



Service Transaction Tracker Explanation of Form

The Transaction Tracker is to be completed after every assist that you provide. It would be typical that you complete multiple assists daily. The Transaction Tracker should be turned into AmeriCorps staff regularly if you do not have access to update the data in HMIS.

This individual is (check all that apply):

- Experiencing Homelessness (complete the Homeless and Veteran Verification Form For SBC AmeriCorps once)
- A Veteran (complete the Homeless and Veteran Verification Form For SBC AmeriCorps once)
- Newly Housed

Initial Assessments and Key Forms:

- Sign HMIS ROI V 2.0 (when applicable)
- Complete VI-SPDAT (when applicable)
- Complete Family VI-SPDAT (when applicable)
- Complete HMIS intake form (when applicable)
- Complete HMIS Standard Adult Intake (once)
- Take photo of client (for storage in HMIS) if allowed by Agency (once)

Document Readiness:

- Identification Application Assistance FT-3400
 - Programs that assist individuals who have inadequate or no ID, particularly those who are homeless or have little or no income, to obtain or replace identifying documents. May include assisting clients with application forms, filing and paying for applications on the client's behalf, providing a mailing address when necessary for delivery, and offering ongoing safe storage for the documents.
- Identification Card Fee Payment Assistance DF-7020.3300
 - Programs that provide financial assistance to help people pay fees associated with obtaining an identification card or replacing an identification card that has been lost or stolen in situations where they cannot otherwise afford one.
- Birth Certificates DF-7000.1200
 - Programs that maintain and, where appropriate, provide copies of birth certificates, i.e., documents which certify the date and place of a person's birth as well as his/her parentage. Available in most jurisdictions are authorized copies which are required to obtain a driver's license, passport, Social Security card and other services related to an individual's identity; and informational copies which cannot be used to establish a person's identity. Only individuals designated by law have access to authorized copies of a person's birth certificate.

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- Birth Certificate Fee Payment Assistance DF-7020.1000
 - Programs that provide financial assistance to help people pay for a copy of a birth certificate in situations where they cannot otherwise afford one.
- Social Security Numbers DF-7000.8250
 - Programs that provide Social Security cards for people who need to register for employment, report their taxes and track their Social Security benefits. Also included are programs that replace Social Security cards when they are lost or stolen.
- Military Records
 - Programs that maintain and, where appropriate, provide copies of documents which relate to an individual's association with any of the branches of the armed forces including the person's current active military status and discharge, if appropriate. Also included are programs that are responsible for investigating and correcting errors in the records of individuals who have served in the armed forces.
- Adjustment of Status to Lawful Permanent Residence FT-3600.0250
 - Programs that assist in filing applications for aliens who wish to become lawful permanent residents. Certain aliens who have been inspected and admitted or paroled into the United States or who are refugees, asylees or persons holding nonimmigrant visas may have their status adjusted to that of lawful permanent residence if they are in lawful status, are eligible to receive an immigrant visa, and a visa is immediately available. Immigrant visas are immediately available for spouses, unmarried children younger than age 21, and parents of U.S. citizens. Some aliens not in lawful status may also be able to adjust their status under special rules set out in Immigration and Naturalization Act section 245(i).

Veteran Support:

- Veteran Benefits Assistance FT-1000.9000
 - Programs that provide assistance for veterans who are having difficulty understanding and/or obtaining the full benefits and services to which they are entitled by law based on service to their country. The programs may help veterans understand the eligibility criteria for benefits, the benefits provided by the program, the payment process and the rights of beneficiaries; provide consultation and advice; help them complete benefits application forms; negotiate on their behalf with U.S. Department of Veterans Affairs staff; and/or represent them in administrative processes or judicial litigation. Included are veteran rights organizations that offer a range of advocacy services as well as legal aid programs that offer more formalized legal assistance.
- Veteran Support Groups PN-8100.4500-850
 - Mutual support groups whose members were previously affiliated with one of the branches of the armed forces, their families and friends. The groups meet in-person, by telephone or via the Internet; may focus on former prisoners of war, veterans of specific wars, e.g., the Gulf War, women who are veterans or other specific veteran populations; and allow participants to share their experience, strengths and hopes and put their lives back together if they have been troubled by homelessness, disability, substance abuse, depression or other issues related to their service to the country.

