



GVPHC Processes for CoC PSH Referrals

Referral to Continuum of Care Permanent Supportive Housing programs are to follow the established Coordinated Entry System process.

GVPHC PSH Referrals (Scheduled SCAAN Meeting Process)

Eligibility:

- A HUD category 1 literally homeless household that meets CoC PSH eligibility purposes as defined,
 - An individual or family household who lacks a fixed, regular, and adequate nighttime residence. This includes those currently residing in a shelter and those exiting an institution (where they resided temporarily for 90 days or fewer) with no housing resources.
- Household meets eligibility criteria as defined by the PSH program guidelines.
 - Specific program eligibility criteria and documentation are available on the Continuum of Care program guidelines in the GVPHC SCAAN resource guide.
 - Specific PSH programs are dedicated to serving chronically homeless households. For a household to meet the chronic homeless definition.
 - A homeless individual with a disability as defined in section 401(9) of the McKinney-Vento Assistance Act (42 U.S.C. 11360(9)), who: Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter, and
 - Has been homeless and living as described for at least 12 months* or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described.

Process:

- 1. Household is assessed.**
 - Eligible households must be assessed utilizing the required GVPHC Coordinated Entry documentation.
- 2. Information is submitted by the SCAAN submission deadline either in HMIS or by email.**
 - Providers must submit the information within HMIS by 12:00 am the Friday before the next scheduled SCAAN meeting for HMIS participating agencies.



- Non-HMIS participating agencies must submit the required documentation to gvphcintake@theplanningcouncil.org by 4:00 pm the Friday before the next scheduled SCAAN meeting.
 - In the event of extenuating circumstances where the deadline is not met, a request to present clients not submitted by the deadline can be made to the appropriate SCAAN committee for a vote.
 - The case manager must complete the required documentation and data entry before the client's recommended housing intervention program referral is sent in HMIS.

3. Household is presented at Case Conferencing.

- All assessed households are to be presented at the appropriate SCAAN meeting.
- The coordinated entry system process does understand that some but not all the recommended information will be obtained at assessment and that the information below is based on the client's self-report.
- Information presented in a case presentation summary can include but is not limited to
 - Household current living situation, summary of homeless history.
 - Chronic status
 - Household strengths. For example, employment history, connection to mainstream benefits, connection to workforce development, support networks, and wrap-around services.
 - Needs of the household
 - Barriers to housing. For example, rental judgment and credit history, criminal history, and mental or physical disabilities.
 - Current and future income information and rental sustainability.
 - How household meets subpopulation eligibility criteria. For example, documented severe mental illness, physical disability, and CHAP eligibility via a medical doctor.
 - Housing intervention homeless history
 - Housing intervention program recommendation, and program preference if applicable.

4. Referrals are made to CoC PSH programs based on vacancies reported to the CoC and the CoC's designated prioritization criteria.

- If no program vacancies are available at the time of client presentation. The client's PSH housing intervention program recommendation will be recorded by the CoC manager and placed on the PSH waitlist for placement when a vacancy becomes available.



Off-Week CoC PSH Referrals:

Eligibility:

- Eligible literally homeless households as defined above.
- A household that meets the eligibility criteria of a PSH program. The household was not presented at a previous SCAAN meeting for consideration for a PSH program vacancy.
 - Upper SCAAN WHOM HTF CASH: A literally homeless household that has connected to Williamsburg House of Mercy (WHOM) through the GVPHC Coordinated Entry system. Once the CASH program eligibility status has been confirmed by WHOM through the Assessment point process. The DHCD program guidelines require that the HTF PSH programs use coordinated entry to prioritize and screen households for referral. A household must receive a referral before being enrolled into the WHOM CASH PSH program for temporary emergency shelter hotel vouchers.

Process:

- 1. Household is assessed.**
 - Eligible households must be assessed utilizing the required GVPHC Coordinated Entry documentation.
- 2. Information is submitted before requesting an off-week referral request, either in HMIS or by email.**
 - HMIS participating agencies must submit required information within HMIS.
 - Non-HMIS participating agencies must submit the required GVPHC Coordinated Entry documentation to the CoC Manager for data entry completion. The CoC manager will verify that data entry has been completed in HMIS.
- 3. A CoC PSH program referral request is submitted to the GVPHC CoC Manager via email.**
 - The coordinated entry system process does understand that some but not all the recommended information will be obtained at assessment and that the information below is based on the client's self-report.
 - Information presented in a case presentation summary can include but is not limited to
 - Client HMIS ID
 - Chronic Status
 - Summary of homeless history.
 - Household strengths
 - Needs of the household
 - Barriers to housing
 - Current and future income information and rental sustainability.



- How household meets PSH eligibility criteria.
 - Housing intervention homeless history
 - Housing intervention program recommendation, and program preference if applicable.
4. **An email is sent to the SCAAN Co-Chair (s) for a decision on the referral request.**
 - The SCAAN Co-Chair (s) have until the following business day to notify the CoC Manager of the outcome of the referral request.
 5. **The case manager and housing provider are notified of the decision made on the referral request via email from the CoC manager.**
 6. **The CoC Manager submits a coordinated entry event and service transaction referral based on CoC prioritization guidelines and program availability.**
 - If no program vacancies are available at the time of client presentation. The client's PSH housing intervention program recommendation will be recorded by the CoC manager and placed on the PSH waitlist for placement when a vacancy becomes available.
 7. **The CoC PSH provider is responsible for the CES data entry once the coordinated entry event and service transaction referral have been sent in HMIS.**