

Triage Health Check

Officer:

Completed by:

Case:

Date:

Date of triage:

	Notes	Actions
Reason for approach		
Info relevant		
Clear and understandable		
Have they approached another LA?		
Do they have a connection elsewhere? Which LA would they prefer to approach?		
<u>Would they prefer to approach another LA?</u>		
Address history (checked with what is said at triage).		
Contact details		
National insurance number		
Expected Delivery Date (if appropriate)		
Local connection		
Local connection, parental eviction and overcrowding contact name and details (for verification)		
ID added to case		
Support worker and contact details recorded		
S.21/S.8/notice to quit uploaded to case		
All triage sections completed		
Housing register advice given and recorded on the checklist		
If street homeless – details of where they are sleeping (car reg/colour etc)		
Have vulnerabilities/medical been captured?		
Financial info including benefits		
Assigned the case to the correct Specialist (HOST or Specialist)		
Booked in the meeting including office/telephone		
Has the assessment been added to the calendar correctly?		
Is the declaration signed by yourself and the customer?		

Has a note been pinned to the MRI that an adobe doc has been sent to the customer?		
Have any abbreviations been used?		
Case notes for Officer of any anomalies (pinned).		
Feedback and actions	Feedback:	