

NEW YORK CITY DEPARTMENT OF HOMELESS SERVICES

Procedure Number: DHS-PB-2020-018

SUBJECT: DHS Service Coordination with HRA NoVA at PATH and AFIC	APPLICABLE TO: PATH and AFIC	ISSUED: November 6, 2020 (Replaces DHS Procedure No. 11-002)
--	--	---

ADMINISTERED BY: PATH and AFIC	APPROVED BY: Joslyn Carter, Administrator Department of Homeless Services
--	---

PURPOSE

The purpose of this procedure is to delineate the requisite action staff of the Department of Homeless Services (DHS) at its Prevention Assistance and Temporary Housing (PATH) and Adult Family Intake Center (AFIC) sites must take when individuals possibly experiencing domestic violence present at these locations.

Specifically, this procedure outlines when and how to:

- 1) Refer applicants and/or clients to Human Resources Administration’s (HRA) No Violence Again (NoVA) office at PATH and AFIC; and
- 2) Determine if safety issues would preclude placement of applicants together in shelter.

DEFINITIONS

Domestic Violence

Domestic Violence (DV) is an umbrella term that encompasses both Intimate Partner Violence (IPV) and Family Violence (FV).

Intimate Partner Violence

Intimate Partner Violence (IPV) is a pattern of coercive and abusive behaviors used by one partner to maintain power and control over another partner in an intimate relationship. This includes people with any current or former romantic involvement (e.g., dating, previously dating, on again / off again, married, divorced, living together, or living apart). IPV can occur between people of any gender identity or sexual orientation, and can include manipulation, threats, or the use of physical, sexual, emotional, verbal, psychological, or financial abuse.

Family Violence

Family Violence (FV) is any abusive behavior that occurs between members of a family or household who are not involved in a romantic relationship. This includes chosen family as well as people related by blood, marriage, foster care, adoption, or any other familial relationships. FV can include threats or the use of physical, sexual, emotional, verbal, psychological, or financial abuse.

NoVA

The HRA No Violence Again (NoVA) program assists domestic violence survivors seeking emergency housing from the Department of Homeless Services (DHS). NoVA staff provides assessment, crisis counseling, shelter referral and placement into domestic violence shelters for eligible clients at DHS Intake Centers – PATH (families), AFIC (adults without children), and single intake sites. Crisis intervention, counseling, assessment and referral services are also provided to families and individuals placed in DHS shelter locations.

AFIC PROCEDURE

AFIC staff must ask each adult separately during the completion of the intake questionnaire in CARES whether DV contributed to the current housing crisis. If DV is identified as a possible issue during the application or eligibility process (i.e., reported or observed physical violence, threat of physical violence, safety concerns, or patterns of control, documented as necessary according to the Procedure for Responding to

Domestic Violence Incidents in Shelter, procedure number 11-003), AFIC staff must proceed with the appropriate action below.

Clients Requesting to be Sheltered Separately

If the individual reportedly harmed requests to not be on the same case with the individual reportedly causing harm, AFIC staff must:

- enter a determination of “Ineligible” in the case outcome,
- serve the individual(s) the 4002 form indicating the ineligible determination,
- close the case,
- record the information in a DV managerial flag in CARES on the case homepage of the individual reportedly harmed,
- in instances where the original case included more than two adults,
 - refer the individual reportedly causing harm to the appropriate Single Adult Intake site and offer appropriate transportation,
 - open a new application including the family members continuing to reside together,
 - confidentially utilize the DHS Domestic Violence (DV) Screening Form (**DHS-69**) to interview the individual reportedly harmed to determine whether a NoVA referral is warranted,
 - refer the individual reportedly harmed to NoVA if assessment is warranted, and
 - offer all individuals referrals to appropriate services.
- in instances where the original case included only two adults,
 - refer the individual reportedly causing harm to the appropriate Single Adult Intake site and offer appropriate transportation,
 - confidentially utilize the **DHS-69** to interview the individual reportedly harmed to determine whether a NoVA referral is warranted,
 - refer the individual reportedly harmed to NoVA if assessment is warranted,
 - confidentially refer the individual reportedly harmed to the appropriate Single Adult Intake site and offer appropriate transportation if placement in a domestic violence shelter has not or will not be arranged through NoVA (note that same sex couples must be referred to separate intake sites or processed separately at 30th Street and placed at separate assessment centers),
 - notify the appropriate Single Adult Intake site of the pending arrival and the need for a NoVA referral, and
 - offer all individuals referrals to appropriate services.

