

GVPHC SCAAN Off- Week RRH, PSH, Voucher Referral Policy.

RRH

Agencies are required to complete GVPHC Coordinated Entry System Data Entry prior to the referral request being sent. The case manager must include the documentation listed below with the Off- week referral request email to the CoC Coordinator.

- The client's intake narrative,
- Funding request (security deposit, rental assistance)
- Move in Date (must be before the next scheduled SCAAN meeting)

The CoC Coordinator will verify that data entry has been completed. The request will be sent to the chairs of the SCAAN committee for approval and disapproval of the referral.

The case manager and housing provider will be informed once an approval or disapproval has been made on the referral request. The Housing provider agency will be responsible for CES data entry once the referral has been sent in HMIS.

PSH/ Vouchers

Agencies are required to complete GVPHC Coordinated Entry System Data Entry prior to the referral request being sent. The case manager must include the documentation listed below with the Off- week PSH/ Voucher referral request email to the CoC Coordinator.

- The client's intake narrative
- PSH/ Voucher Program recommendation
- **If requesting EHV:** GVPHC EHV Voucher Documentation Packet

The CoC coordinator will verify that there is a vacancy in that program and that there are no other clients who meet higher priority according to the GVPHC prioritization guidelines. The CoC Coordinator will verify that data entry has been completed. The request will be sent to the chairs of the SCAAN committee for approval and disapproval of the referral.

The case manager and housing provider will be informed once an approval or disapproval has been made on the client's referral. The Housing provider agency will be responsible for CES data entry once the referral has been sent in HMIS.

In the event there is no vacancy available in the requested PSH program. The case manager will be informed that the client will be placed on a wait list for that resource.