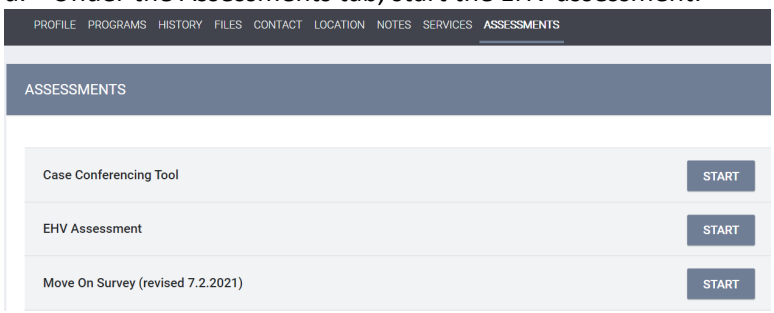
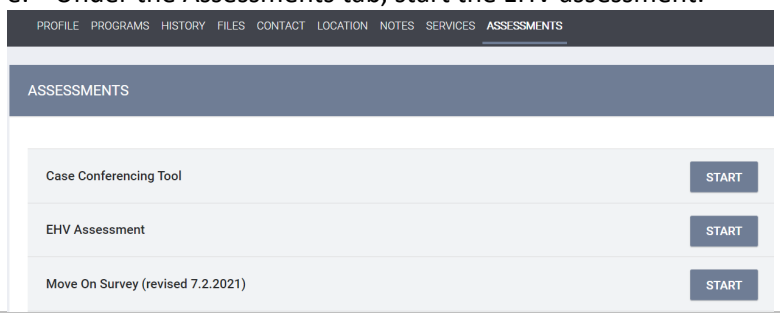
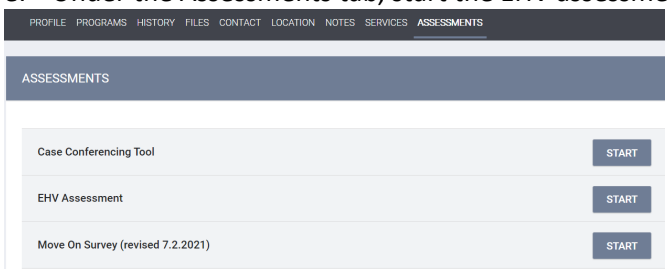
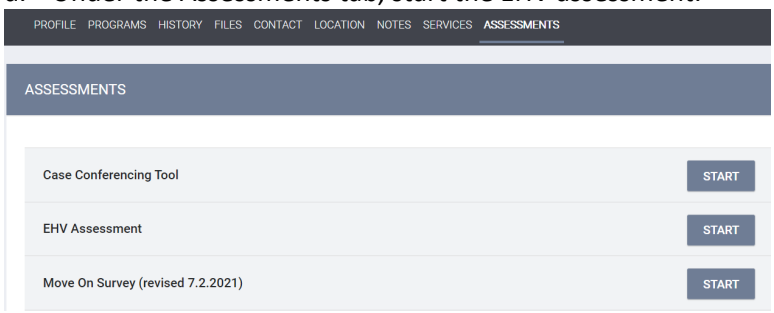
Step-by-Step Guide: EHV Referral Pathways

Category 1: Experiencing homelessness	
Homeless	*If your client meets the criteria under the homeless subpopulation criteria, follow the next steps to submit an EHV request to SSF:* a. Log into HMIS under your agency. *Note: If your agency does not have HMIS access, connect with an agency who has access. b. Search for the client's profile (or create a new one, if there is not already one in HMIS). c. Obtain client consent to share their information. i. If the client does not want their information shared with other agencies, change their profile to 'private'. If client does not want to share any information, create an anonymous profile, using the following: SSN -0000, DOB- 1/1/year of their birth; If referred, share their unique identifier. All other fields are marked as 'data not collected.' d. Under the Assessments tab, start the EHV assessment: *Note: If you do not have access to the EHV assessment and are a user in HMIS, complete the VI-SPDAT training here to gain access. e. Qualify the client under the 'Homeless pathway.' f. Click 'save' at the bottom of the assessment once it's completed. g. Upload a completed EHV Eligibility Verification and Referral Form under the 'Files' tab in HMIS. h. SSF will send a confirmation email to SHRA and to the agency referring the client, indicating the referral has been made. i. SHRA will send over the referral packet and next steps to the agency.
Chronically Homeless (linked to Health Homes, FSRP or BHS (level 2+))	*If your client meets the criteria under the chronically homeless subpopulation criteria, follow the next steps to submit an EHV request to SSF:* a. Log into HMIS under your agency. *Note: If your agency does not have HMIS access, connect with an agency who has access. b. Search for the client's profile (or create a new one, if there is not already one in HMIS). c. Obtain client consent to share their information. i. If the client does not want their information shared with other agencies, change their profile to 'private'. If client does not want to share any information, create an anonymous profile, using the following: SSN -0000, DOB- 1/1/year of their birth; If referred, share their unique identifier. All other fields are marked as 'data not collected.'

