

# Fax Completed Assessments to 315-785-3295

## Attention Coordinated Entry Manager, Paige Rodriquez

### Opening Script

- Introduce Yourself and your organization
- The purpose of this form being completed is to match people experiencing homelessness or housing instability to existing community resources that are the best fit for their situation through Coordinated Entry. The Coordinated Entry process makes referrals to all local projects receiving HUD funding through the Continuum of Care. These projects are dedicated to serving people experiencing homelessness and fill program vacancies exclusively through the Coordinated Entry Listing. There are also other local programs/projects that work with homeless and housing insecure that have the ability to use the Coordinated Entry listing these projects determine the extent to which they rely on the Coordinated Entry Process.
- It usually takes less than 10 minutes to complete
- Only YES, NO or simple answers are being sought
- Any question can be skipped or refused
- Inform the participant that the information is stored securely and accessible by services agencies only if the participant agrees and to the extent that they agree to share their information
- If the participant does not understand a question or the assessor does not understand the question, clarification can be provided by contacting Coordinated Entry Manager @ 315-785-5153
- Explain the importance of relaying accurate information and not feeling that there is not a right or wrong answer that they need to provide, nor information they need to conceal. This information is used exclusively to assist with housing programs.

### LEVEL 1: No/Few Barriers Score 0-3

- Complete Housing Application refer to local DSS if Street Homeless
- Refer to Community Based Diversion/Prevention Programs/ Rapid Re-housing: help with deposits, rent and other move-in costs; provide short-term assistance.
- Referral for Utility assistance such as HEAP and TANF, SNAP ( Food Stamps)

### Level 2: Moderate Barriers Score 4-7

- *Everything from Level 1 Plus:*
- Provide case management, living skills and community resource referral
- Case management contact at least once/month for 1 year

### Level 3: Significant Barriers Score 8 +

- *Everything from Levels 1 & 2 Plus:*
- Ensure that applicant will be provided one-one assistance with applications & referral access. ● Referral to substance abuse recovery programs as needed.
- Case management contact at least once/month for 18-24 months or longer as needed.

**Completed Assessments should be sent by Fax to 315-785-3295 to the  
Attention of the Coordinated Entry Manager, Paige Rodriquez**

This assessment does not guarantee access to housing; it does not place people on waiting lists for Section 8 housing, low-income affordable housing complexes or private housing complexes. Individuals should continue to seek housing and utilize services and resources available in the community. The Coordinated Entry Manager will reach out to you if there is space available in a program that looks like a good fit. If contact information changes please inform the agency completing this assessment and they can update the Coordinated Entry Manager. This process can sometimes be long, and we want to reach people quickly when openings become available. People may miss the opportunity for a housing program if they cannot be located.

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**Attention Coordinated Entry Manager**

## **CONSUMER PRIVACY NOTICE:**

**We collect personal information directly from you for reasons that are discussed in our HMIS Privacy Notice. We may be required to collect some personal information by law or by an organization that gives us money to operate this program. The personal information we collect is important to run our programs, to improve services for persons experiencing homelessness, and to better understand the needs of persons experiencing homelessness. We only collect information that we consider to be appropriate.”**



<http://www.caresny.org>

*Assessor:*

*Review this privacy notice with each consumer when completing the PNHC Homeless Assessment Tool; ensure that CRHMIS Inclusion Disclosure & Release of Information is completed to ensure data is shared per the Client's wishes.*

*Pages 1 & 2 of the release is for their reference regarding how data is shared/protected, clients keep these pages Pages 3 & 4 allow the client to indicate how they agree for data to be shared and the agency keeps these pages*