

## Hub Situation Introduction Form

**At the Hub, any participating agency/organization may introduce a situation to the table. If your agency has a situation to introduce, please follow these steps:**

- Remember that the goal is to provide enough information to understand the situation, but not enough to identify someone right away. Save all extensive information for the Filter 4 conversation.

### Filter 1

*Basic De-Identified Information*

Veteran Status: Yes ( ) – No ( )

English as a Second Language: Yes ( ) – No ( )

- Gender: \_\_\_\_\_  
a. (Male or Female)
- Age Range: \_\_\_\_\_  
a. 0-5, 6-9, 10-11, 12-15, 16-17, 18-24, 25-29, 30-39, 40-59, 60+  
*The range is important (rather than a specific age) because it honors the confidentiality of information agreement*

3. Risk Factors:

( ) Mental Health	( ) Suicide	( ) Crime Victimization	( ) Sexual Violence	( ) Basic Needs
( ) Housing	( ) Antisocial/Negative Behavior	( ) Threat to Public Safety	( ) Drugs	( ) Cognitive Impairment
( ) Self Harm	( ) Physical Violence	( ) Elderly Abuse	( ) Poverty	( ) Unemployment
( ) Gangs	( ) Physical Health	( ) Criminal Involvement	( ) Gambling	( ) Emotional Violence
( ) Supervision	( ) Parenting	( ) Negative Peers	( ) Missing/Run-Away	( ) Social Environment

**Hub Chair will ask group a few questions, then redirect their attention to you and request:**

### Filter 2

*Basic Identifiable Information*

- Name: \_\_\_\_\_  
a. (Last, First)
  - Date of Birth/Age: \_\_\_\_\_  
a. (Specific Date and/or Number)
  - Address: \_\_\_\_\_  
a. (If applicable)
- We ask for this BASIC identifiable information only to see if any other agencies at the table have had contact with the individual/family being discussed. If any organization has made contact in the past, they should ideally participate in the Filter 4 discussion

### **Filter 3**

#### *Assist in identifying Agencies for Filter 4*

Based on the risk factors relevant to the situation being presented, the originating agency will assist with identifying other agencies that should/will participate in the Filter 4. Every agency that can offer aid relevant to the situation should be invited to participate. Identify any possible agency(ies) below:

- 1.
- 2.
- 3.
- 4.
- 5.

### **Filter 4**

#### *Private Discussion*

This is where all the other important information can be disclosed. Instead of disclosing information to the entire Situation Table about the history of the person/family being presented, the offline Filter 4 discussion is setting in which the information should be shared. Not everyone at the table should know about the history because not everyone will be asked to assist with the situation. Only those agencies who can provide a resource may participate in the Filter 4.