

King County Housing Triage Tool (HTT) Quick Guide for Agency Partners

Background:

The Housing Triage Tool (HTT) is a brief assessment in HMIS that allows Coordinated Entry to make referrals on clients' behalf to Partner Agencies for housing and services. Coordinated Entry assessors will complete a two-question Housing Triage Tool, labeled in HMIS Clarity as **Seattle/King County Coordinated Entry- Housing Triage Tool (HTT)** along with the Coordinated Entry System Agency enrollment.

Coordinated Entry currently prioritizes Families, Single Adults, and Young Adults who are most disproportionately impacted by COVID-19, using factors determined by Seattle King County Public Health. For more information, please see the [COVID Prioritization Presentation](#) on the KCRHA website.

Households with a Housing Triage Tool completed prior to the 2022 update do not need to complete a new Housing Triage Tool.

HTT Workflow Basic Steps:

1. **Search for client** to open profile (or create new client profile if client is not already in HMIS and upload ROI or e-sign ROI).
2. **Switch** to Coordinated Entry System Agency and **Enroll client** in Coordinated Entry System Program.
3. **Enter Services** under Provide Services in client's program enrollment as soon as the service happens use Head of Household (HoH) enrollment for group enrollments).
4. **Complete Current Living Situation** for HoH within program enrollment.
5. **Administer Housing Triage Tool** to HoH within program enrollment.
6. **Contact and Location information** is collected for each household member as appropriate. *for HMIS consenting only

Enrolling Client into the Coordinated Entry System Program:

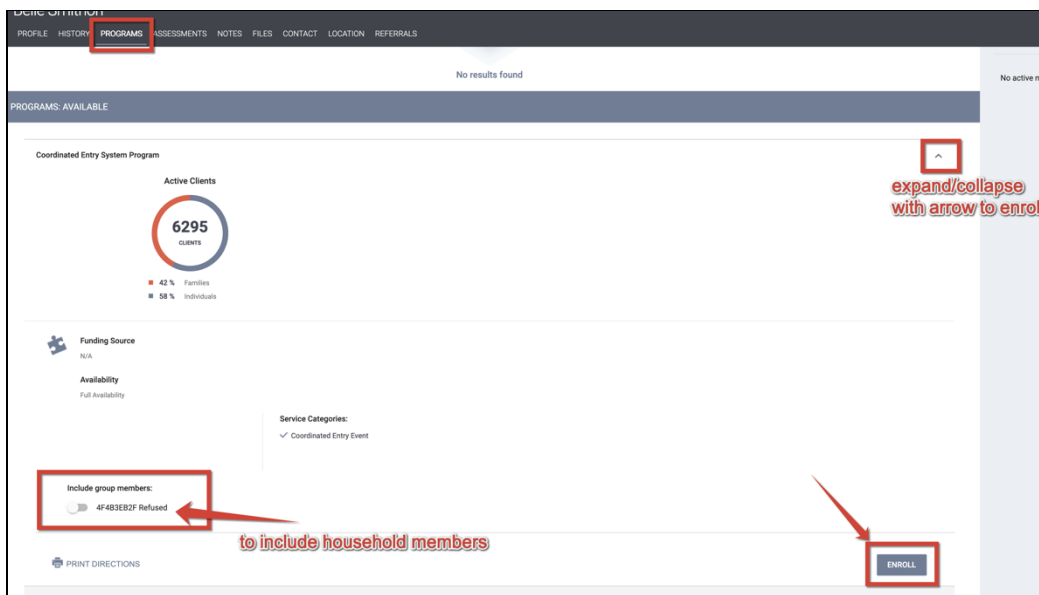
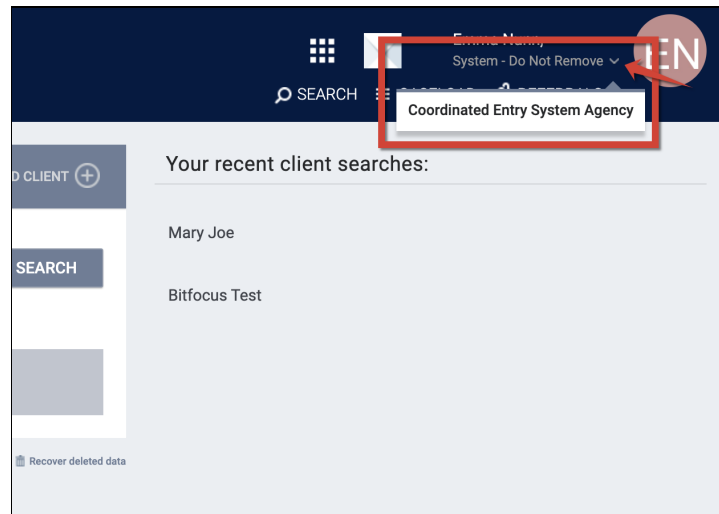
Search for client: Always search first before entering new profile.

