

## Alameda County Homeless Management Information System (ACHMIS)

### Categorizing Uploaded Documents

| Document                              | File Category                    | File Name                             | File Other Name (Only if Other is chosen) |
|---------------------------------------|----------------------------------|---------------------------------------|---|
| Alimony Agreement                     | 4. Family, Social and Legal      | Alimony Agreement                     |   |
| Appeal Outcome                        | 1. Core Housing and Eligibility  | Eligibility Determination             |   |
| Authorized Payments                   | 1. Core Housing and Eligibility  | Other                                 | Authorized Payments                       |
| Bank Records                          | 3. Finances and Income           | Bank Records                          |   |
| Birth Certificate                     | 1. Core Housing and Eligibility  | Birth Certificate                     |   |
| Birth Certificates                    | 1. Core Housing and Eligibility  | Birth Certificates                    |   |
| Budgets                               | 3. Finances and Income           | Other                                 | Budgets                                   |
| Cancelled Check                       | 1. Core Housing and Eligibility  | Proof of Income (30 to 90 days)       |   |
| Client Contract                       | 4. Family, Social and Legal      | Other                                 | Client Contract                           |
| Consent to Exchange Information       | 1. Core Housing and Eligibility  | Consent to Exchange Information       |   |
| Copy of Case Notes                    | 5. Other Personal Identification | Other                                 | Copy of Case Notes                        |
| Court Order or Record                 | 4. Family, Social and Legal      | Court Order or Record                 |   |
| Denial and Appeal                     | 1. Core Housing and Eligibility  | Eligibility Determination             |   |
| Dividends Statement                   | 1. Core Housing and Eligibility  | Proof of Income (30 to 90 days)       |   |
| Divorce Decree                        | 4. Family, Social and Legal      | Divorce Decree                        |   |
| Driver's License or State ID Card     | 1. Core Housing and Eligibility  | ID Photo Cards                        |   |
| Eligibility Determination             | 1. Core Housing and Eligibility  | Eligibility Determination             |   |
| Eviction/Foreclosure Notice           | 3. Finances and Income           | Eviction/Foreclosure Notice           |   |
| Evidence of Crisis                    | 1. Core Housing and Eligibility  | Eligibility Determination             |   |
| Evidence of Sustainability            | 1. Core Housing and Eligibility  | Other                                 | Evidence of Sustainability                |
| Food Stamp Card or Award Letter       | 3. Finances and Income           | Food Stamp Card or Award Letter       |   |
| Health Insurance Documentation        | 2. Health and Medical            | Health Insurance Documentation        |   |
| HMIS Engagement Record                | 5. Other Personal Identification | Other                                 | HMIS Engagement Record                    |
| HMIS Exit                             | 5. Other Personal Identification | Other                                 | HMIS Exit                                 |
| HMIS Housing Assessment               | 5. Other Personal Identification | Other                                 | HMIS Housing Assessment                   |
| HMIS Intake                           | 5. Other Personal Identification | Other                                 | HMIS Intake                               |
| HMIS Supplemental Data                | 5. Other Personal Identification | Other                                 | HMIS Supplemental Data                    |
| HMIS Update                           | 5. Other Personal Identification | Other                                 | HMIS Update                               |
| Home Mortgage                         | 3. Finances and Income           | Other                                 | Home Mortgage                             |
| Home Stretch Application              | 1. Core Housing and Eligibility  | Other                                 | Home Stretch Application                  |
| Home Visit Checklist                  | 1. Core Housing and Eligibility  | Other                                 | Home Visit Checklist                      |
| Hospital Record of Birth              | 5. Other Personal Identification | Hospital Record of Birth              |   |
| Housing Needs Matrix                  | 1. Core Housing and Eligibility  | Eligibility Determination             |   |
| Housing Stability Plan                | 1. Core Housing and Eligibility  | Housing Plan                          |   |
| Housing Support Plan                  | 1. Core Housing and Eligibility  | Housing Plan                          |   |
| HUD Staff Certification               | 1. Core Housing and Eligibility  | Eligibility Determination             |   |
| ID Photo Cards                        | 1. Core Housing and Eligibility  | ID Photo Cards                        |   |
| Income and Assets Declaration         | 1. Core Housing and Eligibility  | Proof of Income (30 to 90 days)       |   |
| Insurance Policy, Homeowners          | 3. Finances and Income           | Other                                 | Insurance Policy, Homeowners              |
| Insurance Policy, Renters             | 3. Finances and Income           | Renter Insurance Policy               |   |
| IRS Form Letter                       | 3. Finances and Income           | Other                                 | IRS Form Letter                           |
| Lead Screening (child 0-5 in home)    | 1. Core Housing and Eligibility  | Other                                 | Lead Screening (child 0-5 in home)        |
| Lease                                 | 3. Finances and Income           | Lease                                 |   |
| Letter from Employer                  | 1. Core Housing and Eligibility  | Proof of Income (30 to 90 days)       |   |
| Letter from Landlord                  | 3. Finances and Income           | Letter from Landlord                  |   |
| Letter from Parole Board              | 4. Family, Social and Legal      | Letter from Parole Board              |   |
| Letter from Physician                 | 2. Health and Medical            | Letter from Physician                 |   |
| Letter from Social Service Agency     | 4. Family, Social and Legal      | Letter from Social Service Agency     |   |
| Letter from Therapist or Psychiatrist | 2. Health and Medical            | Letter from Therapist or Psychiatrist |   |
| Letter from Workers Compensation      | 1. Core Housing and Eligibility  | Proof of Income (30 to 90 days)       |   |
| Letter or Records from VA             | 2. Health and Medical            | Letter or Records from VA             |   |
| Listing in Telephone Directory        | 5. Other Personal Identification | Other                                 | Listing in Telephone Directory            |
| Marriage License or Certificate       | 4. Family, Social and Legal      | Marriage License or Certificate       |   |

