Coordinated Entry Changes

June 2020

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Agenda

- Overview of Changes to Coordinated Entry in Clarity
- Coordinated Assessment Workflow
- Demo in Clarity
- Recap & Resources
- Q&A

Overview of Changes in Coordinated Entry

- Coordinated Entry Assessments will no longer appear in the client level assessments tab. All Coordinated Entry Assessments will be recorded within a program enrollment.

- Assessment Only agencies will be required to complete an enrollment into a Coordinated Entry program.

- The Current Living Situation assessment must be recorded for adults at enrollment.

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Coordinated Entry in HMIS

~~Changes go into effect~~

~~April 1, 2020~~

Changes will go into effect

July 1, 2020

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Coordinated Assessment Workflow

Let's get started!

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Coordinated Assessment Workflow

1. Search for the individual and review the ROI.

1. Check for any previously recorded Coordinated Entry Assessments.

1. Configure their Household.

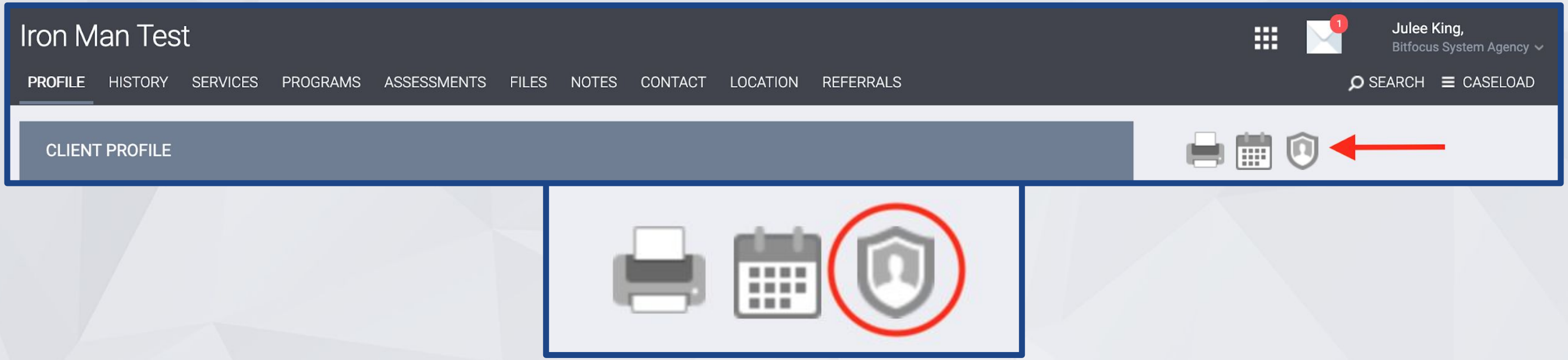
1. Enroll in Coordinated Entry project **OR** Emergency Shelter/Street Outreach/Safe Parking/Services Only or UPLIFT.

1. Complete the Current Living Situation Assessment.

1. Record the Coordinated Entry Assessment (VI-SPDAT/VI-F-SPDAT).

Coordinated Assessment Workflow

1) Search for the client:
   - If found, ensure the client has a Release of Information (ROI)
   - If not found, create a profile for the client and document the ROI
   - Complete this step for every member of the household.



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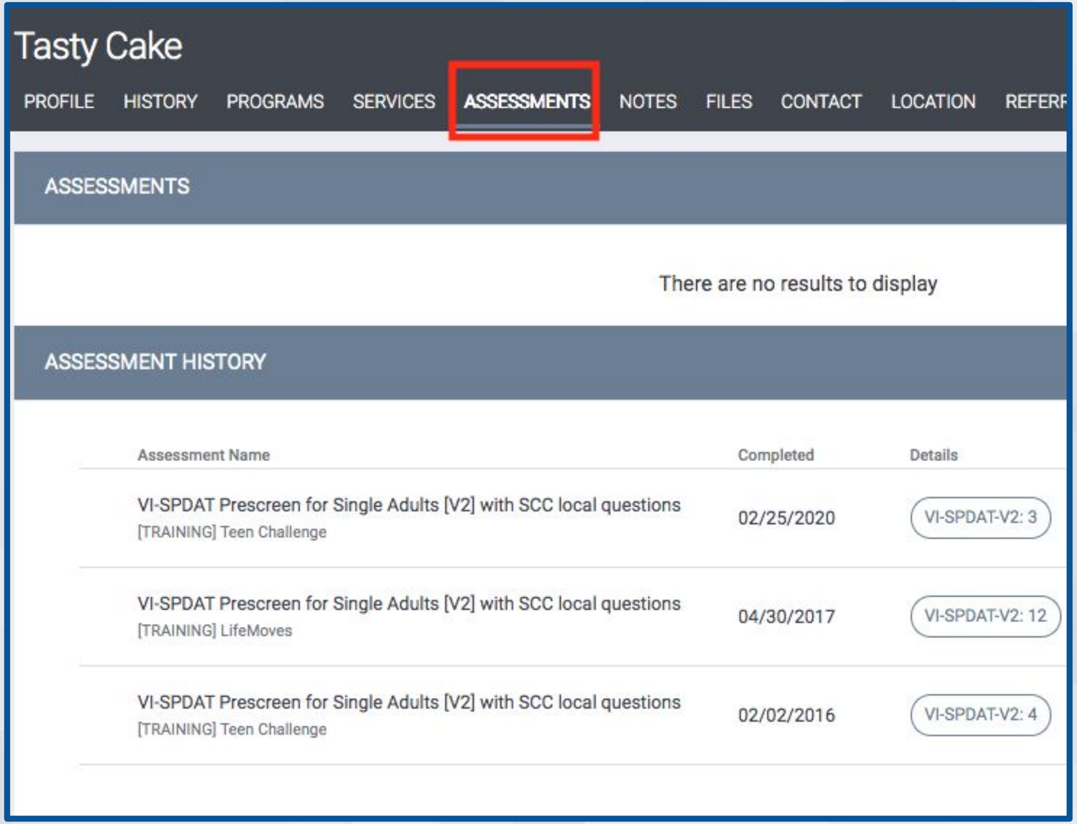
Coordinated Assessment Workflow

2) Check to see if a Coordinated Entry Assessment was recorded for any adult in the last year.