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- Veteran Courts FC-8200.8100-920
 - Special state courts that handle cases involving veterans charged with crimes, generally nonviolent felonies and misdemeanors in which post-traumatic stress disorder (PTSD), substance abuse, traumatic brain injuries and mental illness are underlying factors. The objective of the courts is to get veterans into treatment where the root causes of their behavior can be addressed as an alternative to time in jail. Compliance with court requirements is monitored through regularly scheduled court hearings and charges against participants are dropped following completion of treatment if they have remained alcohol and drug free and have committed no new offenses.

Treatment Services

- Comprehensive Outpatient Substance Use Disorder Treatment RX-8450.1150
 - Supervised, structured programs that offer a wide range of outpatient services which may be coordinated by a case manager and may include individual and group counseling, 12-step meetings, social and recreational activities, educational and vocational services, life skills training, primary health care, perinatal health care, a program for family members, relapse prevention services, a continuing care program and supportive services (such as child care, transportation and parenting skills development) for individuals who have problems related to excessive use of alcohol and/or use of other drugs and need access to treatment to maintain their individual recovery plans but do not require the intensity of a day treatment program or 24-hour hospital care. Participants attend the program on a regularly scheduled basis at least once a month but usually more frequently depending on their individual needs. Intensive outpatient programs are usually available three or four days per week for three or four hours per day.
- Inpatient Drug Detoxification RX-1700.1700-330
 - Programs operated by hospitals or other inpatient facilities and staffed by trained medical personnel that provide assistance and support, including medication, to help individuals who are physically dependent on one or a combination of substances during the withdrawal period. Inpatient detoxification is required when the withdrawal process is potentially dangerous or when the individual has acute medical problems.
- Inpatient Alcohol Use Disorder Treatment Facilities RX-8450.3300-300
 - Health care facilities that provide short-term (usually one to four week) structured inpatient treatment programs which may include medical evaluation and treatment, detoxification, personal recovery planning, individual and group therapy, alcohol education, 12-step or other mutual support groups, recreational and social activities and family support for individuals who have an alcohol use disorder. Outpatient counseling and continuing care services are usually available on an ongoing basis following discharge. Included are hospitals that are totally devoted to treatment for alcohol related disorders and programs within general inpatient health care facilities.
- Inpatient Mental Health Facilities RM-3300
 - Hospital-based programs that provide diagnostic and treatment services for individuals who have acute psychiatric disorders, who require hospitalization on a voluntary or involuntary basis for maximum benefit, and who might be a threat to themselves, to their families or to others if left in the community or placed in a less restrictive treatment setting. The objective of inpatient mental

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health

programs is to stabilize and then return the individual to the community for ongoing treatment as quickly as possible, and to facilitate the transition by preparing the individual's family to cope with the limitations imposed by the illness and by arranging for other supportive services as required. Included are psychiatric hospitals, health care hospitals that have psychiatric units and state hospitals for people who are mentally disordered.

Mental Health and Substance Use Disorder Services R

- Programs that provide preventive, diagnostic and treatment services in a variety of community and hospital-based settings to help people achieve, maintain and enhance a state of emotional well-being, personal empowerment and the skills to cope with everyday demands without excessive stress or reliance on alcohol or other drugs. Treatment may include emotional support, introspection and problem-solving assistance using a variety of modalities and approaches, and medication, as needed, for individuals who have a substance use disorder involving alcohol and/or other drugs or for people who range from experiencing difficult life transitions or problems in coping with daily living to those with severe, chronic mental illnesses that seriously impact their lives.

Benefits

Disability Benefits NS-1800

- Public social insurance programs that replace income lost because of a physical or mental impairment severe enough to prevent a previously employed person from working. Monthly cash benefits are paid to the eligible individual with a disability and his or her eligible dependents throughout the period of disability.

