



GVPHC Processes for VHSP RRH Referrals

Referral to Virginia DHCD Virginia Homeless and Special Needs Housing (VHSP) Rapid Rehousing programs are to follow the established Coordinated Entry System process.

GVPHC VHSP RRH Referrals (Scheduled SCAAN Meeting Process)

Eligibility:

- A HUD category 1 literally homeless household that meets VHSP RRH 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.
- A household's income is not counted until the 1st recertification after receiving financial assistance. An income calculation is completed after payment.

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.
 - Housing intervention homeless history
 - Housing intervention program recommendation, and program preference if applicable.
- 4. Referrals are made to VHSP RRH programs based on vacancies reported to the CoC.**
- If no program vacancies are available at the time of client presentation. The client's RRH housing intervention program recommendation will be recorded by the CoC manager and placed on the RRH waitlist for placement when a vacancy becomes available.

Off-Week VHSP RRH Referrals:

Eligibility:

- Eligible literally homeless household as defined above.
 - Eligible households must be assessed utilizing the required GVPHC Coordinated Entry documentation.
- The household's move-in date is in between scheduled SCAAN meetings.
 - Upper SCAAN WHOM HTF OARS: A literally homeless household that has connected to Williamsburg House of Mercy (WHOM) through the GVPHC Coordinated Entry system. Once the OARS program eligibility status has been confirmed by WHOM through the Assessment point process. The DHCD program guidelines require that the HTF RRH programs use coordinated entry to prioritize and screen households for referral. A household must receive a referral before being enrolled into the WHOM OARS RRH 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 VHSP RRH 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
 - Summary of homeless history.
 - Household strengths
 - Needs of the household
 - Barriers to housing
 - Current and future income information and rental sustainability.
 - Housing intervention homeless history
 - Housing intervention program recommendation, and program preference if applicable.
 - For security deposit and rental payment assistance. Include monetary amounts. For example, 1st month, 2nd month, pro-rated rent 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.**
- 7. The VHSP RRH provider is responsible for the CES data entry once the coordinated entry event and service transaction referral have been sent in HMIS.**