

## Medical Tab – 7 Health Questions Tip Sheet

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Step 1: Determine if the household has any special needs by asking each of the following questions about the health of the client and/or family members:

- Do you or a family member have mental health issues?
- Do you or a family member have a substance abuse problem?
- Do you or a family member have a chronic health condition?
- Do you or a family member have a developmental disability?
- Do you or a family member have a physical disability?
- Do you or a family member have HIV/AIDS?
- Have you or family member been a victim of domestic violence?

Step 2: If “no” is indicated, continue entering data in remaining tabs of client record.

OR

If “yes” is indicated, click **Add** to enter the condition and complete the following questions.

- Is the condition disabling?
- Is the client receiving services?

In addition to the above follow-up questions, if “yes” is indicated for the question surrounding domestic violence, you will also need to ask:

- When did the domestic violence experience occur?

Click **Add Health** to save the condition entered.

Step 3: Continue entering data in remaining tabs of client record.

*If entering a client’s disabling conditions is a requirement for determining eligibility to the program, such as an SHP or S+C funded agency, then enter client’s disabling condition at program entry and at program exit. Update the disabling condition at least once annually when participation is longer than one year. For a non-SHP or S+C funded agency, enter client’s disabling conditions any time after client is admitted into the program.*