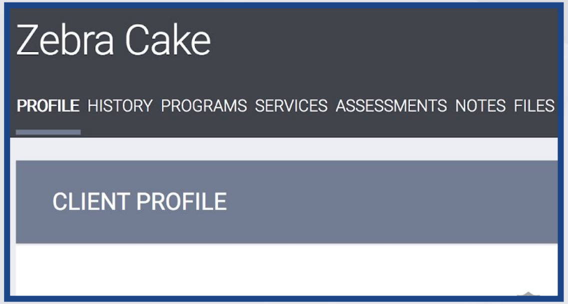
* If a VI-SPDAT, VI-F-SPDAT, or VI-Y-SPDAT is already recorded, there is no need to record a new assessment unless the person expressed they've experienced a significant change.

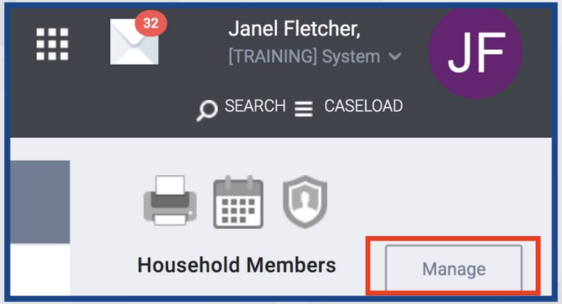


Coordinated Assessment Workflow

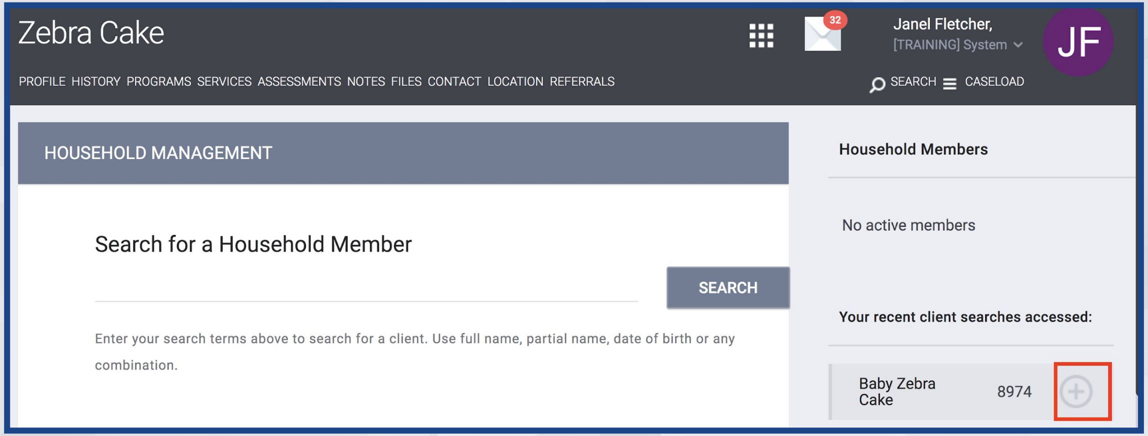
3) Configure the Household:

- From the Head of Household’s profile, select MANAGE on the right side of the screen.





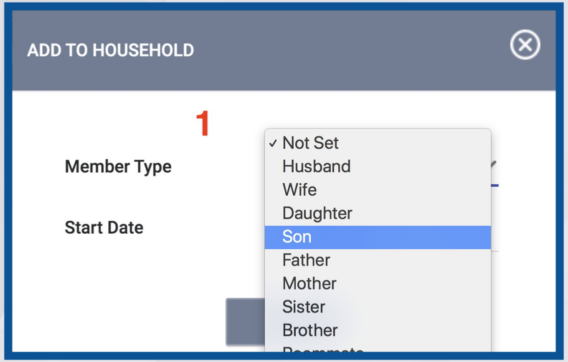
- Next, choose a family member to add to the household.

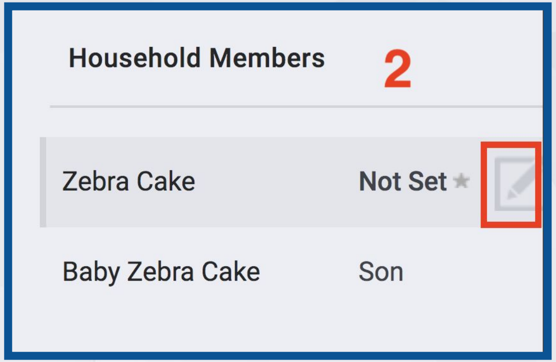


Coordinated Assessment Workflow

3) Configure the Household (cont.)

- Select the Member type of the family member.
- Next, update the member type for the Head of Household





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Coordinated Assessment Workflow

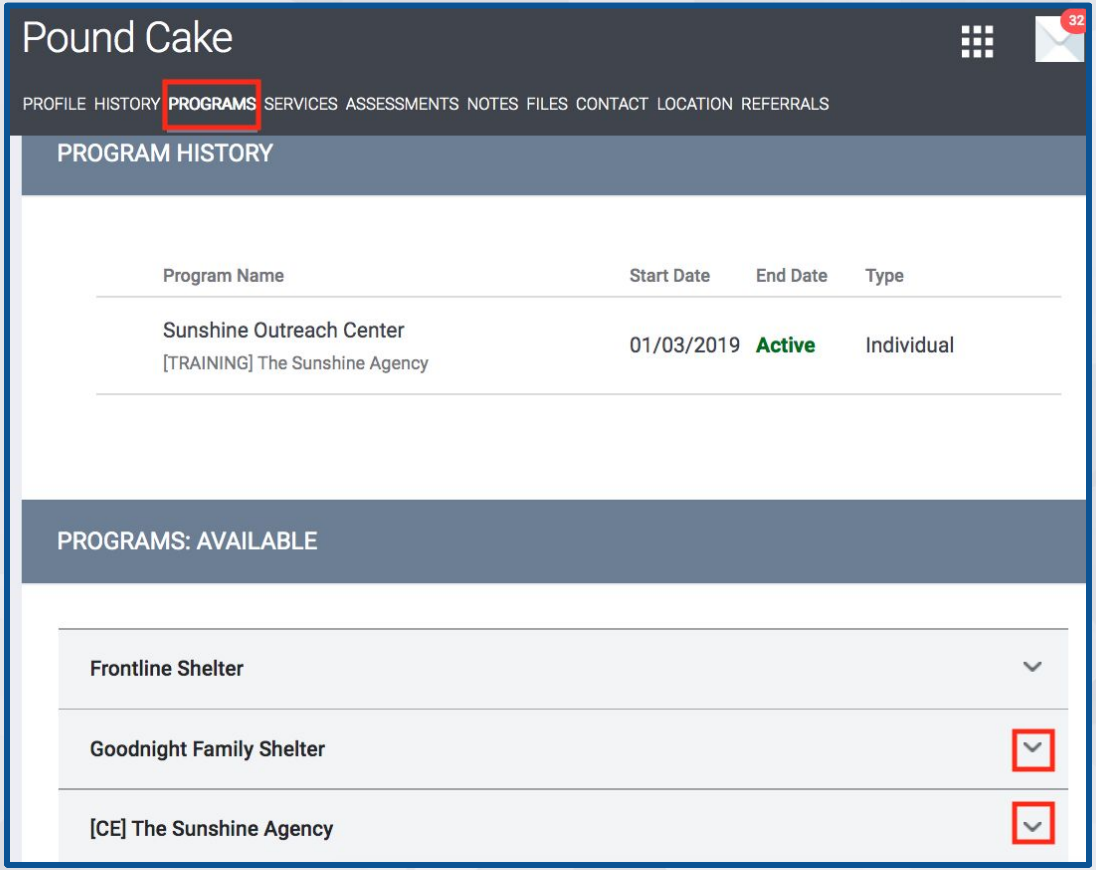
4) Enroll in Program:

