

PHX Shelter: Intake/Data Gathering

Most of the information you will be collecting for this intake is available on the family's release paperwork. There are some sections which are not available on their paperwork, and you will need to ask them for this information.

Please take a moment to introduce yourself to the family and obtain permission to review their paperwork before you begin gathering their data. A simple introduction could be:

"Buenos dias. Me llamo _____. Con su permiso, voy a revisar sus documentos y anotar unos datos."

This means: "Hello. My name is _____. With your permission, I am going to review your documents and take down some information."

* Required

1. 1st Adult - Name (Last, First) *

2. Total Number of People in Family *

Mark only one oval.

1

2

3

4

5

6

More

3. How old is the youngest member of the family? *

Mark only one oval.

0-3

4-7

8+

4. 1st Adult - A Number *

This is the file number found in the top right corner of the first page of release paperwork.

5. 1st Adult - birth date *

Birthdate is not in the paperwork. To ask in Spanish, say "¿Cual es su fecha de nacimiento, por favor?"

Example: December 15, 2012

6. Nationality *

Nationality is not in the paperwork. To ask in Spanish, say "¿De qué país eres?"

Family Members

7. Is there a second adult traveling with the family?

Mark only one oval.

Yes *Skip to question 8.*

No *Skip to question 11.*

Spouse/Second Adult

8. 2nd Adult - Name (Last, First)

9. 2nd Adult - A Number

This is the file number found in the top right corner of the first page of release paperwork.

10. 2nd Adult's birth date

Birthdate is not in the paperwork. To ask in Spanish, say "¿Cual es la fecha de nacimiento de su esposo/a, por favor?"

Example: December 15, 2012

Children

11. Child 1 - Name (Last, First) *

12. Child 1 - A Number *

This is the file number found in the top right corner of the first page of release paperwork.

13. Child 1 - Birth date *

Birthdate is not in the paperwork. To ask in Spanish, say "¿Cual es la fecha de nacimiento de (name), por favor?"

Example: December 15, 2012

14. Are there additional children?

Mark only one oval.

Yes *Skip to question 15.*

No *Skip to question 21.*

Additional Children

15. **Child 2 - Name (Last, First)**

16. **Child 2 - A Number**

This is the file number found in the top right corner of the first page of release paperwork.

17. **Child 2 - Birth date**

Birthdate is not in the paperwork. To ask in Spanish, say "¿Cual es la fecha de nacimiento de (name), por favor?"

Example: December 15, 2012

18. **Child 3 - Name (Last, First)**

19. **Child 3 - A Number**

This is the file number found in the top right corner of the first page of release paperwork.

20. **Child 3 - Birth date**

Birthdate is not in the paperwork. To ask in Spanish, say "¿Cual es la fecha de nacimiento de (name), por favor?"

Example: December 15, 2012

Sponsor Info

21. **Sponsor Name (First and Last) ***

22. **Sponsor Telephone Number ***

23. **Sponsor City ***

24. **Sponsor State ***

Mark only one oval.

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Rhode Island

- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- Vermont
- Virginia
- Washington
- West Virginia
- Wisconsin
- Wyoming

25. **Sponsor Zip Code ***

ICE Appointment and/or Court Date

Most families will have an ICE check-in location listed on the front page of their paperwork. Some families will also have a Notice to Appear (NTA), but if there is not one, leave that section blank.

26. **ICE Check-in Date ***

This is on the first page of the release paperwork.

Example: December 15, 2012

27. **ICE Check-in Location (City, State) ***

This is on the fourth page of the release paperwork.

28. **Immigration Court Hearing Location (City, State)**

NOTE: Many families are not provided with an NTA (Notice to Appear in court). If there is no NTA, leave this and the following question blank.

29. **Immigration Court Hearing Date**

NOTE: Many families are not provided with an NTA (Notice to Appear in court). If there is no NTA, leave this blank.

Example: December 15, 2012

Review of Legal Process

For staff and volunteers who speak Spanish, please go through this section with the client. If you do not speak Spanish, please skip these questions. A Spanish speaker will go over the Legal Process during the case management intake.

30. **Do you speak Spanish well enough to go through the legal orientation?**

Mark only one oval.

- Yes *Skip to question 31.*
- No

Legal Process Review

Nos gustaría explicarle algunos de los siguientes pasos en el proceso legal. En su documentación, tiene información sobre su primera cita con inmigración. Probablemente, tendrá varias de estas citas. Le vamos a explicar 3 cosas: 1) el proceso con inmigración, 2) el proceso legal en la corte, y 3) le vamos a dar información para contactar a unas organizaciones en el lugar donde va que le pueden ayudar.

Please use immigration release paperwork to show them their scheduled check-in date.

31. ICE Check-In

Aquí en sus papeles esta indicada la fecha de su primera cita con inmigración. Es muy importante asistir a todas sus citas con inmigración. El proposito es monitorear su estancia en los Estados Unidos mientras su caso esta pendiente en la corte. Si usted no se presenta para la cita, es posible que inmigración tratara de detenerlo nuevamente en un centro de detención. Si no asiste a una cita, es importante llamar o presentarse de inmediato a la oficina de ICE para explicar porque no se había presentado.

Check all that apply.

- ICE check-in reviewed, address and date highlighted
- ICE check-in is in WRONG city or state
- ICE check-in is less than 10 days from release date

32. Immigration Court Date

Most families will not have a Notice to Appear (NTA), but they will be given a court date in the future so it is still important to review this section. Si no tiene una fecha con la corte hoy, la inmigración le dará una en el futuro. Es muy importante presentarse en la corte de inmigración. Va a tener varias audiencias en la corte. El juez va a revisar su caso para determinar si usted podrá quedarse legalmente en los Estados Unidos, o si tendrá que regresar a su país. Si usted no se presenta en la corte, es muy probable que el juez ordene su deportación por no haberse presentado a la audiencia. Para verificar su fecha de corte, puede llamar a la linea de la corte de inmigración. El number es: 1-800-898-7180. Es recomendable llamar una vez por semana a la linea 800 para asegurar la fecha y el horario.

Check all that apply.

- No NTA - court number reviewed on Bienvenidos form
- Client has NTA, court date and time highlighted - court number reviewed on Bienvenidos form
- Client has NTA, but does NOT have court date or location assigned.

For some clients, we have resource sheets prepared to help them seek services in their sponsor's cities. For other clients, we do not yet have a referral sheet available.

33. Destination Referral

Cuando llegue a su nueva ciudad, es importante consultar con un abogado. Además, hay organizaciones que ofrecen varios servicios para apoyar a los inmigrantes, por ejemplo ayudarle a encontrar a un medico o ayudar con la inscripción a la escuela.

Check all that apply.

Referral given to IRC office in Dallas, TX; Phoenix, AZ; Tucson, AZ; San Diego, CA; Richmond, VA; or Charlottesville, VA

Referral info provided for other destination- "Le vamos a dar una lista de grupos en la ciudad donde va que ofrecen servicios gratuitos."

NO referral info available for destination.

End of Intake

34. ¡Muchas gracias! *

Ahora, vamos a llamar sus familiares para explicar como comprar los boletos. Hoy estamos ayudando a muchas familias, así que por favor descansa y espera en su mesa. Cuando usted tiene boletos, puede ver en la pantalla.

Check all that apply.

Welcome folder given

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