

EVERYONE  
SHOULD HAVE  
A HOME.



Coordinated Entry



# What is the Continuum of Care? (CoC)

## Continuum of Care (CoC)

- Jefferson County
- St. Lawrence County
- Lewis County

The CoC is a planning body that coordinates housing and services funding for homeless families and individuals. ...

A CoC helps provide more strategic systems to provide homeless people with housing and services appropriate to their range of needs.

How will  
Coordinated  
Entry  
help to minimize  
homelessness?

This process helps programs/providers make the most of limited funding available throughout their community. Coordinated Entry on its own cannot address the lack of affordable housing in Jefferson, St. Lawrence & Lewis Counties.



# What is Coordinated Entry? 4 Core Elements



**Access:** How does someone experiencing a housing crisis learn about an access response services.



**Assessment:** Collecting information about the barriers faced to being rapidly rehoused and characteristics that make someone more vulnerable while homeless.



**Prioritization:** Based on specific & definable set of criteria made publicly available through written prioritization standards and applied consistently throughout the CoC.



**Referral:** Persons with the highest priority are offered housing and supportive services based on program criteria.

# Confidentiality & Client Privacy



Confidentiality and privacy for client information should always be a top priority when conducting assessments and handling client data.



Before completing an assessment with a client, clients must sign a Release of Information that allows our CoC to use their personal identifying information for the purpose of finding them safe and stable housing.

# Process: *What Happens With An Assessment*

YOU ARE  
HERE



COMPLETION OF  
ASSESSMENT FORM

**Your Agency  
& Staff On  
The Frontline**



CE MANAGER  
DETERMINES  
VULNERABILITY



CE MANAGER ENTERS  
INFORMATION INTO  
DATABASE AND CHECKS  
WITH THE APPROPRIATE  
AGENCIES FOR VACANCIES



AGENCIES DETERMINE IF  
APPROPRIATE FOR THEIR  
PROGRAM(S)—OUTREACH  
TO CONSUMERS FOR  
DISCUSSION



IF ACCEPTED TO A  
PROGRAM THE CE  
MANAGER DISCHARGES  
THE CLIENT FROM THE  
COORDINATED ENTRY  
LIST.



ONGOING DUTIES: STAY IN  
TOUCH WITH THE  
AGENCIES TO SEE IF THEY  
HAVE NEW INTAKES; CE  
MANAGER MUST UPDATE  
THE LIST AS THE  
ASSESSMENTS COME IN

# AGENCY STAFF WILL FILL THIS OUT WITH THE CONSUMER

Client Score: \_\_\_\_\_  
 Client Code: \_\_\_\_\_ (assigned by CE Manager)

HOUSING/HOMELESS ASSESSMENT TOOL



HAVE YOU COMPLETED THIS SURVEY WITH ANOTHER AGENCY? IF YES WHICH AGENCY? \_\_\_\_\_

RESIDENCE INFORMATION

I understand that the information on this form may be shared with other agencies participating in the continuum of care.

Signature of Head of Household \_\_\_\_\_ Date \_\_\_\_\_

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_
2. Phone Number: ( ) - \_\_\_\_\_ Alt. Phone: ( ) - \_\_\_\_\_
3. Number of people in the household: \_\_\_\_\_
4. Ages and Gender of those seeking housing:  

<u>DOB</u>	<u>SEX</u>	<u>DOB</u>	<u>SEX</u>
_____	_____	_____	_____
(self)			

IF THE PERSON IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1. Score: \_\_\_\_\_

IF A FAMILY WITH DEPENDENT CHILDREN, THEN SCORE 5 Score: \_\_\_\_\_

IF THE PERSON IS 24 OR UNDER, THEN SCORE 2. Score: \_\_\_\_\_

5. When did you become homeless: \_\_\_\_\_

6. How many separate times in the past 3 years have you been without a regular place to stay (including right now)?  
 \_\_\_ 1 time \_\_\_ 2-3 times \_\_\_ 4 or more times **(only score for the highest of the 2 choices below)**

IF THE PERSON HAS EXPERIENCED 2-3 EPISODES OF HOMELESSNESS, THEN SCORE 2. Score \_\_\_\_\_

IF THE PERSON HAS EXPERIENCED 4 + EPISODES OF HOMELESSNESS, THEN SCORE 3. Score \_\_\_\_\_

7. Has it been more than a year since you had a regular place to stay? \_\_\_\_\_

IF THE PERSON HAS EXPERIENCED 1+ CONSECUTIVE YEARS OF HOMELESSNESS THEN SCORE 3 Score: \_\_\_\_\_

8. Where did you stay last night and what is the address: \_\_\_\_\_

IF they said (car or other vehicle, street or woods, camper or tent), THEN SCORE 2 Score \_\_\_\_\_

9. What was your last permanent address and how long did you live there: \_\_\_\_\_

10. Why are you no longer living at your last permanent address; what changed in the household to create this emergency:  
 nonpayment of rent, destruction of property, other \_\_\_\_\_

11. Do you have any friends or family that you can stay with for at least the next 14 days, or longer?  Yes  No  
 IF "NO" THEN SCORE 1 Score \_\_\_\_\_

12. Do you have any physical or mental limitations that would prevent you from obtaining housing? (circle all that apply)  
 Physical/Medical      Developmental Disability      Mental Health      Drug or Alcohol Addiction  
 HIV/AIDS      Other: \_\_\_\_\_

