

KCRHA Emergency Housing Vouchers (EHV) Quick Guide for Agency Partners

Background:

The American Rescue Plan has allocated 1,314 Emergency Housing Vouchers (EHV) to King County Regional Authority on Homelessness (KCRHA), distributed to three Public Housing Agencies (PHAs) - King County Housing Authority (KCHA), Seattle Housing Authority (SHA), and Renton Housing Authority (Renton HA). EHV's are similar to a "Section 8 Voucher" or a "Housing Choice Voucher" and specifically target people who are experiencing or at imminent risk of homelessness. EHV offers limited financial assistance for move-in and housing navigation, and does not include any supportive services. For additional information about the Emergency Housing Voucher Program in King County, please see [Emergency Housing Vouchers FAQ](#)

EHV Application Workflow:

EHV programs are set up under approved social service agencies that have received vouchers from King County Regional Housing Authority (KCRHA).

These agencies fill out an EHV application for each client or household applicant. Applications are submitted to KCHRA for approval.

Once approved, the client or household need a profile created in King County Homeless Information Management System (HMIS) if not already in the system, and a program enrollment to the EHV program under the Agency who submitted the application. (Note: due to delays in implementation, it is expected that there will be backdated data-entry and backdate a client's program enrollment in HMIS. The earliest vouchers were approved in September 2021.)

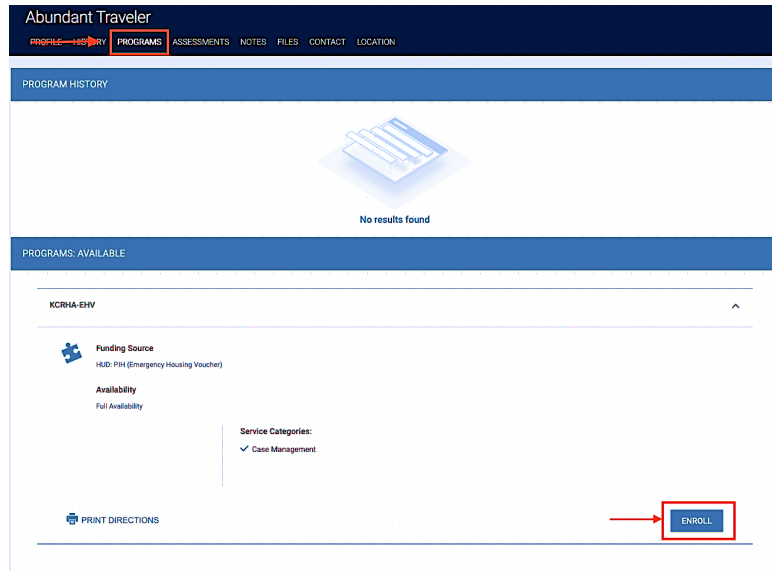


Enrolling Client into King County HMIS and KCRHA-EHV Program:

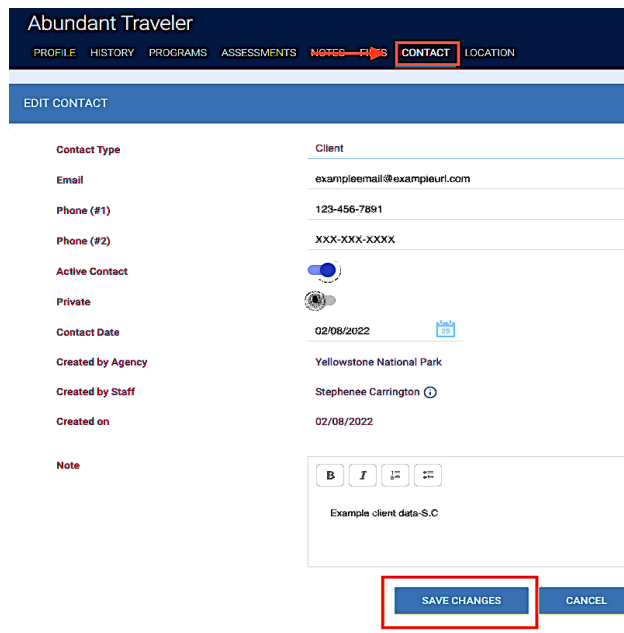
When you log in to King County HMIS, search for and select your client. Client profiles are shared across agencies. If you do not find your client, go through the steps to create a client profile and document consent for each household member.

Next, navigate to the Programs Tab and there you will see that you have an HMIS Program titled "KCRHA-EHV". All clients that received a voucher must be entered into your KCRHA-EHV program in HMIS. Household members will be enrolled together.