Switch into the "Coordinated Entry System Agency" and navigate to the Programs to complete an enrollment into the "Coordinated Entry System Program." Single adults without minor children will have their own enrollments. For Coordinated Entry enrollments, only families with minor children at the time of assessment will be entered as a group. All households of all compositions should be managed at the global profile level.

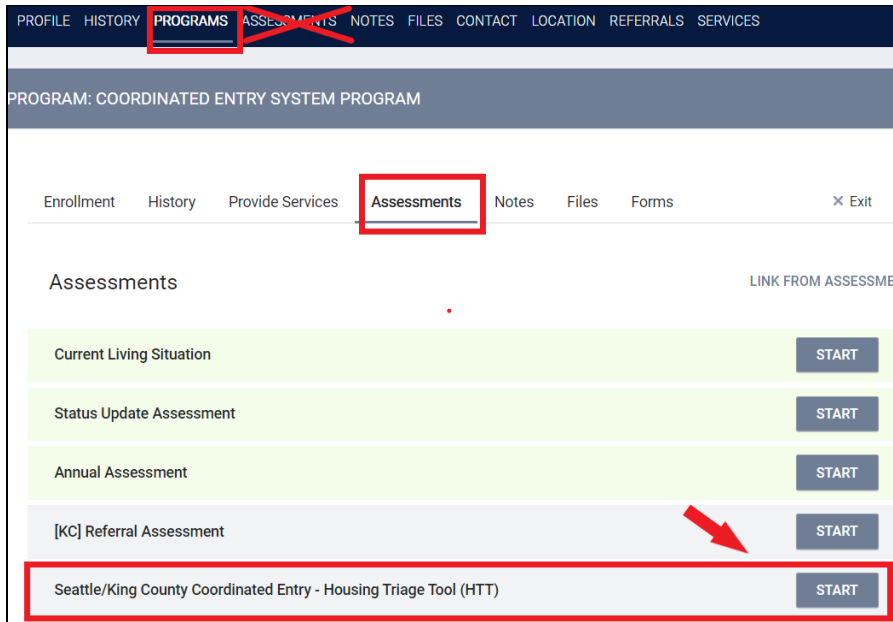
Note: Some agencies, such as Domestic Violence Survivor only providers, handling sensitive client data will conduct the HTT from the Coordinated Entry Program within the assessor’s primary agency versus Coordinated Entry System Agency.

Please enroll your client and household members on the date of contact and assessment.

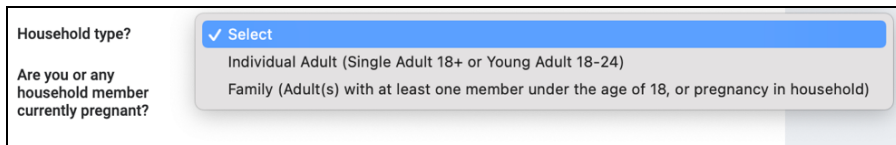
If appropriate, **provide** Coordinated Entry related **services** within the Provide Services tab (refer to Assessors’ Manual or Diversion Quick Guide for detailed instructions on this step).



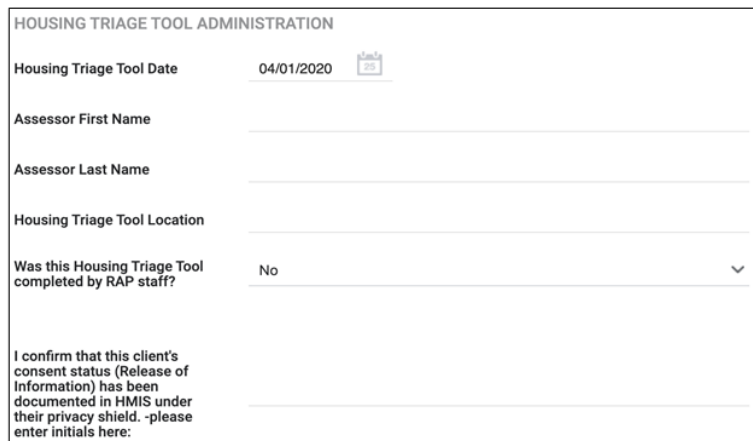
Complete a Current Living Situation - to complete the HTT, within the program enrollment, go to the assessments tab and START the “Seattle/King County Coordinated Entry – Housing Triage Tool (HTT).”



