

Implementation Group #4
Coordinated Entry Subcommittee
Wednesday, June 24, 2015
1:30 p.m. to 3:00 p.m.
CASA Training Room at The Village
1505 E. 17th Street, Santa Ana, CA, 92705

Agenda

- I. Welcome & Introductions
- II. Workgroup Updates
- III. Bonus Project Collaborative Update
- IV. Coordinated Entry Updates and Process
 - a. Policies
 - b. Prescreening tool
 - c. VI SPDAT
 - d. CE Phasing Timeline
 - e. Step-by-Step process

Next Meeting:

Wednesday, July 22, 2015

1:30 p.m. to 3:00 p.m.

Casa Training Room at The Village

1505 E. 17th Street, Santa Ana, CA, 92705

SERVICE PLANNING AREAS (SPAs)

North Region

Anaheim, Atwood, Brea, Buena Park, Fullerton, Garden Grove, La Habra, La Palma, Placentia and Yorba Linda

South Region

Aliso Viejo, Balboa, Capistrano Beach, Corona del Mar, Dana Point, Laguna Beach, Laguna Hills, Laguna Niguel, Lake Forest, Mission Viejo, Newport Beach, Rancho Santa Margarita, San Clemente, San Juan Capistrano

East Region

Costa Mesa, El Modena, Irvine, Lemon Heights, Newport Beach, Orange, Santa Ana, Tustin and Villa Park

West Region

Cypress, Fountain Valley, Huntington Beach, Los Alamitos, Midway City, Seal Beach, Stanton, Sunset Beach and Westminster

Task	Deadline	Notes
Outreach Teams Identified	6/15/2015	At the next Outreach Subcommittee Meeting, looking for groups to commit to do VI-SPDAT in the following areas (based on needs identified through PIT count): Anaheim (La Palma Park), City of Costa Mesa, Santa Ana (Civic Center), and South County.
Outreach Teams Trained	6/22/2015	2-1-1 will train identified outreach teams on the VI-SPIDAT
Outreach Teams Begin Assessment	6/29/2015	Identified teams will begin outreach/assessment
Candidates for the Program are Identified/Scored	7/6/2015	VI-SPIDAT scores to rank PSH clients for program entry
Outreach Teams get candidates "Document Ready"	7/13/2015	Outreach teams will begin to engage and get housing paperwork together for high ranking candidates
Bonus Project Housing Inventory Entered	7/20/2015	PSH providers enter vacancies into system
Handoffs to PSH Providers Begin	7/20/2015	Clients ready with paperwork begin to work with housing navigators
First Person in Housing	8/1/2015	First Chronically Homeless Individual placed in PSH.

COORDINATED ENTRY (CE) STEP-BY-STEP PROCESS FOR STREET OUTREACH TEAMS

1. Street Outreach Teams (SOT) to build a rapport with the client. *SOT to exercise judgement in determining on a case-by-case basis, whether client is ready to be assessed or additional rapport building is needed.*
2. SOT to conduct the Pre Screening Tool to see if the client can be diverted from entering the homeless services system.
3. If client is able to be diverted, SOT sends referral and works with the organization that provides diversion services to reconnect/reunite the client with their family.
4. SOT to enter diversion outcome in the CE module (Universal Data elements and Eligible for Diversion Services: Yes or No). *Once these fields are added to the CE module.*
5. If the client is not eligible for diversion, SOTs to begin conducting the VI SPDAT.
6. If SOT is conducting a paper version of the VI SPAT, the SOT should make every effort to enter the results in the system within 24 hours - 48 hours (excluding weekends and holidays).
7. Once the VI SPDAT score is received, SOT will assist the client in getting them "Document Ready" see "Document Ready Checklist". *If SOT is not in HMIS, SOT will work with designated agency to get VI SPDAT information and results entered in HMIS, and get the client "Document Ready".*
 - a. Client must be "Document Ready". "Document Ready" means helping the client get their documents (social security card and identification or driver's license), and program specific documentation (e.g. verification of disability) uploaded into the CE module.
 - b. "Match Ready" means
 - i. completed assessment (VI SPDAT) with a score
 - ii. completed housing preference questions
 - iii. social security card and ID or DL

**Please note, there is a 45 day window to obtain the verification of disability once "Match Ready" has been triggered.*

8. If the client requires transportation, SOT to assist client with arranging transportation to the appropriate housing placement. *If resources are available.*
9. Refer client to appropriate supportive services while housing placement is secured.
10. SOT to conduct follow up of client status.