Agency's Coordinated Entry Program:

[CE] Agency Name

OR

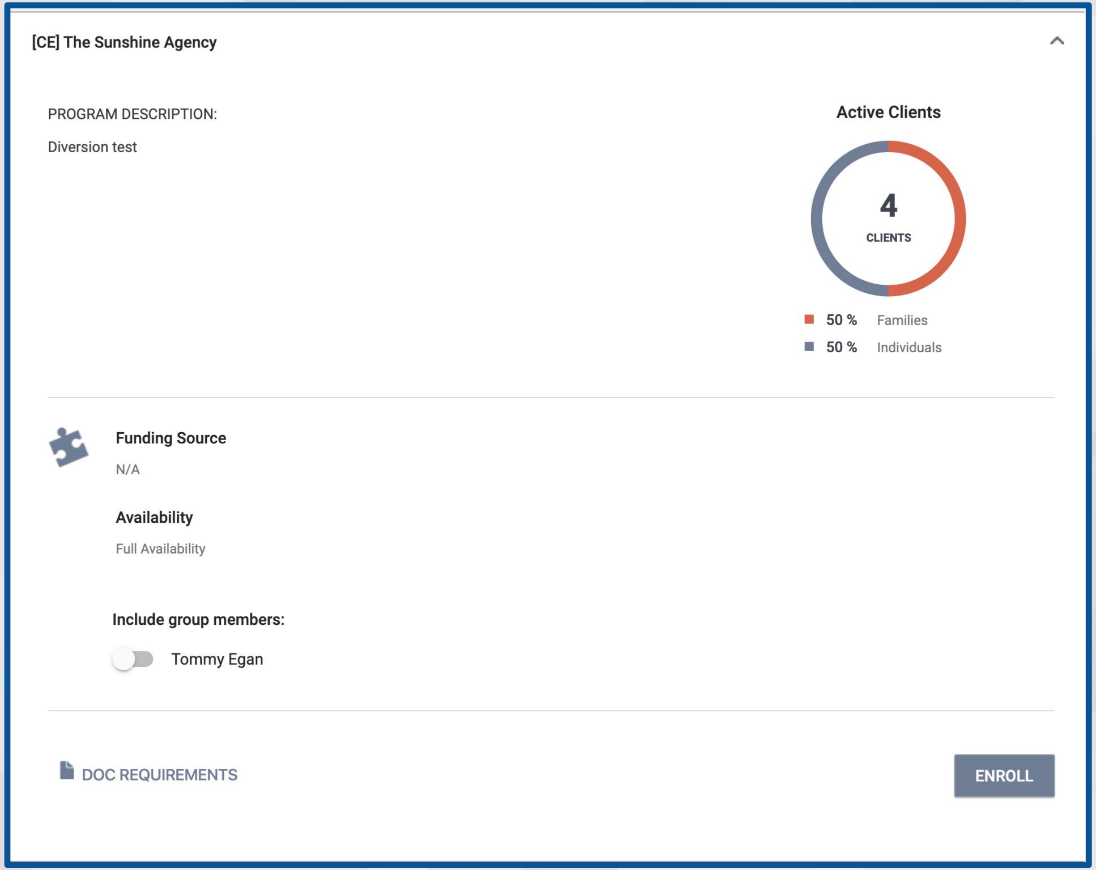
Emergency Shelter/Street Outreach/Safe Parking/Services Only or UPLIFT program.



Coordinated Assessment Workflow

4) Enroll in Program (cont):

- Include group members for households with minor children
- Adult only households should be enrolled as individuals with individual assessments