Complete all sections on the HTT. If household type or pregnancy status changes, do not create a new assessment. Edit the assessment and complete the assessment update section.



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Lastly, make sure to put in the **client contact**, and location for each household member who are consenting in HMIS. **If the household is de-identified, identifying information MUST be sent to CE within the same timeframe via secure email.**

FAQ

Do clients who already have a VI-SPDAT need to get assessed using the new assessment?

No. Households with a Housing Triage Tool (or VI-SPDAT) completed prior to this change do not need to complete a new HTT and will remain potentially eligible for prioritization as long as they remain active in the CE System Agency Program. Households should complete a new Housing Triage Tool if their household type has changed.

Does this change impact how people are prioritized?

Prioritization remains unchanged. Since October of 2020, Coordinated Entry has been prioritizing households based on COVID-19 guidance issued by [HUD](#) and the [Washington State Department of Commerce](#). Coordinated Entry currently prioritizes households for each Priority Pool who are most disproportionately impacted by COVID-19, using factors determined by Public Health of Seattle King County. For more information, please see the [COVID Prioritization Presentation](#) on the [KCRHA website](#).

I'm serving a young adult, which household type should I use?

Please select Individual Adult and ensure the date of birth is correct on the enrollment screen. The client will be potentially eligible for prioritization for young adult resources if within the age range of 18-25. In the case your client has chosen to be de-identified in HMIS, an age range of 17-26 is considered until the actual age of the client is confirmed.

I'm serving a young adult who is pregnant, which household type should I choose?

Please complete the Housing Triage Tool indicating Family as the population. If the client's CE System Agency enrollment is still active, please go into the enrollment, open the HTT, update the Household Type picklist to Family, please then add your name and date under the Update section of the HTT. Please remember to complete a NEW Current Living Situation assessment. Save. If the client's enrollment is not active, then create a new enrollment, enter any services that were provided, create a new HTT (note, information will cascade) and a new Current Living situation. Update Contact/Location information as needed. Save.

I am serving a youth under 17, can I complete a Housing Triage Tool with them?

Youth under 18 are not eligible for Coordinated Entry, and should be connected to community resources/other supports.

I am serving a single adult who has regained custody of their minor child. Which household type do I choose?

Please complete the Housing Triage Tool indicating Family as the population. If the client's CE System Agency enrollment is still active, please go into the enrollment, open the HTT, update the Household Type picklist to Family, please then add your name and date under the Update section of the HTT. Please remember to complete a NEW Current Living Situation assessment. Save. If the client's enrollment is not active, then create a new enrollment, enter any services that were provided, create a new HTT (note, information will cascade) and a new Current Living situation. Update Contact/Location information as needed. Save.

I'm serving a household with multiple adults and no minors. What should I do?

Each adult will need their own CE System Agency program Enrollment, and their own HTT completed. Please make sure to manage the household together via the Manage tab on the Profile screen.

I'm serving a household who is at risk of homelessness. What should I do?

The household should be offered prevention resources. Households who are at risk of homelessness are not eligible for CE resources at this time and do not need an entry into the CE System Agency. If their program enrollment was already created, simply provide the CE Referral service, "CE Referral to Homelessness Prevention & Housing Stability Services", enter in a "Current Living Situation" assessment, and exit the household from the program. Do not complete an HTT.

Exceptions: if a household is fleeing/attempting to flee domestic violence, or if they are a young adult (18-24) who is at risk of losing housing within 14 days.

If there are no longer any detailed questions on the HTT, why are we still completing them?

Assessments need to be completed to meet HUD requirements for a coordinated entry system. The HTT questions also indicate household type and provide information to determine prioritization.

How can I flag an assessment?

Assessment Flags were used when answers to VI-SPDAT questions differed from what was observed by Housing Assessors. Since our community no longer prioritizes based on VI-SPDAT score, the ability to flag Housing Triage Tools has been removed.

I'm a CE Trainer - Do I still need to complete the onsite training?

The training procedure remains unchanged for this transition at this point. Please continue to complete the online training, in person training, and attend at least one refresher in your first six months.

Need Help?

- For questions or support about how to enter data or use Clarity, please contact King County HMIS Help Desk at kcsupport@bitfocus.com , or (206) 444-4001, EXT 2
- For questions about the CE assessor access you can reach out to Alex Ebrahimi, Program Performance Manager, with KCRHA at alex.ebrahimi@kcrha.org
- Locate [Client Forms](#) and other resources on the [King County HMIS website](#) and the [KCRHA CE site](#)