Clients Requesting to be Sheltered Together – No Prior DHS Separation

If the individual reportedly harmed requests to remain on the case with the individual reportedly causing harm and there was NEITHER a prior domestic violence incident in shelter that resulted in a Priority One Incident Report immediately before exiting shelter NOR a prior NoVA assessment that resulted in separation, AFIC staff must:

- separate the two individuals by directing the individual reportedly causing harm to a distinct location in the facility,
- confidentially utilize the **DHS-69** to interview the individual reportedly harmed to determine whether a NoVA referral is warranted, and
- refer the individual reportedly harmed to NoVA if assessment is warranted.

Conditional Placement Granted Pending NoVA Assessment

NoVA assessments must be conducted the same day or scheduled for the next available appointment. If a same day NoVA assessment is not possible and the individual reportedly harmed requests to remain on the case with the individual reportedly causing harm and there was NEITHER a prior domestic violence incident in shelter that resulted in a Priority One Incident Report immediately before exiting shelter NOR a prior NoVA assessment that resulted in separation, conditional placement will be granted pending the NoVA assessment. In these circumstances, AFIC staff must:

- submit a shelter assignment request in CARES,
- inform Housing Emergency Referral Operations (HERO) of the determination to commence the search for an appropriate conditional placement, and
- issue an appointment notice for the NoVA assessment.

If the individual reportedly harmed refuses the NoVA assessment or fails to attend the scheduled NoVA appointments, AFIC staff must:

- enter a determination of “Ineligible” in the case outcome in CARES,
- serve the family the 4002 form indicating the ineligible determination,
- close the case, and
- record the information in a DV managerial flag in CARES on the case homepage of the individual reportedly harmed.

If a domestic violence incident occurs during the course of conditional shelter placement and results in arrest or requested removal of the individual reportedly causing harm, shelter staff must direct that individual to AFIC if and when that person tries to return to shelter. AFIC staff must:

- serve the individual reportedly causing harm a 4002 form denying a pre-investigative grant of conditional placement,

- refer the individual reportedly causing harm to the appropriate Single Adult Intake site pending the final outcome of the NoVA assessment and offer appropriate transportation,
- record the information in the case outcome and in a DV managerial flag in CARES on the case homepage of the individual reportedly harmed, and
- maintain conditional placement for the individual reportedly harmed pending the NoVA assessment and final written determination.

Final Determination Regarding Separation

In all cases, the NoVA disposition and/or the results of the **DHS-69**, in conjunction with any reported or observed DV concerns (including all incident reports and NoVA assessments), will inform the AFIC supervisor's determination to permit or prohibit placement of the adults together. This determination must be recorded in the case outcome in CARES. (Note that active stay away orders of protection warrant separation and consultation with the Office of Legal Affairs.)

If the final written determination is to prohibit placement together, the AFIC supervisor must:

- enter a determination of "Ineligible" in the case outcome,
- serve the individual(s) the 4002 form indicating the ineligible determination,
- close the case,
- record the information in a DV managerial flag in CARES on the case homepage of the individual reportedly harmed,
- in instances where the original case included more than two adults,
 - refer the individual reportedly causing harm to the appropriate Single Adult Intake site and offer appropriate transportation,
 - open a new application including the family members continuing to reside together, including the individual reportedly harmed if placement in a domestic violence shelter has not or will not be arranged through NoVA,
 - proceed with the housing investigation and eligibility determination according to standard process, and
 - offer all individuals referrals to appropriate services.
- in instances where the original case included only two adults,
 - refer the individual reportedly causing harm to the appropriate Single Adult Intake site and offer appropriate transportation,
 - confidentially refer the individual reportedly harmed to the appropriate Single Adult Intake site and offer appropriate transportation if placement in a domestic violence shelter has not or will not be arranged through NoVA (note that same sex couples should be referred to separate intake sites or processed separately at 30th Street and placed at separate assessment centers),
 - notify the appropriate Single Adult Intake site of the pending arrival, and
 - offer all individuals referrals to appropriate services.