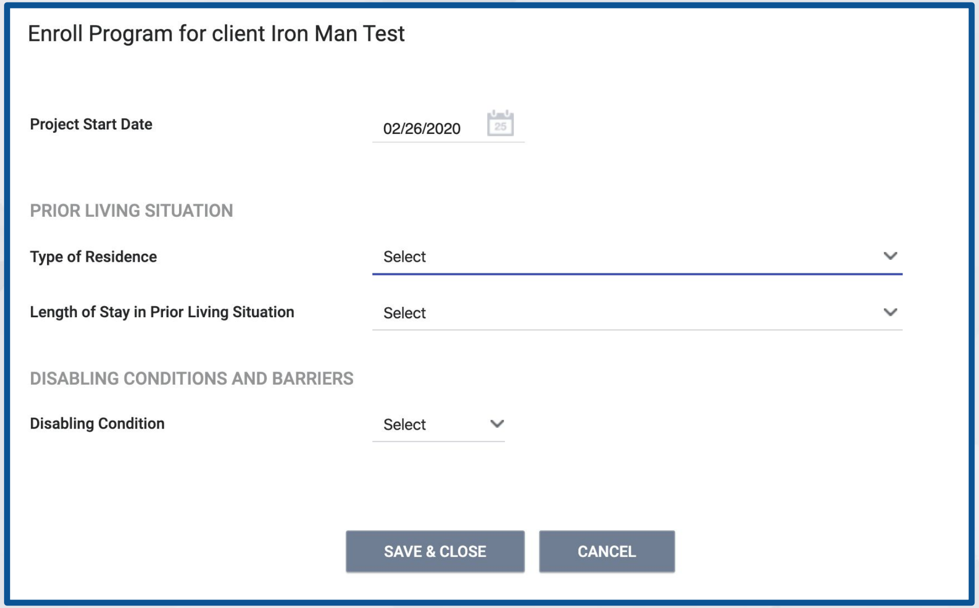


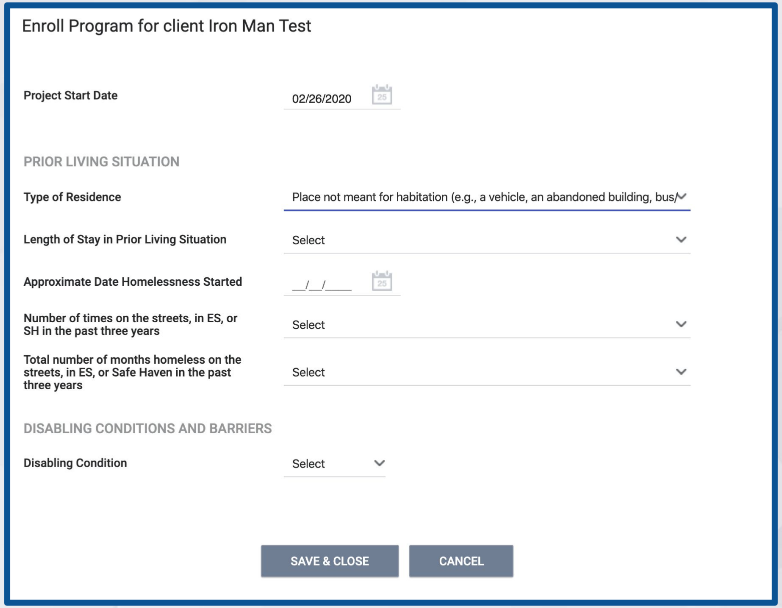
Coordinated Assessment Workflow

4) Enroll in Program (cont.):

Coordinated Entry program enrollment screens are pictured below.

There are no changes to the enrollment screens for the other project types.





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Coordinated Assessment Workflow

1. ☑ Search for the individual and review the ROI.
1. ☑ Check for any previously recorded Coordinated Entry Assessments.
1. ☑ Configure their Household.
1. ☑ Enroll in Coordinated Entry project **OR** Emergency Shelter/Street Outreach/Safe Parking/Services Only or UPLIFT.
1. Complete the Current Living Situation Assessment.
1. Record the Coordinated Entry Assessment (VI-SPDAT/VI-F-SPDAT).

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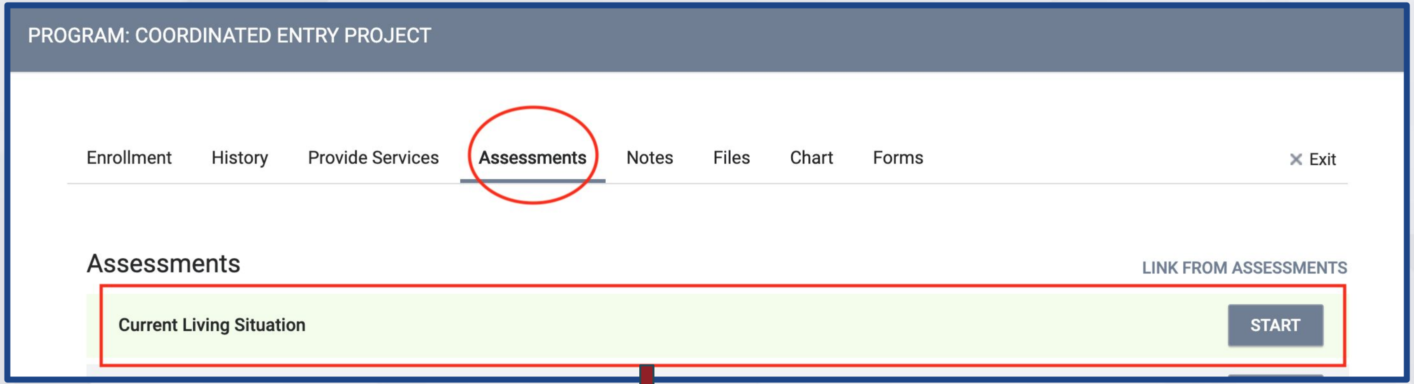
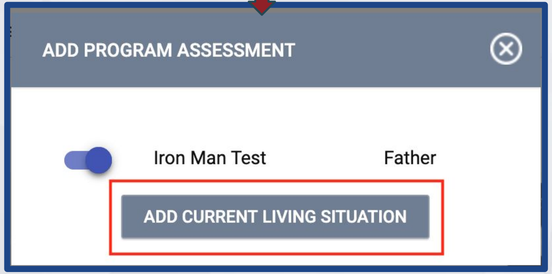
Coordinated Assessment Workflow

5) Record the Current Living Situation Assessment:

CLS Assessments are only required for adult members of the household.