Score one point for each disability. Score \_\_\_\_\_

13. Is anyone in your household a veteran:  Yes  No  
 IF "YES" THEN SCORE 3 Score \_\_\_\_\_

14. Do you have any legal issues that will make it more difficult to rent a place to live? (Circle all that apply)  
 Registered Sex Offender    Released from Jail/Prison    On probation/Parole    Pending charges/ Fines  
 SCORE 1 point for each legal issue Score \_\_\_\_\_

15. Are you being sanctioned through a public assistance program:  Yes  No  
 IF "YES", THEN SCORE 3 Score \_\_\_\_\_

16. Are you or anyone in your household currently employed:  Yes  No If so, who in the house is employed and what is the name, address, and phone number of the employer: \_\_\_\_\_  
 IF "NO" THEN SCORE 1 Score \_\_\_\_\_

17. Do you have any other available income or resources at this time? These include, but are not limited to; Child Support Payments, Unemployment Insurance Benefits, Disability Benefits, Social Security Benefits, SSI Payments or Advance on Wages:  
 Yes  No If yes, indicate what type of income it is, the date it was last received on and the amount it was for:  
 IF "NO" THEN SCORE 1 Score \_\_\_\_\_

18. Do you have your own transportation?  Yes  No  
 IF "NO" THEN SCORE 1 Score \_\_\_\_\_

19. Are you fleeing Domestic Violence?  Yes  No  
 IF "YES" THEN SCORE 3 Score \_\_\_\_\_

20. Have you ever been in the Foster Care system?  Yes  No  
 IF "YES" THEN How did you leave the Foster Care system?  
 <18 Returned to parents;  Adopted;  >18 Independent Living Discharge;  >18 Chose to Leave no Living Plan Completed

21. Have you ever received Social Security Benefits, SSI/SSA/SSD?  Yes  No  
 IF "YES" THEN Which type did you receive, Why did they stop, When did they stop?  
 \_\_\_\_\_

I understand by signing below I agree to any investigation made to verify or confirm the information I have given, or any other investigation made by them in connection with my request for Services. I further understand if additional information is requested, I will provide it. I swear and affirm under the penalties of perjury that the information I have given or will give is correct.

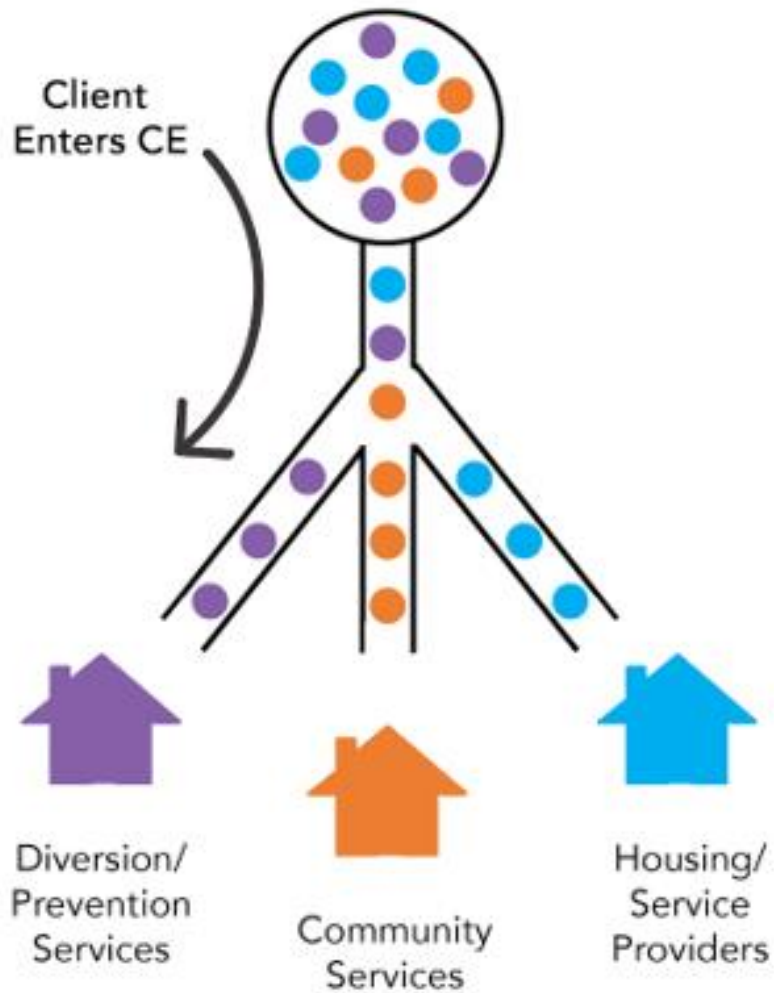
Signature \_\_\_\_\_ Date \_\_\_\_\_

# Next steps after the assessment tool is completed...

- Agency will fax assessment to CE Manager
- –The Coordinated Entry Manager will determine the client's vulnerability (score) from the information listed on the assessment tool and place by assigned code on the Google Doc.
- CE Manager will also input data into a secure HMIS Database
- Agencies with housing openings access the google doc to see if there is a potential individual to fill a vacancy and reach out to listing contact ~ CE Manager reaches out to agencies when individuals meet program criteria to find out about openings



# Benefits of Coordinated Entry



IS/WILL	IS NOT/WILL NOT
Is a systems approach to coordination	is not first-come, first served
Is in communication with CoC providers & local agencies	Will not reduce the challenges of serving households with multiple barriers to obtaining or maintaining housing
Is an evolving process utilizing best practices	Will not guarantee housing
Will help the CoC make the best use of scarce resources	Will not happen without participation from all homeless service providers
Will succeed with a collective effort by the community	

## Housing Readiness



## Housing First



Housing First  
Strategy

WHAT FEELS  
LIKE THE END IS  
OFTEN THE

*beginning*