If the final written determination is to permit placement together, the AFIC supervisor must:

- record the determination regarding the domestic violence separation in the case outcome,
- update the information in the DV managerial flag in CARES on the case homepage of the individual reportedly harmed,
- proceed with the housing investigation and eligibility determination according to standard process, and
- offer all individuals referrals to appropriate services.

Clients Requesting to be Sheltered Together – Prior DHS Separation

If the individual reportedly harmed requests to remain on the case with the individual reportedly causing harm and there was EITHER a prior domestic violence incident in shelter that resulted in a Priority One Incident Report immediately before exiting shelter OR a prior NoVA assessment that resulted in separation, AFIC staff must:

- separate the two individuals by directing the individual reportedly causing harm to a distinct location in the facility,
- confidentially utilize the **DHS-69** to interview the individual reportedly harmed to determine whether a NoVA referral is warranted, and
- refer the individual reportedly harmed to NoVA if assessment is warranted.

NOTE: The above process must be followed even in cases of separation previously upheld at Fair Hearing.

Conditional Placement Denied Pending DHS DV Assessment

DHS DV assessments must be conducted the same day or scheduled for the next available appointment. If a same day DHS DV assessment is not possible and the individual reportedly harmed requests to remain on the case with the individual reportedly causing harm and there was EITHER a prior domestic violence incident in shelter that resulted in a Priority One Incident Report immediately before exiting shelter OR a prior NoVA assessment that resulted in separation, conditional placement will be denied pending the DHS DV assessment. In these circumstances, AFIC staff must:

- in instances where the original case included more than two adults,
 - serve the individual reportedly causing harm a 4002 form denying a pre-investigative grant of conditional placement,
 - refer the individual reportedly causing harm to the appropriate Single Adult Intake site and offer appropriate transportation,
 - record the information in the case outcome and in a DV managerial flag in CARES on the case homepage of the individual reportedly harmed, and

- serve the individual reportedly harmed a 4002 allowing a pre-investigative grant of conditional placement pending completion of the DHS DV assessment and rendering of the final determination.
- in instances where the original case included only two adults,
 - serve both individuals 4002 forms denying a pre-investigative grant of conditional placement pending completion of the DHS DV assessment and rendering of the final determination,
 - refer the individual reportedly causing harm to the appropriate Single Adult Intake site and offer appropriate transportation,
 - record the information in the case outcome and in a DV managerial flag in CARES on the case homepage of the individual reportedly harmed,
 - confidentially refer the individual reportedly harmed to the appropriate Single Adult Intake site and offer appropriate transportation if placement in a domestic violence shelter has not or will not be arranged through NoVA (note that same sex couples should be referred to separate intake sites or processed separately at 30th Street and placed at separate assessment centers), and
 - notify the appropriate Single Adult Intake site of the pending arrival and the need for further assessment by AFIC.

If the individual reportedly harmed refuses the DHS DV assessment or fails to attend the scheduled appointments, AFIC staff must:

- enter a determination of “Ineligible” in the case outcome in CARES,
- serve the family the 4002 form indicating the ineligible determination,
- close the case, and
- record the information in a DV managerial flag in CARES on the case homepage of the individual reportedly harmed.

Final Determination Regarding Separation

The NoVA disposition and/or the results of the DHS DV screening, in conjunction with any reported or observed DV concerns (including all incident reports and NoVA assessments), will inform the AFIC supervisor’s determination to permit or prohibit placement of the adults together.

If the determination following the DHS DV screening and review of existing records is to consider placement together, despite a prior determination to prohibit placement together, the AFIC supervisor must meet with each adult separately to discuss:

- 1) the prior incident that resulted in separation,
- 2) the action taken since the prior incident to resolve their differences,
- 3) the nature of their relationship since the prior incident, and

4) any services received, in place, or outstanding that have facilitated or could facilitate increased stability.

The additional information obtained through these discussions, in conjunction with the information from the **DHS-69** and review of existing records, will inform the AFIC supervisor's final written determination of whether the adults will be placed together.