Social Security Disability Insurance Applications NS-1800.8000-820

- Social Security offices that accept applications and determine eligibility for the Social Security Disability Insurance (SSDI) program; and reinstate individuals who have lost their SSDI benefits due to incarceration, institutionalization, noncompliance or other reasons. Also included are other programs that help people prepare and file Social Security Disability Insurance applications and/or are authorized to do eligibility determinations for the program.

State Disability Insurance Applications NS-1800.8100-820

- State offices that accept applications and determine eligibility for the state disability program. Also included are other programs that help people prepare and file State Disability Insurance applications and/or are authorized to do eligibility determinations for the program.

Food Stamps/SNAP Applications

- County or state offices that accept Food Stamp applications, determine eligibility for the Food Stamp program and allotments, and issue Food Stamp EBT cards which are presented at the grocery checkout counter when purchasing food. Certified households receive their EBT card and instructions for setting up a PIN number within 30 days of the date their application was filed. Expedited food stamps are available within seven days for people who are in an emergency situation and whose income and spendable resources for that month are within specified limits. Also included are other programs that help people prepare and file Food Stamp/SNAP applications and/or are authorized to do eligibility determinations for the program.

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General

Benefits Assistance FT-1000.2500

- Programs that focus broadly on helping individuals who are having difficulty understanding and/or obtaining grants, payments, services or other benefits for which they are eligible rather than offering more specialized services relating to a particular type of benefit.

Healthcare

General Medical Care

- Routine health care provided by internists, pediatricians, family medicine specialists, gynecologists, obstetricians, nurse practitioners, midwives, physicians' assistants or other health care providers who serve as the first point of contact with the health care system. Services focus on the prevention and early detection of health problems through regular physical examinations, blood pressure checks, mammograms and other similar procedures as well as therapeutic services for people who do not require specialty care.

Health Care Referrals LH-2600

- Programs that link people who are in need of medical care, nursing care, dental care or other types of health care services with qualified practitioners.

Home Health Care LT-2800

- Programs that make necessary medical services available in the homes of people who are aged, ill or convalescing.

Housing

Prevention Services

- The goal of the Homelessness Prevention is to provide financial assistance, counseling, and other services to prevent families and individuals from being evicted, losing their homes, and becoming homeless.

Housing Search Assistance

- Programs that assign a staff member to assist people who are looking for housing to survey the available residences and to choose and obtain the most suitable option.

Public/Subsidized Housing Appeal Assistance FT-1000.6700

- Programs that provide legal assistance (including advice and representation in administrative hearings) for individuals whose application for public or subsidized housing has been denied or whose rent subsidy benefits have been terminated in situations where they believe that their rights under applicable housing laws have been violated.

Homeless Family Reunification Services PH3100

- Programs that help people who are homeless because they have become estranged from their families establish contact with their families. The program may also, where appropriate, help them negotiate the conditions under which they can return to their families and arrange for transportation home.

Secure Housing With Permanent Tenure

- An individual may reside in their own unit with a lease or share housing with a lease. The housing must be habitable.

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Other

Food BD

- Programs that seek to meet the basic nutritional needs of the community by providing access to food products.

Clothing BM-6500.1500

- Programs that pay for or provide new or secondhand clothing. Included are clothing exchange programs.

Household Goods BM-3000

- Programs that pay for or provide new, reconditioned or secondhand furnishings for homes or apartments.

Local Transportation BT-4500

- Organizations that arrange for or provide transportation for individuals whose points of origin and destinations are within their community or other nearby communities. These organizations also provide information for the public about rates, schedules and routes for these services.

Educational Support Services HL

- Programs within the formal education system at elementary, secondary or postsecondary levels, or offered by outside agencies, that provide non-instructional services which support the admission of students to an educational program, their health and living conditions while students, their extracurricular activities options, and their ability to choose an appropriate course of study and adjust to and remain in school through the completion of their high school diplomas or college/university degrees.

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