

MAV-SA Revision Guide and Protocol

This protocol serves as a guide to revising a previously completed MAV-SA assessment. It includes information on why and how to complete a MAV-SA revision, as well as information about the revision protocol. Please follow this protocol whenever you consider doing a revision of a previously completed MAV-SA vulnerability assessment.

General Guidelines

Why do a MAV-SA Revision?

- A MAV-SA Revision should only be done when there is a clear inaccuracy in the original completed MAV-SA assessment that is not reflective of the client's actual vulnerability.
- A MAV-SA Revision may be done when a case manager determines that a client did not get an accurate score after completing an initial MAV-SA Assessment due to any of the following reasons:
 - When a client's inability, incapacity, or unwillingness affected them such that they did not respond completely, accurately, or honestly, thereby resulting in a score not reflective of their vulnerability.
 - When a client's circumstances have changed enough that their original score no longer reflects their true vulnerability or a client is in less need and the score is inhibiting their ability to be referred to alternative programs.

Why should you not do a MAV-SA Revision?

- Do not undertake a MAV-SA assessment in order to simply advocate further for your client. **The MAV-SA Revision process is not a tool for advocacy.**
- Do not undertake a MAV-SA assessment simply to give your client another chance without a rational basis as outlined in this guide and protocol.
- The MAV-SA revision process is not a "second step" in the assessment process.
Remember: a MAV-SA Revision should only be done when there is a clear inaccuracy of a client's vulnerability or current needs.

If you are not sure whether to do a MAV-SA Revision or need to know more

Please reach out to the Marin Coordinated Entry team at ce@marincounty.gov with any questions you have regarding whether to do a MAV-SA revision, or about the revision process. You can also raise your questions through case conference meetings or by directly reaching out to Coordinated Entry Staff. We are here to help.

Protocol for Completing a MAV-SA Revision for your Client

Once you have determined that a MAV-SA Revision is appropriate for your client, please follow the following steps:

Ensure you have the most up-to-date version of the revision worksheet. The current revision worksheet can be found at on the [Marin HOPE](#) platform

- HMIS users can find the client’s original MAV-SA under the “Assessments” tab.
 - Non-HMIS users can send an encrypted email to ce@marincounty.gov and request a copy of the original assessment.
1. Enter all responses from your client’s original, completed MAV-SA assessment into the MAV-SA revision worksheet. In addition, all scores from each question on the previously completed MAV-SA assessment must be copied to the revision worksheet.
 2. Provide **detailed, verifiable, and clinical** information for questions that were inaccurately answered in the original MAV-SA. Any answer changed **must have a rationale listed**.
 - Information must be **sufficiently detailed**:
 - “Client has two hospital stays” is **not detailed enough**
 - “Client was admitted to Marin General on 02/05/25 for two days due to complications from diabetes.” is **sufficiently detailed**
 - “Client sleeps outside” is **not detailed enough**
 - “Client’s MAV-SA says they normally sleep in a shelter, but HMIS shows that client has not been in shelter for 9 months and police records show several night and early morning citations in Albert Park.” is **sufficiently detailed**
 - Information must be **verifiable**.
 - “Client informs me that they left their home due to abuse” is **not verifiable**. The revision worksheet should generally not rely on self-reported information for this reason.
 - “Client was in foster care and left at the age of 16. Client reports that it was the result of abuse” **includes verifiable information**. If such a report is sufficiently detailed and contains information that cannot be verified any other way, it may be accepted.
 - “Client had a DV restraining order against their former domestic partner” is **verifiable**
 - “Client is in therapy for abuse they experienced in their previous living situation” is also **verifiable** with a proper release of information. Note: The person doing the revision is not responsible for obtaining a release for the

revision committee but is responsible for determining whether they can share the information.

- Information must be **directly relevant to the question**. E.g., question 23 asks, “Have you or someone you were using with ever required medical attention as a result of drug or alcohol use?”
 - “Client heavily uses meth” is **not responsive**
 - “Client’s meth use made their multiple health issues much worse” is **responsive but not detailed enough**
 - “Client’s meth use caused them to be in the Marin General emergency room four times in the past six weeks” is **responsive and sufficiently detailed**
- 4. Add any other brief notes or information to the Revision form as necessary.
- 5. Review, sign, and date the worksheet, and have your supervisor review and sign off on the revision worksheet as well. Revision worksheets without both signatures will be returned. We recommend also including an updated photograph of the client for use in HMIS.
- 6. Submit your revision worksheet as an attachment in an encrypted email to ce@marincounty.gov for consideration by the Coordinated Entry Revision Committee. Information not included in the Revision worksheet will not be considered.
- 7. Client communications mentioning or concerning the Revision process are not permitted. It is not clinically appropriate to involve the client in the revision process. Do not share any information directly with clients regarding the MAV-SA revision process.

Any revisions that do not follow this protocol will be returned to the writer of the revision.

Please reach out to your Coordinated Entry team for any additional information or guidance about any aspect of the MAV-SA revision process.

Thank you for all the work you do for unhoused clients and community members.