

## **ADULT COORDINATED ENTRY SYSTEM ASSESSMENT BLITZ**

### **INFORMATION ABOUT REQUESTING ON-SITE ASSESSMENTS**

Our team would be pleased to come to your agency to assess adults experiencing homelessness as part of the San Francisco Adult Coordinated Entry Assessment Blitz.

Following is more information about the process, then a request for a bit of information from you.

Our team will consist of 2-3 staff members.

One member will coordinate with participants wishing to be assessed – explaining why we are assessing, keeping an in-order list of folks waiting to be assessed, keeping people waiting apprised of the wait time, accompanying people to the assessor (and if there is time, this staff member also starts some paperwork, completing the profile in ONE). One – two staff will be doing the assessments.

Each assessment takes 20-30 minutes.

Ideally, we will have private spaces at your agency to give the assessments, and an area where people waiting to be assessed will be comfortable.

Our first time at your site we'd appreciate being permitted to arrive early to walk through the "spaces" we may use with our contact person.

What would be helpful to hear from you:

- What days of the week/times of the day would be best for us to assess?
- How many adults experiencing homelessness do you serve – that feeds into this question: how many times do you think we should come on-site to get all assessed?
- Would you prefer for one of your staff members to serve as the point person to coordinate with participants wishing to be assessed (keeping an in-order list of those waiting, accompanying people to the assessor)? [If so, that will free up one of our staff to just do assessments.]
- Where should we come (address, floor number)?
- Who will be our contact person at your agency (name/phone/email)?

When you are ready, please email the information requested to: [SFACES@ecs-sf.org](mailto:SFACES@ecs-sf.org), with the subject line: Request Assessments.

**ADULT COORDINATED ENTRY SYSTEM  
ASSESSMENT BLITZ**

**REQUEST FOR ON-SITE ASSESSMENTS**

Agency Name:	
Contact Name:	
Contact Phone:	
Contact Email:	

Please come to assess at:

At this location (address, floor number):	
On these days/times:	
There would about this many adults experiencing homelessness at our site on each of the dates:	
<p>Please answer yes or no:</p> <p>My agency prefers for one of my agency's staff members to serve as the point person to coordinate with participants wishing to be assessed (keeping an in-order list of those waiting, accompanying people to the assessor). (If so, that will free up one of ECS's staff members to just do assessments.)</p> <p>Yes: <input type="checkbox"/>      No: <input type="checkbox"/></p>	

Please hand this form to an ECS staff member or email the information requested to: [SFACES@ecs-sf.org](mailto:SFACES@ecs-sf.org), with the subject line: Request Assessments.