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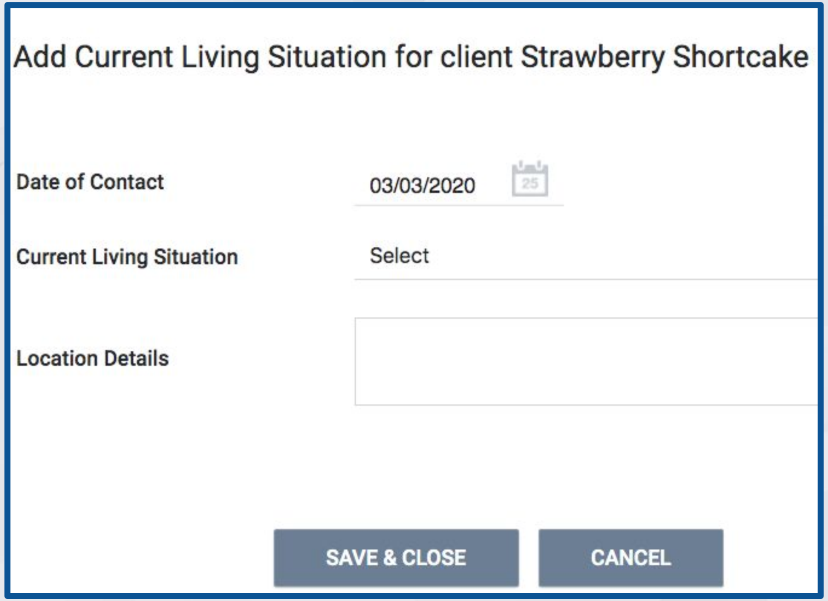
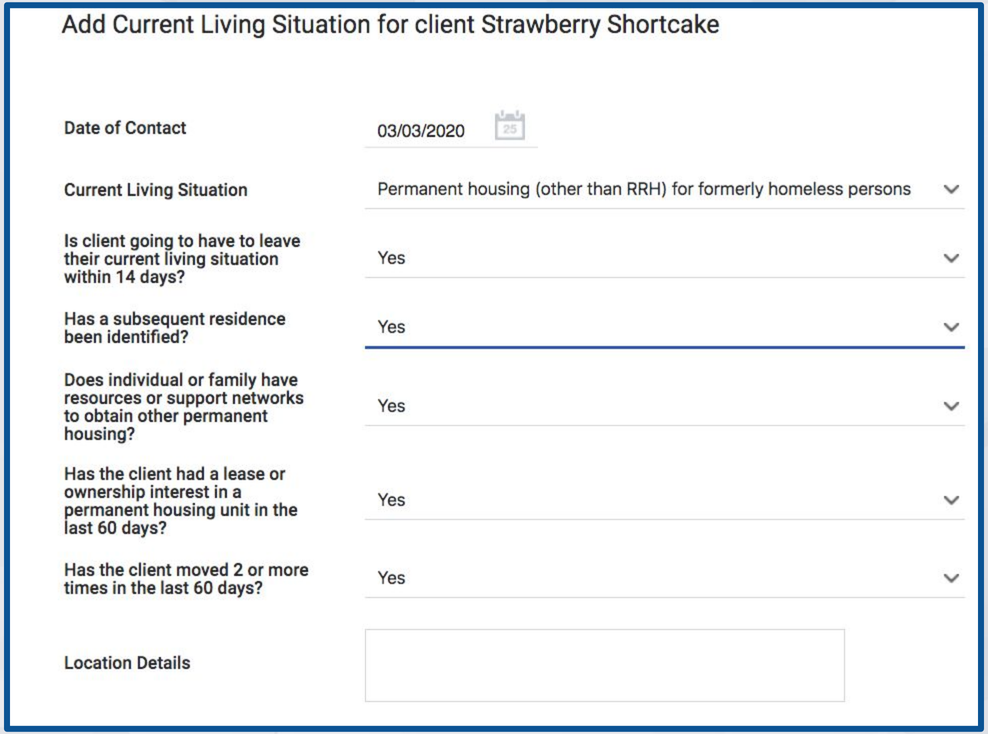
Coordinated Assessment Workflow

5) Record the Current Living Situation Assessment (cont.):

Additional questions may appear, depending on the client's responses





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Coordinated Assessment Workflow

Things to remember about the Current Living Situation Assessment:

- Complete the first CLS Assessment the same day the client is enrolled in a Coordinated Entry project
  - The Date of Contact should be the same as the Project Start Date for the Coordinated Entry project enrollment
- Complete additional CLS Assessments each time direct contact is made with clients
  - Complete a new CLS assessment each time; do not edit previous assessments
- Complete a CLS Assessment when a Coordinated Entry Assessment is provided to the client
- Record a CLS for the following project types: Emergency Shelter – night by night method only, Street Outreach, Services Only, Coordinated Entry, Safe Parking, UPLIFT

"A contact is defined as an interaction between a worker and a client designed to engage the client. Contacts include activities such as a conversation between the worker and the client about the client's well-being or needs, an office visit to discuss their housing plan, or a referral to another community service".

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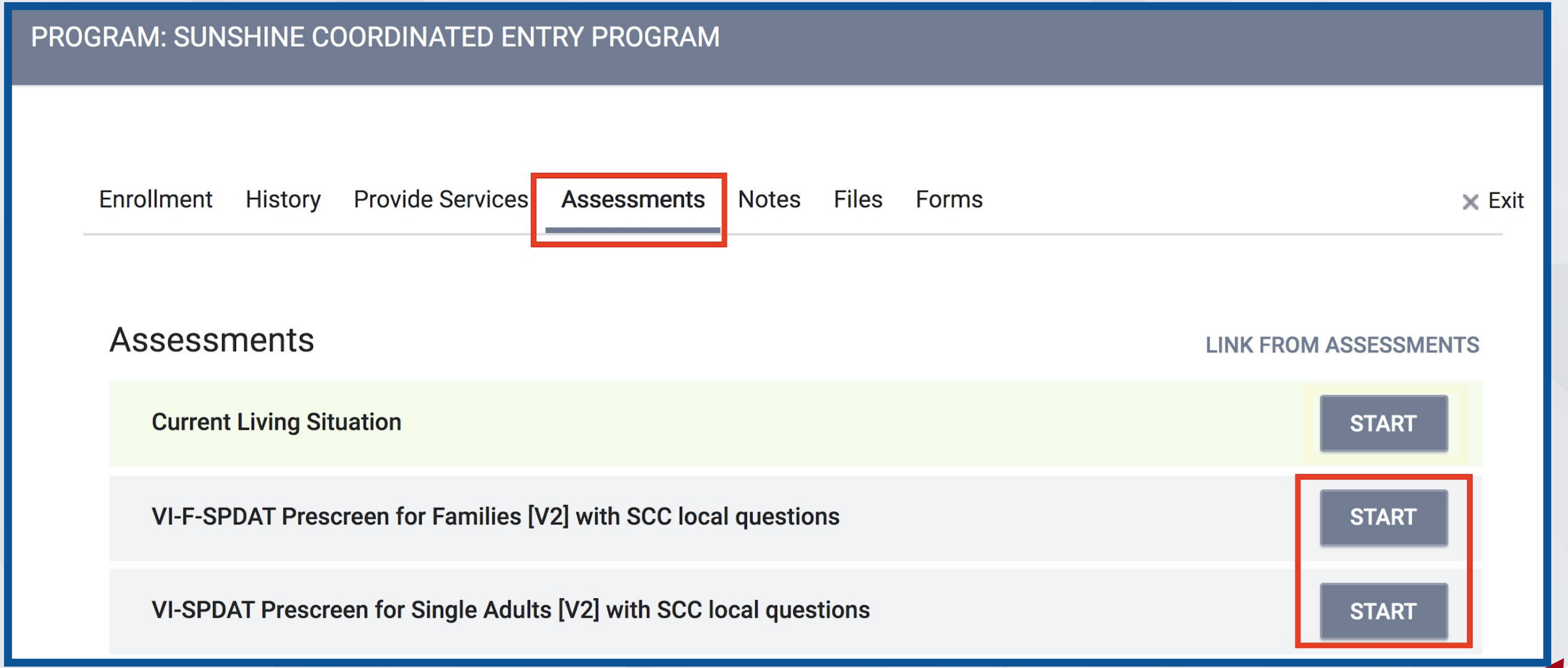
Coordinated Assessment Workflow

6) Record the Coordinated Entry Assessment

- Located in Project/Program-level along with the CLS Assessment.



