

Canvasser Name: _____

EXHIBIT A SCREENING TOOL

Considerations for NEOCH Canvassing Data Collection

Introduction: The following pages are a data collection screening tool developed by Legal Aid, Stout, United Way, and NEOCH for canvassing efforts. These questions will enable a more robust, detailed understanding of the circumstances that Cleveland renter households facing eviction are experiencing and inform opportunities to enhance communication/outreach efforts related to Cleveland's RTC. Red text indicates suggestions for questions or other actions to be taken by canvassers.

This form will be manually entered into Google Forms upon completion.

*For both in-person and missed encounters, **provide door hanger** with all forms of contact for intake process.*

For each address attempted, note on your walk sheet whether they were home, not home, and if a door hanger was left. Also note if their primary language was not English.

If you are able to have a conversation, try to gather as much information as possible, especially RTC eligibility

If a weekend – try to get the tenants cell # to send a follow up reminder text on Monday to call 2-1-1 or Legal Aid.

Text example:

Hi _____, this is (canvasser name). We spoke this weekend. This is a reminder to call 2-1-1 or Legal Aid to get legal help with your eviction.

Call 2-1-1 (24/7) for direct access to RTC intake RTC Intake at **216-861-5835** (M-F 9 am – 4pm)
Or please access the [Legal Aid Right to Counsel Intake Form](https://tinyurl.com/ClevelandRTC) -
tinyurl.com/ClevelandRTC

Legal Aid Right To Counsel Eligibility

Must have at least 1 child (under 18) and household income less than:

Number of people in your household	Maximum yearly income:
2	\$18,310
3	\$23,030
4	\$27,750
5	\$32,470
6	\$37,190

Call 2-1-1 (24/7) for direct access to RTC intake RTC Intake at **216-861-5835** (M-F 9 am – 4pm)

tinyurl.com/ClevelandRTC



Eviction Case Number: _____ Date Canvassed: _____

Tenant Name (From Eviction Filing): _____

Tenant Address (From Eviction Filing): _____

Filing Date: _____ Hearing Date: _____

Information Recorded by Canvasser Based on Interaction with Person at the Door

1. Have you received a notice of eviction from your landlord yet? ----- **Yes / No**
2. How did you find out you were being evicted?
 - a. Court Notice/Mail
 - b. Landlord Notice/Mail
 - c. Text from landlord
 - d. E-mail from landlord
 - e. current canvass
 - f. Other _____
3. When did you find out you were being evicted?
 - a. Today
 - b. Yesterday
 - c. 2-3 days ago
 - d. 4-7 days ago
 - e. More than 1 week ago
4. Did you communicate with your landlord about the eviction prior to receiving the notice of eviction?
----- **Yes / No**
5. If you are evicted, where will you go?
 - a. Friends/family in Cleveland
 - b. Friends/family outside Cleveland
 - c. Emergency shelter
 - d. Unsure
 - e. Hotel/motel
 - f. Other _____
6. Are you experiencing any issues with your home (e.g., heat / hot water issues, leaks, mold, pests, peeling paint/plaster, etc.)? ----- **Yes / No**
 - a. If yes, what? _____
7. Are you planning to attend your hearing? ----- **Yes / No / Don't Know**
8. What are the reasons why you may not attend your hearing?
 - a. I plan to move before my hearing
 - b. I cannot miss work
 - c. I cannot secure childcare
 - d. I do not have transportation
 - e. Other _____

Based on response, inform the tenant of remote Zoom hearing options

9. Do you know/agree with the amount that your landlord says you owe? ----- **Yes / No**
10. Do you have proof of the rent payments you have made? ----- **Yes / No**
11. Are you aware that you may be eligible for rental assistance to help pay your rent? ----- **Yes / No**
12. Do you have a copy of your lease agreement? ----- **Yes / No**
13. Are you planning to seek assistance from a lawyer? ----- **Yes / No**
14. If you're not planning to seek assistance from a lawyer, why not?
- I cannot afford one
 - I tried to connect with Legal Aid, but they were unable to help me
 - I was not eligible for a free lawyer
 - Other _____
15. Are you aware of Cleveland's program that provides free lawyers to eligible Cleveland residents who are facing eviction? ----- **Yes / No**
16. Are there any children under the age of 18 living in the home? ----- **Yes / No**

Only if speaking with tenant named in eviction:

Number of people in your household	Maximum yearly income:
2	\$18,310
3	\$23,030
4	\$27,750
5	\$32,470
6	\$37,190

17. How many people are in your household? _____
18. Is your household income less than [Consult chart]? ----- **Yes / No**
19. CANVASSER – Is the contact eligible for RTC? (1+ children, income below threshold) ----- **Yes / No**

If yes, direct them to call.

After leaving answer these questions:

- Are there visible defective conditions from the exterior of the home? ----- **Yes / No**
If yes, describe visible defects: _____
- Did someone answer the door?
 - Yes
 - No
 - No, but they weren't available
 - Yes, but they weren't available

- b. No
 - c. No, and not able to leave collateral
 - e. Yes, but the individual no longer lives there
 - f. Yes, but would like a follow-up call/text message
3. What language did the person who answered the door speak?