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| Document                                  | File Category                    | File Name                                 | File Other Name (Only if Other is chosen) |
|---|----------------------------------|---|---|
| Medicaid or Medicare Card                 | 2. Health and Medical            | Medicaid or Medicare Card                 |   |
| Medical Bill                              | 2. Health and Medical            | Medical Bill                              |   |
| Medical Record                            | 2. Health and Medical            | Medical Record                            |   |
| Naturalization Certificate                | 5. Other Personal Identification | Naturalization Certificate                |   |
| Naturalization Record                     | 4. Family, Social and Legal      | Naturalization Certificate                |   |
| NMI Inspection Form                       | 1. Core Housing and Eligibility  | Other                                     | NMI Inspection Form                       |
| Observable Disability or Health Condition | 1. Core Housing and Eligibility  | Disability Verification                   |   |
| Other                                     | 5. Other Personal Identification | Other                                     | Other Personal Identification             |
| Other Family Document                     | 4. Family, Social and Legal      | Other                                     | Other Family Document                     |
| Other Financial Document                  | 3. Finances and Income           | Other                                     | Other Financial Document                  |
| Other Health and Medical Document         | 2. Health and Medical            | Other                                     | Other Health and Medical Document         |
| Other Legal Document                      | 4. Family, Social and Legal      | Other                                     | Other Legal Document                      |
| Other Social Document                     | 4. Family, Social and Legal      | Other                                     | Other Social Document                     |
| Passport or Visa                          | 5. Other Personal Identification | Passport or Visa                          |   |
| Pay Check Stub                            | 1. Core Housing and Eligibility  | Proof of Income (30 to 90 days)           |   |
| Pension Statement                         | 1. Core Housing and Eligibility  | Proof of Income (30 to 90 days)           |   |
| Photo ID Card                             | 1. Core Housing and Eligibility  | ID Photo Cards                            |   |
| Pink Slip (Notice of Job Termination)     | 3. Finances and Income           | Other                                     | Pink Slip (Notice of Job Termination)     |
| Police Citations                          | 4. Family, Social and Legal      | Police Citations                          |   |
| Promissory Note                           | 3. Finances and Income           | Other                                     | Promissory Note                           |
| Proof of Income (30 to 90 days)           | 1. Core Housing and Eligibility  | Proof of Income (30 to 90 days)           |   |
| Property Management Agreement             | 1. Core Housing and Eligibility  | Other                                     | Property Management Agreement             |
| Property Tax Record                       | 3. Finances and Income           | Other                                     | Property Tax Record                       |
| Public Assistance Check Stub              | 1. Core Housing and Eligibility  | Proof of Income (30 to 90 days)           |   |
| Rehabilitation Evaluation                 | 1. Core Housing and Eligibility  | Disability Verification                   |   |
| Rent Reasonableness                       | 3. Finances and Income           | Rent Reasonableness                       |   |
| Rent Receipt                              | 3. Finances and Income           | Rent Receipt                              |   |
| Restraining Order                         | 4. Family, Social and Legal      | Restraining Order                         |   |
| School Identification Card                | 5. Other Personal Identification | School Identification Card                |   |
| Shared Care Agreement                     | 1. Core Housing and Eligibility  | Eligibility Determination                 |   |
| Social Security Benefit Check             | 1. Core Housing and Eligibility  | Proof of Income (30 to 90 days)           |   |
| Social Security Card                      | 1. Core Housing and Eligibility  | Social Security Card                      |   |
| Social Security NUMI Printout             | 1. Core Housing and Eligibility  | Disability Verification                   |   |
| Supplemental Application                  | 1. Core Housing and Eligibility  | Eligibility Determination                 |   |
| Tax Return                                | 3. Finances and Income           | Other                                     | Tax Return                                |
| Third Party Verification                  | 1. Core Housing and Eligibility  | Verification of Homelessness, Third Party |   |
| Unemployment Check Stub                   | 1. Core Housing and Eligibility  | Proof of Income (30 to 90 days)           |   |
| Utility Bill                              | 3. Finances and Income           | Utility Bill                              |   |
| Voter Registration Card                   | 5. Other Personal Identification | Voter Registration Card                   |   |
| W-2 Form                                  | 3. Finances and Income           | Other                                     | W-2 Form                                  |
| W-9 for Landlord                          | *****                            | *****                                     | Not to be uploaded, contains landlord PII |
| Work Permit                               | 3. Finances and Income           | Work Permit                               |   |

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