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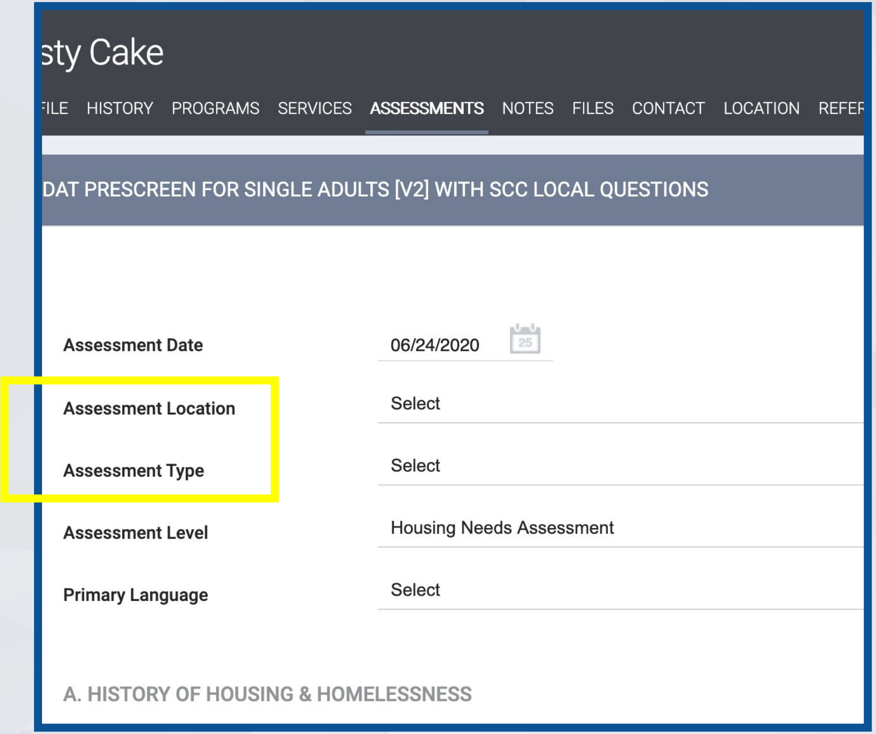
Coordinated Assessment Workflow

6) Record the Coordinated Entry Assessment

Two new questions on the VI-SPDAT Assessment:

- Assessment Location (city)
- Assessment Type (in-person, phone)



Coordinated Assessment Workflow

6) Record the Coordinated Entry Assessment

Refer the person to the Community Queue if they score 4+ (3+ for Veterans).

PROGRAM ELIGIBILITY DETERMINATION

VI-SPDAT-V2 Score Summary

GENERAL	0		
HISTORY OF HOUSING & HOMELESSNESS	0	RISKS	0
SOCIALIZATION & DAILY FUNCTION	3	WELLNESS	1

VI-SPDAT-V2 PRE-SCREEN TOTAL **4**

REFER DIRECTLY TO COMMUNITY QUEUE

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Coordinated Entry Changes

Demo in Clarity

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Coordinated Entry Changes

Recap

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Recap

1. Search for the individual and review the ROI.

1. Check for any previously recorded Coordinated Entry Assessments.

1. Configure their Household.

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1. Complete the Current Living Situation Assessment.

1. Record the Coordinated Entry Assessment (VI-SPDAT/VI-F-SPDAT).

Resources

- FY2020 HMIS Data Standards Dictionary:

  https://files.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf
- FY2020 HMIS Data Standards Manual:

  https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf
- SCC HMIS Website
  - SCC.HMIS.CC - All documents located under the forms and manuals section.
- Bitfocus Helpdesk
  - sccsupport@bitfocus.com
  - 408.596.5866 x2

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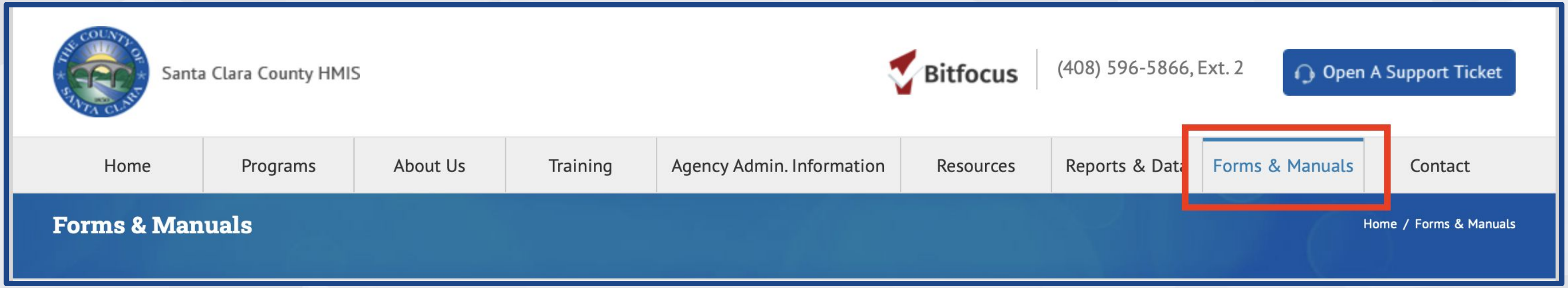
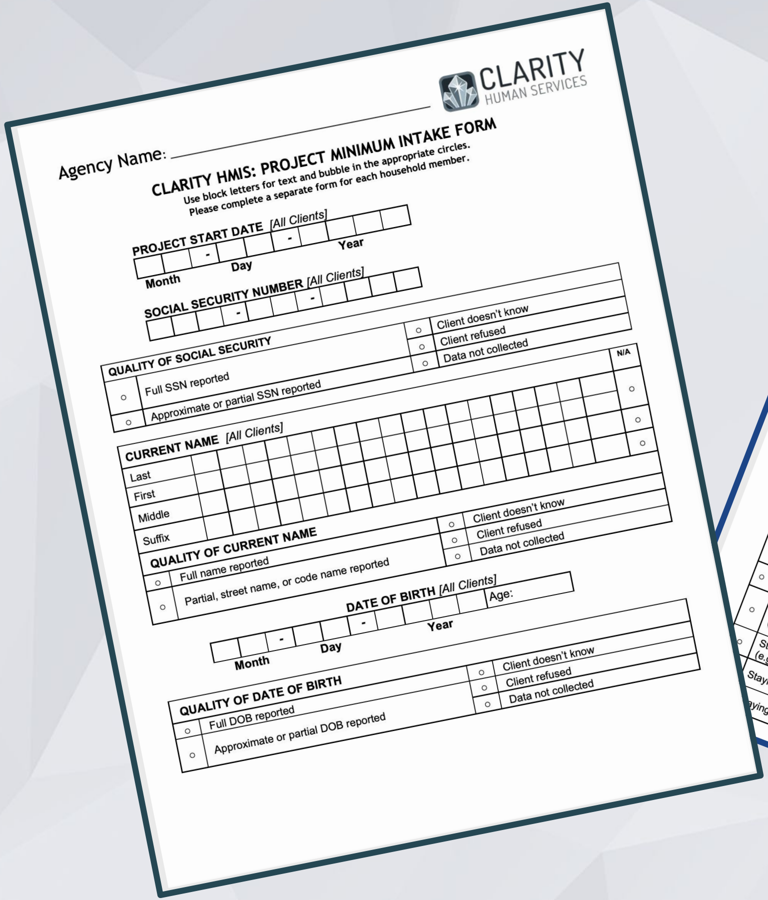
Resources: *CE Paper Forms*