- Please enroll your client and household members using the date that the voucher was transmitted to PHA.
 - You may need to backdate the data.
- Complete the remaining enrollment questions.
- All questions are required and will need an answer unless:
 - Client doesn't know the answer,
 - Client refuses to share,
 - Or, for some reason you are unable to collect it.



- Next, make sure to put in the [client contact](#), and [location](#) for each household member.
 - For HMIS Consenting clients only.



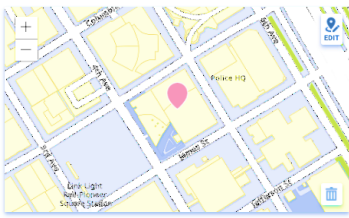
Abundant Traveler

PROFILE HISTORY PROGRAMS ASSESSMENTS NOTES FILED GO FACT LOCATION

ADD CLIENT LOCATION

Address Type: Temporary

Name: 600 4th Ave

Address: 

Address (line 2):

Location Date: 01/31/2022

Active Location:

Private:

Note:
Example

SAVE CHANGES CANCEL

- Once you have finished completing the enrollment, make sure that the [correct person managing the case is listed](#) as a contact.

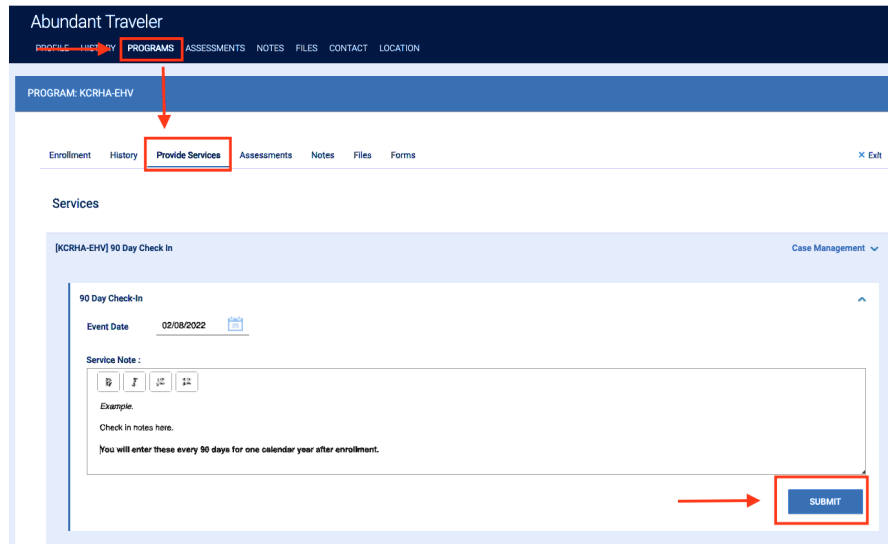
10 DAYS ACTIVE PROGRAM		This information can be found on the right hand side of the programs tab under the client profile
Program Type:	Individual	
Program Start Date:	02/01/2022	Click to edit
Assigned Staff:	Stephenee Carrington	Click to edit
Head of Household:	Abundant Traveler	Click to edit

Ongoing Management of Client/Household of KCRHA-EHV Program Participants:

Once your client moves into housing: Go back into their program enrollment and on the enrollment screen, enter in the **Housing Move-In Date and save**. **This only needs to be completed for the Head of Household.*

You will be checking in with your client or household *at least* every 90 days from the date that they moved into their unit. To indicate this has been completed, you will enter a service.

- To do this: open the program enrollment, navigate to “Provide Services” and then click on “[KCRHA-EHV] 90 Day Check-In” Enter a Case Note and then Click “Submit”.
- You will be monitoring their case for 1 year from the time they move into housing.



The screenshot shows the 'Abundant Traveler' web application interface. The top navigation bar includes 'PROGRAMS', 'ASSESSMENTS', 'NOTES', 'FILES', 'CONTACT', and 'LOCATION'. The main content area is titled 'PROGRAM: KCRHA-EHV' and has a sub-menu with 'Enrollment', 'History', 'Provide Services', 'Assessments', 'Notes', 'Files', and 'Forms'. The 'Provide Services' tab is active, showing a 'Services' section with a '90 Day Check In' form. The form includes an 'Event Date' field with the value '02/08/2022' and a 'Service Note' text area. The text area contains an example note: 'Check in notes here. You will enter these every 90 days for one calendar year after enrollment.' A 'SUBMIT' button is located at the bottom right of the form.

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 Emergency Housing Vouchers (EHV) you can reach out to Alex Ebrahimi; Program Performance Manager at KCRHA. Email: alex.ebrahimi@kcrha.org
- Locate [Client Forms](#) and other resources on the [King County HMIS website](#)