If the final written determination is to prohibit placement together, the AFIC supervisor must:

- enter a determination of "Ineligible" in the case outcome,
- serve the individual(s) the 4002 form indicating the ineligible determination,
- close the case,
- record the information in a DV managerial flag in CARES on the case homepage of the individual reportedly harmed,
- in instances where the original case included more than two adults,
 - open a new application including the family members continuing to reside together, including the individual reportedly harmed if placement in a domestic violence shelter has not or will not be arranged through NoVA,
 - proceed with the housing investigation and eligibility determination according to standard process, and
 - offer all individuals referrals to appropriate services.
- in instances where the original case included only two adults,
 - refer the individual reportedly causing harm to the appropriate Single Adult Intake site and offer appropriate transportation,
 - confidentially offer the individual reportedly harmed transportation to the appropriate Single Adult Intake site if placement in a domestic violence shelter has not or will not be arranged through NoVA (note that same sex couples should be referred to separate intake sites or processed separately at 30th Street and placed at separate assessment centers),
 - notify the appropriate Single Adult Intake site of the pending arrival, and
 - offer all individuals referrals to appropriate services.

If the final written determination is to permit placement together, the AFIC supervisor must:

- record the determination regarding the domestic violence separation in the case outcome,
- require both adults to sign the Consent to Placement Together in DHS Shelter (**DHS-69a**) agreeing to be placed together,
- update the information in the DV managerial flag in CARES on the case homepage of the individual reportedly harmed,
- inform HERO of the determination to commence the search for an appropriate placement,

- notify the Program Administrator (PA) who oversees the assigned shelter placement of the determination and the referrals offered,
- proceed with the housing investigation and eligibility determination according to standard process, and
- offer all individuals referrals to appropriate services.

Clients Reporting Medical Dependence

If individuals reporting medical dependence are prohibited from being placed together, AFIC staff must:

- during business hours of the onsite medical provider,
 - refer to the onsite medical provider for confirmation of medical dependence and medical appropriateness for shelter
- during non-business hours of the onsite medical provider,
 - refer to the manager-on-duty for immediate determination of medical dependence and medical appropriateness for shelter
- serve both individuals 4002 forms denying a pre-investigative grant of conditional placement,
- if both individuals are medically appropriate for single adult shelter,
 - refer the individual reportedly causing harm to the appropriate Single Adult Intake site and offer appropriate transportation,
 - confidentially refer the individual reportedly harmed to the appropriate Single Adult Intake site and offer appropriate transportation if placement in a domestic violence shelter has not or will not be arranged through NoVA (note that same sex couples should be referred to separate intake sites for women or processed separately at 30th Street and placed at separate assessment centers),
 - notify the appropriate Single Adult Intake site of the pending arrival and the need for further assessment by AFIC
- if either individual is medically inappropriate for single adult shelter,
 - notify the Assistant Commissioner of Adult Intake and Assessment,
 - notify the Office of the Medical Director who will contact the Emergency Department,
 - contact EMS to transport to the hospital the individual medically inappropriate for single adult shelter,
 - refer the other individual to the appropriate Single Adult Intake site and offer appropriate transportation if placement in a domestic violence shelter has not or will not be arranged through NoVA,
 - notify the appropriate Single Adult Intake site of the pending arrival and the need for further assessment by AFIC,
- record the information in a DV managerial flag in CARES on the case homepage of the individual reportedly harmed,
- request and review relevant medical documentation in consultation with DHS' Office of the Medical Director during the pendency of the application,

- coordinate services with HRA's Adult Protective Services during the pendency of the application, and
- coordinate a conference call with all involved parties during the pendency of the application to determine most appropriate next steps.

PATH PROCEDURE

PATH staff must ask each adult separately during the completion of the intake questionnaire in CARES whether DV contributed to the current housing crisis. If DV is identified as a possible issue during the application or eligibility process (i.e., reported or observed physical violence, threat of physical violence, safety concerns, or patterns of control, documented as necessary according to the Procedure for Responding to Domestic Violence Incidents in Shelter, procedure number 11-003), PATH staff must proceed with the appropriate action below.

Clients Requesting to be Sheltered Separately

If the individual reportedly harmed applies without the individual reportedly causing harm, PATH staff must:

- record the information in a DV managerial flag in CARES on the case homepage of the individual reportedly harmed,
- confidentially utilize the **DHS-69** to interview the individual reportedly harmed to determine whether a NoVA referral is warranted,
- refer the individual reportedly harmed to NoVA if assessment is warranted, and
- offer referrals to appropriate services.