Please click on the image below to be redirected to the HMIS website and access these forms



(CE) Minimum Screen Forms	(Updated 10March2020)
Intake Form (PDF,DOC)	Exit Form (PDF,DOC).

Resources: *CE Paper Forms*



Agency Name: ____________________

CLARITY HUMAN SERVICES

CLARITY HMIS: PROJECT MINIMUM INTAKE FORM

Use block letters for text and bubble in the appropriate circles.
Please complete a separate form for each household member.

PROJECT START DATE *[All Clients]*

Month - Day - Year

SOCIAL SECURITY NUMBER *[All Clients]*

QUALITY OF SOCIAL SECURITY	
○ Full SSN reported	○ Client doesn't know
○ Approximate or partial SSN reported	○ Client refused
	○ Data not collected

CURRENT NAME *[All Clients]*

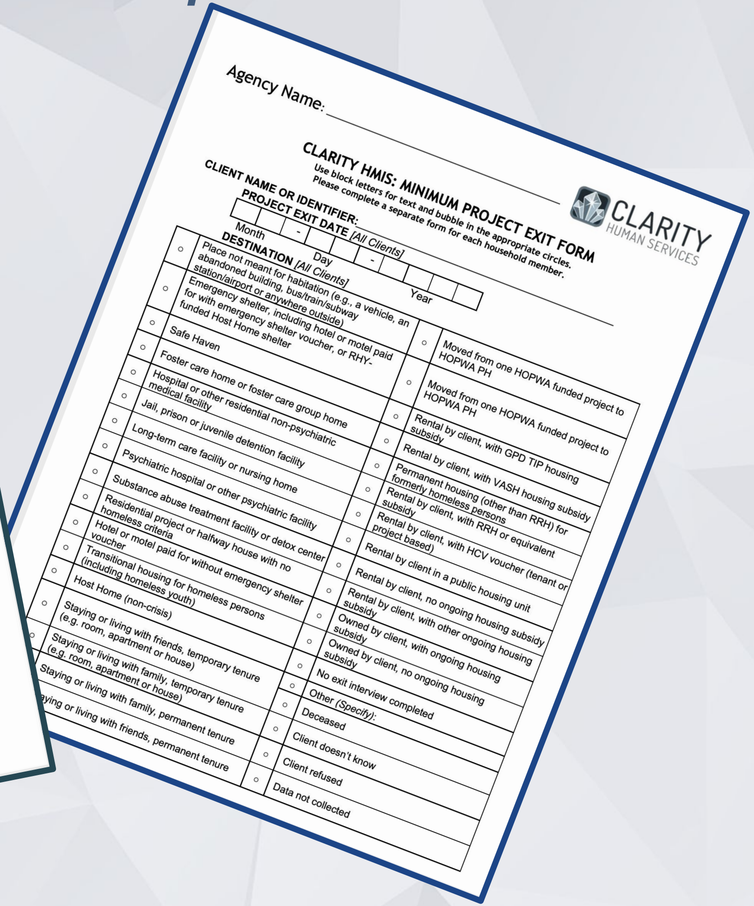
		N/A
Last		○
First		○
Middle		○
Suffix		

QUALITY OF CURRENT NAME	
○ Full name reported	○ Client doesn't know
○ Partial, street name, or code name reported	○ Client refused
	○ Data not collected

DATE OF BIRTH *[All Clients]* Age:

Month - Day - Year

QUALITY OF DATE OF BIRTH	
○ Full DOB reported	○ Client doesn't know
○ Approximate or partial DOB reported	○ Client refused
	○ Data not collected



Agency Name: ____________________

CLARITY HUMAN SERVICES

CLARITY HMIS: MINIMUM PROJECT EXIT FORM

Use block letters for text and bubble in the appropriate circles.
Please complete a separate form for each household member.

