

Aileen's Intake Questionnaire v25.8 Cheat Sheet

This is a new form for 2025! Please ask folks to complete the new form even if they have filled out an older one before, because it is different.

Ask people if they prefer to fill it out themselves, or have you ask questions and write down responses for them. Always use a clipboard and stay with them to provide clarifications. Once done, please check the form to make sure that all questions are at least addressed, even though they are free to choose "prefer not to say" or leave some answers blank.

Why do we collect these data?

- We are required to share anonymized demographic data with King County, which funds our program. That said, people's names and contact information are strictly for our use only, and are not shared with the County or anyone else.
- We need a way to track who we are serving and what goals they are working toward.

Name and contact information are important because we want to start sending texts and emails about our open hours, outreach spots, special events, and other opportunities again. Please make sure that they are legible. If it's difficult to read, ask them to spell it so you can write down more clearly.

The new **"goals" section**: for each area of goal (housing, emotional, etc.) ask peers to select from "already met," "working on it," "not working on it," or "not applicable." We didn't pick the categories, the County did.

- Housing goal: finding housing, relocating, maintaining housing stability, etc.
- Emotional goal: community connections, self-reflection, emotional wellbeing, etc.
- Employment goal: finding employment, getting job training, etc.
- Financial goal: establishing banking, building credit, accessing benefits, achieving financial independence, etc.
- Mental health & substance use goal: connecting to mental health and substance use treatments or peer support, etc.
- Physical goal: accessing medical care, fostering physical health and wellbeing, etc.
- Safety goal: developing safety plans, identifying harmful relationship patterns, obtaining protection orders, etc.
- Spiritual goal: connecting to cultural practices and traditions that promote healing, etc.
- Other goals: addressing legal issues, family unification, etc.

For **racial/ethnic backgrounds**, people can check all that apply.

The question about **disability** asks what kind of disability someone has, but like everything else it's up to them to decide what to tell us.

Homelessness includes people living on the streets, in a place not meant for housing, or in a shelter or transitional housing.