If the individual reportedly harmed requests to not be on the same case with the individual reportedly causing harm, PATH staff must:

- consult with the applicants to determine which family members will remain on the current application, ensuring that the individual reportedly harmed and the individual reportedly causing harm are separated,
- record the determination regarding the domestic violence separation in the case outcome,
- serve any applicant(s) that will not remain on the current application the 4002 form indicating the ineligible determination,
- remove any applicant(s) that will not remain on the current application from the case,
- refer any applicant(s) that will not remain on the current application to the appropriate intake site and offer appropriate transportation (Note: the appropriate intake site may still be PATH, depending on the family composition of the applicant(s) removed from the case),
- record the information in a DV managerial flag in CARES on the case homepage of the individual reportedly harmed,

- confidentially utilize the **DHS-69** to interview the individual reportedly harmed to determine whether a NoVA referral is warranted,
- refer the individual reportedly harmed to NoVA if assessment is warranted, and
- offer all individuals referrals to appropriate services.

Clients Requesting to be Sheltered Together – No Prior DHS Separation

If the individual reportedly harmed requests to remain on the case with the individual reportedly causing harm and there was NEITHER a prior domestic violence incident in shelter that resulted in a Priority One Incident Report immediately before exiting shelter NOR a prior NoVA assessment that resulted in separation, PATH staff must:

- separate the two individuals by directing the individual reportedly causing harm to a distinct location in the facility,
- confidentially utilize the **DHS-69** to interview the individual reportedly harmed to determine whether a NoVA referral is warranted, and
- refer the individual reportedly harmed to NoVA if assessment is warranted.

Conditional Placement Granted Pending NoVA Assessment

NoVA assessments must be conducted the same day or scheduled for the next available appointment. If a same day NoVA assessment is not possible and the individual reportedly harmed requests to remain on the case with the individual reportedly causing harm and there was NEITHER a prior domestic violence incident in shelter that resulted in a Priority One Incident Report immediately before exiting shelter NOR a prior NoVA assessment that resulted in separation, conditional placement will be granted pending the NoVA assessment. In these circumstances, PATH staff must:

- submit a shelter assignment request in CARES,
- inform Housing Emergency Referral Operations (HERO) of the determination to commence the search for an appropriate conditional placement, and
- issue an appointment notice for the NoVA assessment.

If the individual reportedly harmed refuses the NoVA assessment or fails to attend the scheduled NoVA appointments, PATH staff must:

- enter a determination of “Ineligible” in the case outcome in CARES,
- serve the family the 4002 form indicating the ineligible determination,
- close the case, and
- record the information in a DV managerial flag in CARES on the case homepage of the individual reportedly harmed.

If a domestic violence incident occurs during the course of conditional shelter placement and results in arrest or requested removal of the individual reportedly causing harm, shelter staff must direct that individual to PATH if and when that person tries to return to shelter. PATH staff must:

- consult with the applicants to determine which family members will remain in the current conditional shelter placement, ensuring that the individual reportedly harmed and the individual reportedly causing harm are separated,
- record the determination regarding the domestic violence separation in the case outcome,
- serve any applicant(s) that will not remain in the current conditional shelter placement a 4002 form denying a pre-investigative grant of conditional placement,
- remove any applicant(s) that will not remain on the current application from the case,
- refer any applicant(s) that will not remain in the current conditional shelter placement to the appropriate intake site and offer appropriate transportation pending the final outcome of the NoVA assessment (Note: the appropriate intake site may still be PATH, depending on the family composition of the applicant(s) removed from the current conditional shelter placement),
- record the information in the case outcome and in a DV managerial flag in CARES on the case homepage of the individual reportedly harmed, and
- maintain conditional placement for the individual(s) still constituting a family unit pending the NoVA assessment and final written determination if placement in a domestic violence shelter has not or will not be arranged through NoVA.

Final Determination Regarding Separation

In all cases, the NoVA disposition and/or the results of the **DHS-69**, in conjunction with any reported or observed DV concerns (including all incident reports and NoVA assessments), will inform the PATH supervisor's determination to permit or prohibit placement of the adults together. This determination must be recorded in the case outcome in CARES. (Note that active stay away orders of protection warrant separation and consultation with the Office of Legal Affairs.)

