGET SPECIFIC FAMILIES FOR A SPECIFIC LEVEL OF SERVICE. THE FOLLOWING DEFINITIONS OF THE CODES ARE TO BE USED WHEN COMPLETING PART B OF THE RELOCATION CASE SUMMARY:

- CODE 1:** FAMILY IS ASSESSED AS NOT IN NEED OF DIRECT INTERVENTION OF A CASEWORKER AFTER RELOCATION TO PERMANENT HOUSING. CODE 1 FAMILIES ARE CAPABLE OF SELF-REFERRAL AND HAVE DEMONSTRATED AN ABILITY TO MEET THE NEEDS OF ALL FAMILY MEMBERS WHILE IN THE SHELTER.
- CODE 2:** FAMILIES ASSESSED AS CODE 2 HAVE DEMONSTRATED SIGNIFICANT STRENGTHS AND AN ABILITY TO MEET MANY OF THE NEEDS OF FAMILY MEMBERS. HOWEVER, DURING THEIR STAY IN THE SHELTER SYSTEM THE FAMILY REVEALED SOME DIFFICULTY IN MEETING SPECIFIC NEEDS. FAMILIES IN THIS GROUP REQUIRE ASSISTANCE IN ONE OR MORE AREAS OF CONCERN WHICH, IF LEFT UNRESOLVED, WOULD IMPEDE THE POSITIVE INTEGRATION OF THE FAMILY INTO ITS NEW COMMUNITY.
- CODE 3:** FAMILIES ASSESSED AS CODE 3 HAVE DEMONSTRATED SOME STRENGTHS AND AN ABILITY TO MEET ONLY SOME OF THE NEEDS OF FAMILY MEMBERS. DURING THEIR RESIDENCE IN THE SHELTER SYSTEM THE FAMILY REVEALED DIFFICULTY IN MEETING MULTIPLE NEEDS.
- CODE 4:** FAMILIES ASSESSED AS CODE 4 ARE IDENTIFIED AS HAVING MULTIPLE NEEDS AND TO BE A HIGH RISK FOR A LESS THAN SUCCESSFUL INTEGRATION INTO THEIR NEW COMMUNITY. DURING THEIR STAY IN THE SHELTER SYSTEM, THESE FAMILIES DEMONSTRATED LIMITED COPING SKILLS AND RECOGNITION OF THEIR NEEDS AS WELL AS SOME STRENGTHS WHICH MAY HAVE BEEN DIMINISHED BY THE TRAUMA OF HOMELESSNESS, FREQUENT MOVEMENT WITHIN THE SYSTEM, SERIOUS MEDICAL OR EMOTIONAL NEEDS, INVOLVEMENT IN SUBSTANCE ABUSE, ILLEGAL ACTIVITIES OR DOMESTIC VIOLENCE

**GENERAL EXAMPLE:** WHEN CODING A CASE KEEP IN MIND THAT YOU ARE WEIGHING STRENGTHS ALONGSIDE NEEDS. IF, FOR EXAMPLE, YOU HAVE IDENTIFIED NEEDS IN THE AREAS OF DAY CARE, TRAINING/EMPLOYMENT AND ENTITLEMENTS, YOU MIGHT WANT TO CODE THE CASE "2". HOWEVER, THE CLIENT MAY HAVE DEMONSTRATED STRENGTHS IN THE AREAS OF ADVOCACY SKILLS AND SELF-REFERRAL, IN WHICH CASE CODE 1 WOULD BE MORE APPROPRIATE.

**EXAMPLE 2:** EVEN IF THE MORE SERIOUS NEEDS HAVE BEEN IDENTIFIED (MEDICAL/EMOTIONAL ISSUES – SUBSTANCE ABUSE – DOMESTIC VIOLENCE) THE FAMILY MAY BE ADDRESSING THESE NEEDS IN WHICH CASE YOU MAY WANT TO CONSIDER CODES 1, 2, OR 3.