CLIENT NAME OR IDENTIFIER:

PROJECT EXIT DATE *[All Clients]*

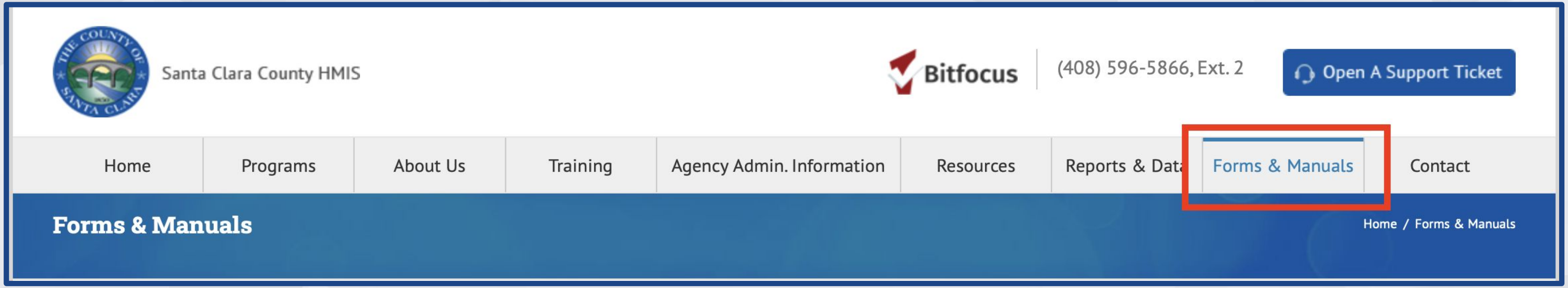
Month - Day - Year

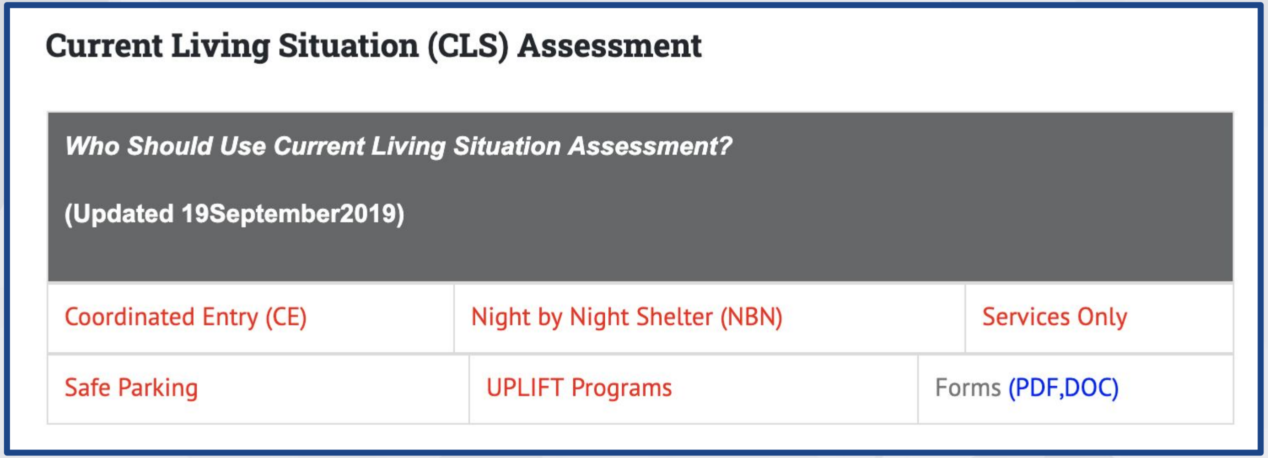
DESTINATION *[All Clients]*

○ Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	○ Moved from one HOPWA funded project to HOPWA PH
○ Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter	○ Moved from one HOPWA funded project to HOPWA PH
○ Safe Haven	○ Rental by client, with GPD TIP housing subsidy
○ Foster care home or foster care group home	○ Rental by client, with VASH housing subsidy
○ Hospital or other residential non-psychiatric medical facility	○ Permanent housing (other than RRH) for formerly homeless persons
○ Jail, prison or juvenile detention facility	○ Rental by client, with RRH or equivalent subsidy
○ Long-term care facility or nursing home	○ Rental by client, with HCV voucher (tenant or project based)
○ Psychiatric hospital or other psychiatric facility	○ Rental by client in a public housing unit
○ Substance abuse treatment facility or detox center	○ Rental by client, no ongoing housing subsidy
○ Residential project or halfway house with no homeless criteria	○ Rental by client, with other ongoing housing subsidy
○ Hotel or motel paid for without emergency shelter voucher	○ Owned by client, with ongoing housing subsidy
○ Transitional housing for homeless persons (including homeless youth)	○ Owned by client, no ongoing housing subsidy
○ Host Home (non-crisis)	○ No exit interview completed
○ Staying or living with friends, temporary tenure (e.g. room, apartment or house)	○ Other (Specify):
○ Staying or living with family, temporary tenure (e.g. room, apartment or house)	○ Deceased
○ Staying or living with family, permanent tenure	○ Client doesn't know
○ Staying or living with friends, permanent tenure	○ Client refused
	○ Data not collected

Resources: *CLS Paper Forms*

Please click on the image below to be redirected to the HMIS website and access these forms





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Resources: *CLS Paper Forms*

Agency Name: ______________________________

CLARITY HUMAN SERVICES

CLARITY HMIS: CURRENT LIVING SITUATION

Use block letters for text and bubble in the appropriate circles.
Please complete a separate form for each household member.

Record the date and location of each interaction with a client by recording their *Current Living Situation*. The first *Current Living Situation* with the client will occur at the same point as *Project Start Date*.

DATE OF CONTACT *[Adults and Head of Household]*

		-			-				

Month **Day** **Year**

CURRENT LIVING SITUATION *[Adults and Head of Household]*

***FOR PROGRAMS FUNDED SOLELY BY PATH** only the following values should be selected: 'Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)', 'Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter', 'Safe Haven', 'Other', or 'Worker unable to determine'.*

○	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	○	Rental by client, with GPD TIP housing subsidy
○	Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter	○	Rental by client, with VASH housing subsidy
○	Safe Haven	○	Rental by client, with RRH or equivalent subsidy
○	Foster care home or foster care group home	○	Rental by client, with HCV voucher (tenant or project based)
○	Hospital or other residential non-psychiatric medical facility	○	Rental by client in a public housing unit
○	Jail, prison or juvenile detention facility	○	Rental by client, no ongoing housing subsidy
○	Long-term care facility or nursing home	○	Rental by client, with other ongoing housing subsidy
○	Psychiatric hospital or other psychiatric facility	○	Owned by client, with ongoing housing subsidy
○	Substance abuse treatment facility or detox center	○	Owned by client, no ongoing housing subsidy
○	Residential project or halfway house with no homeless criteria	○	Other
○	Hotel or motel paid for without emergency shelter voucher	○	Worker unable to determine
○	Transitional housing for homeless persons (including h homeless youth)	○	Client doesn't know
○	Host Home (non-crisis)	○	Client refused
○	Staying or living in a friend's room, apartment or house	○	Data not collected
○	Staying or living in a family member's room, apartment or house		

Coordinated Entry in HMIS