If the final written determination is to prohibit placement together, the PATH supervisor must:

- consult with the applicants to determine which family members will remain on the current application, ensuring that the individual reportedly harmed and the individual reportedly causing harm are separated
- record the determination regarding the domestic violence separation in the case outcome,
- serve any applicant(s) that will not remain on the current application the 4002 form indicating the ineligible determination,

- remove any applicant(s) that will not remain on the current application from the case,
- refer any applicant(s) that will not remain on the current application to the appropriate intake site and offer appropriate transportation (Note: the appropriate intake site may still be PATH, depending on the family composition of the applicant(s) removed from the case),
- record the information in a DV managerial flag in CARES on the case homepage of the individual reportedly harmed,
- proceed with the housing investigation and eligibility determination according to standard process if placement in a domestic violence shelter has not or will not be arranged through NoVA, and
- offer all individuals referrals to appropriate services.

If the final written determination is to permit placement together, the PATH supervisor must:

- record the determination regarding the domestic violence separation in the case outcome,
- update the information in the DV managerial flag in CARES on the case homepage of the individual reportedly harmed,
- proceed with the housing investigation and eligibility determination according to standard process, and
- offer all individuals referrals to appropriate services.

Clients Requesting to be Sheltered Together – Prior DHS Separation

If the individual reportedly harmed requests to remain on the case with the individual reportedly causing harm and there was EITHER a prior domestic violence incident in shelter that resulted in a Priority One Incident Report immediately before exiting shelter OR a prior NoVA assessment that resulted in separation, PATH staff must:

- separate the two individuals by directing the individual reportedly causing harm to a distinct location in the facility,
- confidentially utilize the **DHS-69** to interview the individual reportedly harmed to determine whether a NoVA referral is warranted, and
- refer the individual reportedly harmed to NoVA if assessment is warranted.

NOTE: The above process must be followed even in cases of separation previously upheld at Fair Hearing.

Conditional Placement Denied Pending DHS DV Assessment

DHS DV assessments must be conducted the same day or scheduled for the next available appointment. If a same day DHS DV assessment is not possible and the individual reportedly harmed requests to remain on the case with the individual reportedly causing harm and there was EITHER a prior domestic violence incident in shelter that resulted in a Priority One Incident Report immediately before exiting shelter OR a prior NoVA assessment that resulted in separation, conditional placement together will be denied pending the DHS DV assessment. In these circumstances, PATH staff must:

- consult with the applicants to determine which family members will proceed to conditional shelter placement, ensuring that the individual reportedly harmed and the individual reportedly causing harm are separated,
- record the determination regarding the domestic violence separation in the case outcome,
- serve any applicant(s) that will not proceed to conditional shelter placement on the current case a 4002 form denying a pre-investigative grant of conditional placement,
- remove any applicant(s) that will not remain on the current application from the case,
- refer any applicant(s) that will not proceed to conditional shelter placement on the current case to the appropriate intake site and offer appropriate transportation pending the final outcome of the **DHS-69** (Note: the appropriate intake site may still be PATH, depending on the family composition of the applicant(s) removed from the current application), and
- serve the individual(s) still constituting a family unit a 4002 allowing a pre-investigative grant of conditional placement pending completion of the **DHS-69** and rendering of the final determination.

If the individual reportedly harmed refuses the DHS DV assessment or fails to attend the scheduled appointments, PATH staff must:

- enter a determination of “Ineligible” in the case outcome in CARES,
- serve the individuals the 4002 form indicating the ineligible determination,
- close the case, and
- record the information in a DV managerial flag in CARES on the case homepage of the individual reportedly harmed.

Final Determination Regarding Separation

The NoVA disposition and/or the results of the **DHS-69**, in conjunction with any reported or observed DV concerns (including all incident reports and NoVA assessments), will inform the PATH supervisor’s determination to permit or prohibit placement of the adults together.

If the determination following DHS DV screening and review of existing records is to consider placement together, despite a prior determination to prohibit placement together, the PATH supervisor must meet with each adult separately to discuss:

- 1) the prior incident that resulted in separation,
- 2) the action taken since the prior incident to resolve their differences,
- 3) the nature of their relationship since the prior incident, and
- 4) any services received, in place, or outstanding that have facilitated or could facilitate increased stability.

The additional information obtained through these discussions, in conjunction with the information from the **DHS-69** and review of existing records, will inform the PATH supervisor's final written determination of whether the adults will be placed together.

