



Technical Assistance Resource: Ongoing Assessments of Supportive Services

[CoC Program Interim Rule](#)

§ 578.75 General operations.

(e) Ongoing assessment of supportive services. To the extent practicable, each project must provide supportive services for residents of the project and homeless persons using the project, which may be designed by the recipient or participants. Each recipient and subrecipient of assistance under this part must conduct an ongoing assessment of the supportive services needed by the residents of the project, the availability of such services, and the coordination of services needed to ensure long-term housing stability and must make adjustments, as appropriate.

Elements of Ongoing Assessments

In general, program staff annually assess participants on their status and progress in topics including, but not limited to housing stability, education, employment, changes in income, health and disabilities, healthcare, life skills, and community integration. The program staff use the information obtained during the assessment to guide service planning. Such assessments should be completed in person with the participants and a signature of both the participant and case manager should be present.

Annual Assessment in HMIS

One resource that programs may choose to use as *one component* of the annual assessment of supportive services is the Interim Review in HMIS. Guidance on Interim Reviews may be found in the following All Chicago HMIS Helpdesk Article: [Updating Client Assessment Information: Interim Reviews](#). The annual assessment must be recorded no more than 30 days before or after the anniversary of the participant's Project Entry Date. Topics assessed with this tool include monthly income, non-cash benefits, health insurance, and disabilities. If the Interim Review is used by the program as a component of the annual assessment, the program staff should interview the participants to obtain the information that is entered into the assessment and a printed copy should be signed and dated by the participant and the program staff member.

A program that uses the Interim Review as a component of the annual assessment of supportive services must use it in tandem with an additional assessment tool. The Interim Review may not be used as the only tool because it does not cover the breadth of service needs that should be covered through case management. The list of supportive services that are eligible costs under a supportive services



budget line, found in section 578.53 of the [CoC Program Interim Rule](#), can be used to inform additional areas of service need that programs may choose to include in their annual assessments.