

Hamilton's Homeless Serving System Common Intake Form – Family Members

Introduction

This form is to identify all family members (including couples) that are seeking supports together.

For the purposes of streamlining data collection and reporting and ensuring family members are identified accordingly, one person is designated as the "Family Head".

For families with dependants, the family head needs to be the person who identified the dependants on their [Consent to Share Personal Information with Hamilton's Homeless-serving system](#) consent form. If more than one person identified the dependants on their signed consent form, either can be selected as the family head.

For couples, it does not matter who is identified as the Family Head.

Please note that additional information about the family unit's housing situation, income, and triage and assessment information will primarily be collected and recorded with the family head's information.

General Information

Date: YYYY / MM / DD	
Family Head First Name:	
Family Head Last Name:	

Family Members Information

Please identify all other family members that are accessing supports with you. For "Family Role" and "Relationship to Family Head" information, please see the Glossary provided below. Also please ensure a Common Intake Form has been completed for each family member identified below.

First Name	Last Name	Family Role	Relationship to Family Head
1.			
2.			
3.			
4.			

5.			
6.			
7.			
8.			
9.			
10.			

Glossary

Family Role

- **Family Head:** is a person who has been identified as the lead for the family as a whole (e.g., the primary parent or guardian responsible for dependants) or selected person in a couple for the purposes of streamlining data collection and reporting.
- **Partner:** is a person who is an adult partner of a family head.
- **Dependant Child:** is a person who is a dependant of a family head and is a child/youth aged 15 or under.
- **Dependant Adult / Youth:** is a person who is a dependant of a family head and is an adult or youth aged 16 years or older.
- **Accompanying Child:** is a person who is seeking services with a family head but is not a dependant and is a child/youth aged 15 or under. Can include extended family members who are children (for example, nieces, nephews, etc.).
- **Accompanying Adult / Youth:** a person who is seeking services with a family head but is not a dependant or partner of a family head and are an adult or youth aged 16 years or older (for example, extended family members, adult siblings, mother-in-law, etc.).

Relationship to Family Head

For dependants:

- **Child:** is a person who is the child of the family head or partner.
- **Grandchild:** is a person who is the grandchild of the family head or partner.
- **Relative – Child:** is a person who is the relative of the family head and is a child/youth aged 15 or under.

For non-dependants:

- **Friend/Roommate:** is a person who is a friend / roommate of the family head.
- **Partner:** is a person who is the adult partner of the family head.
- **Relative – Adult / Youth:** is a person who is a relative of the family head and is an adult or youth aged 16 years or older.

General use:

- **Other:** is a person who has a relationship with the family head that is not listed.