If the final written determination is to prohibit placement together, the PATH supervisor must:

- consult with the applicants to determine which family members will remain on the current application, ensuring that the individual reportedly harmed and the individual reportedly causing harm are separated,
- record the determination regarding the domestic violence separation in the case outcome,
- serve any applicant(s) that will not proceed to conditional shelter on the current case a 4002 form denying a pre-investigative grant of conditional placement,
- remove any applicant(s) that will not remain on the current application from the case,
- refer any applicant(s) that will not remain on the current application to the appropriate intake site and offer appropriate transportation (Note: the appropriate intake site may still be PATH, depending on the family composition of the applicant(s) removed from the case)
- record the information in a DV managerial flag in CARES on the case homepage of the individual reportedly harmed,
- proceed with the housing investigation and eligibility determination according to standard process if placement in a domestic violence shelter has not or will not be arranged through NoVA, and
- offer all individuals referrals to appropriate services.

If the final written determination is to permit placement together, the PATH supervisor must:

- record the determination regarding the domestic violence separation in the case outcome,
- require both adults to sign the **DHS-69a** agreeing to be placed together,
- update the information in the DV managerial flag in CARES on the case homepage of the individual reportedly harmed,
- inform HERO of the determination to commence the search for an appropriate placement,
- notify the Program Administrator (PA) who oversees the assigned shelter placement of the determination and the referrals offered,
- proceed with the housing investigation and eligibility determination according to standard process, and
- offer all individuals referrals to appropriate services.

Clients Reporting Medical Dependence

If individuals reporting medical dependence are prohibited from being placed together, PATH staff must:

- during business hours of the onsite medical provider,
 - refer to the onsite medical provider for confirmation of medical dependence and medical appropriateness for shelter
- during non-business hours of the onsite medical provider,
 - refer to the manager-on-duty for immediate determination of medical dependence and medical appropriateness for shelter
- if both individuals are medically appropriate for shelter,
 - consult with the applicants to determine which family members will proceed to conditional shelter placement, ensuring that the individual reportedly harmed and the individual reportedly causing harm are separated,
 - record the determination regarding the domestic violence separation in the case outcome,
 - remove any applicant(s) that will not remain on the current application from the case,
 - refer any applicant(s) that will not proceed to conditional shelter placement on the current case to the appropriate intake site and offer appropriate transportation pending the final outcome of the DHS DV assessment (Note: the appropriate intake site may still be PATH, depending on the family composition of the applicant(s) removed from the current application),
 - serve the individual(s) still constituting a family unit a 4002 allowing a pre-investigative grant of conditional placement pending completion of the DHS DV assessment and rendering of the final determination if placement in a domestic violence shelter has not or will not be arranged through NoVA

- if either individual is medically inappropriate for shelter,
 - notify the Assistant Commissioner of PATH and the Assistant Commissioner of Adult Intake and Assessment,
 - notify the Office of the Medical Director who will contact the Emergency Department,
 - contact EMS to transport to the hospital the individual medically inappropriate for shelter,
 - serve the other individual (if still constituting a family unit) a 4002 allowing a pre-investigative grant of conditional placement pending completion of the DHS DV assessment and rendering of the final determination if placement in a domestic violence shelter has not or will not be arranged through NoVA OR serve the other individual (if no longer constituting a family unit) a 4002 denying a pre-investigative grant of conditional placement and refer that individual to the appropriate Single Adult Intake site and offer appropriate transportation if placement in a domestic violence shelter has not or will not be arranged through NoVA
- record the information in a DV managerial flag in CARES on the case homepage of the individual reportedly harmed,
- request and review relevant medical documentation in consultation with DHS' Office of the Medical Director during the pendency of the application,
- coordinate services with HRA's Adult Protective Services during the pendency of the application, and
- coordinate a conference call with all involved parties during the pendency of the application to determine most appropriate next steps.

Effective Immediately

ATTACHMENTS

DHS-69 DHS Domestic Violence (DV) Screening Form
DHS-69a Consent to Placement Together in DHS Shelter

DHS Domestic Violence (DV) Screening Form

Applicant Name: _____ Date: _____

Name of Individual Reportedly Causing Harm (use one form for each)	Relationship to Applicant

Refer the applicant to NoVA if they were previously NoVA eligible because of DV by this person.

1. Interview – Interview the applicant using the below noted questions.

	Because of this person:	Yes/No	If Yes, how long ago?
1.	have you called a DV hotline?	<input type="checkbox"/> Y <input type="checkbox"/> N	
2.	have you stayed in a DV shelter?	<input type="checkbox"/> Y <input type="checkbox"/> N	
3.	were the police called about a DV incident?	<input type="checkbox"/> Y <input type="checkbox"/> N	
4.	have you or have your children had an Order of Protection (OOP)?	<input type="checkbox"/> Y <input type="checkbox"/> N	
5.	have you had to flee your home?	<input type="checkbox"/> Y <input type="checkbox"/> N	
	Has this person:	Yes/No	If Yes, how long ago?
6.	monitored your daily activities by following you or by controlling your phone/computer/social media/in-person communication?	<input type="checkbox"/> Y <input type="checkbox"/> N	
7.	demanded to know where you are and who you are with or shown signs of being constantly jealous?	<input type="checkbox"/> Y <input type="checkbox"/> N	
8.	not given you access to money/food/benefits or tried to use your benefits/money/medical care/food to control you?	<input type="checkbox"/> Y <input type="checkbox"/> N	
9.	controlled your phone/computer/social media/in-person communication?	<input type="checkbox"/> Y <input type="checkbox"/> N	
10.	Have any of the above (questions 1-9) happened in the last 6 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has this person:	Yes/No	If Yes, how long ago?
11.	physically hurt you/your children/family/pets on purpose (including sexual abuse)?	<input type="checkbox"/> Y <input type="checkbox"/> N	
12.	threatened or attempted to harm you/your children/family/pets (including sexual abuse)?	<input type="checkbox"/> Y <input type="checkbox"/> N	
13.	Have any of the above (questions 11-12) happened in the last 12 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	Do you/your children have an active stay away OOP against the person listed above?		<input type="checkbox"/> Yes <input type="checkbox"/> No

(Turn Page)

2. Case Review – Complete after the conclusion of the applicant interview, and not in the presence of the applicant.

	Does the case record contain:	Yes/No	If Yes, when is the document dated?
15.	a New York State Domestic Incident Report?	<input type="checkbox"/> Y <input type="checkbox"/> N	
16.	An OOP?	<input type="checkbox"/> Y <input type="checkbox"/> N	
17.	Are any documents identified above from the last 6 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the case record contain:	Yes/No	If Yes, when is the document dated?
18.	a Priority 1 Incident Report related to domestic violence that resulted in separation or would have resulted in separation but for shelter exit?	<input type="checkbox"/> Y <input type="checkbox"/> N	
19.	Are any of these documents dated within the last 12 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No
20.	Does the file contain an active stay away OOP against the person listed above?		<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Comments – Use this section to provide details identified in the **Interview** and **Case Review** sections, observations not otherwise captured, and issues raised about discord related to **ANY** form of discrimination.

SAMPLE

4. Next Steps – Check the appropriate box for the responses to the questions in Sections 1 and 2 and take the corresponding action.

<input type="checkbox"/>	The response to question 14 or 20 is “Yes”	Do not place applicants together. Refer to PB-2019-025 for instructions regarding separating the individuals. NoVA referral required if there was no prior NoVA assessment or there was a new incident since the last NoVA assessment.
<input type="checkbox"/>	The response to 10, 13, 17, or 19 is “Yes”	Require a NoVA referral if there was no prior NoVA assessment or there was a new incident since the last NoVA assessment.
<input type="checkbox"/>	All the responses to questions 10, 13, 14, 17, 19, and 20 are “No” and the response to any other question is “Yes”	Offer a NoVA referral if the applicant was never NoVA assessed or a new incident occurred since the last NoVA assessment.
<input type="checkbox"/>	All the responses to all the questions are “No”	Do not make a NoVA referral unless information in the Comments section warrants it.

If NoVA referral was offered, did the applicant accept it? Yes No

Staff Name _____

Staff Title _____

Date _____

Date: _____

DHS CARES #: _____

CONSENT TO PLACEMENT TOGETHER IN DHS SHELTER

Print Full Name of Applicant

Print Full Name of Co-Applicant

We willingly consent to be placed together in DHS shelter. We acknowledge there was a period of time when we were not placed together in DHS shelter but are now both willingly requesting to be placed together. We are both agreeing to resolve any and all future disputes without the use of violence, including manipulation, threats, or the use of physical, sexual, emotional, verbal, psychological, or financial abuse.

Applicant Signature

Date

Co-Applicant Signature

Date