	d. Under the Assessments tab, start the EHV assessment:  *Note: If you do not have access to the EHV assessment and are a user in HMIS, complete the VI-SPDAT training here to gain access. e. Qualify the client under the 'Chronic (with services) Pathway.' f. Indicate which program the client is linked to: Health Homes, FSRP, or Behavioral Health (Level 2+). g. Click 'save' at the bottom of the assessment once it's completed. h. If the client does not already have their chronic homelessness history verified in HMIS, have the client complete a self-certification. i. Upload it into the client's files. j. Upload a completed EHV Eligibility Verification and Referral Form under the 'Files' tab in HMIS. k. SSF will send a confirmation email to SHRA and to the agency referring the client, indicating the referral has been made. l. SHRA will send over the referral packet and next steps to the agency.
Category 2: At-Risk of Experiencing Homelessness	
At-risk Seniors (age 62 and over)	*If your client meets the criteria under the at-risk seniors subpopulation, follow the next steps to submit an EHV request to SSF:* a. Log into HMIS under your agency *Note: If your agency does not have HMIS access, connect with an agency who has access. b. Search for the client's profile (or create a new one, if there is not already one in HMIS) c. Ensure their date of birth is accurate. Indication of age 62 or over will allow for an assessment to be made under the 'At-risk Seniors pathway.' d. Obtain client consent to share their information. i. If the client does not want their information shared with other agencies, change their profile to 'private'. If client does not want to share any information, create an anonymous profile, using the following: SSN -0000, DOB- 1/1/year of their birth; If referred, share their unique identifier. All other fields are marked as 'data not collected.' e. Under the Assessments tab, start the EHV assessment: 

	*Note: If you do not have access to the EHV assessment and are a user in HMIS, complete the VI-SPDAT training here to gain access. f. Qualify the client under the 'At-risk Seniors Pathway.' g. Click 'save' at the bottom of the assessment once it's completed. h. Upload a completed EHV Eligibility Verification and Referral Form under the 'Files' tab in HMIS. i. SSF will send a confirmation email to SHRA and to the agency referring the client, indicating the referral has been made. j. SHRA will send over the referral packet and next steps to the agency.
Category 3: Fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking	
Fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking	See the Survivor Referral Process document.
Category 4: Recently Homeless	
Move-on eligible residents in current PSH programs (not limited to only CoC programs)	*If your client meets the criteria under the Move on subpopulation, follow the next steps to submit an EHV request to SSF:* a. Complete the Move Forms – obtaining client consent and staff confirmation b. Log into HMIS under your agency *Note: If your agency does not have HMIS access, connect with an agency who has access. c. Search for the client's profile (or create a new one, if there is not already one in HMIS) d. Obtain client consent to share their information. a. If the client does not want their information shared with other agencies, change their profile to 'private'. If client does not want to share any information, create an anonymous profile, using the following: SSN -0000, DOB- 1/1/year of their birth; If referred, share their unique identifier. All other fields are marked as 'data not collected.' e. Under the Assessments tab, start the EHV assessment:  *Note: If you do not have access to the EHV assessment and are a user in HMIS, complete the VI-SPDAT training here to gain access. f. Qualify the client under the 'Move on Pathway.' g. Click 'save' at the bottom of the assessment once it's completed. h. Upload the completed Move on Forms, and EHV Eligibility Verification and Referral Form under the 'Files' tab in HMIS. i. SSF will send a confirmation email to SHRA and to the agency referring the client, indicating the referral has been made. j. SHRA will send over the referral packet and next steps to the agency.

Recently homeless in a rapid rehousing program	*If your client meets the criteria under the recently homeless in a rapid-rehousing program subpopulation, follow the next steps to submit an EHV request to SSF:* a. Log into HMIS under your agency *Note: If your agency does not have HMIS access, connect with an agency who has access. b. Search for the client's profile (or create a new one, if there is not already one in HMIS) c. Obtain client consent to share their information. a. If the client does not want their information shared with other agencies, change their profile to 'private'. If client does not want to share any information, create an anonymous profile, using the following: SSN -0000, DOB- 1/1/year of their birth; If referred, share their unique identifier. All other fields are marked as 'data not collected.' d. Under the Assessments tab, start the EHV assessment:  *Note: If you do not have access to the EHV assessment and are a user in HMIS, complete the VI-SPDAT training here to gain access. e. Qualify the client under the 'Recently Homeless Pathway.' f. Click 'save' at the bottom of the assessment once it's completed. g. Upload a completed EHV Eligibility Verification and Referral Form under the 'Files' tab in HMIS. h. SSF will send a confirmation email to SHRA and to the agency referring the client, indicating the referral has been made. i. SHRA will send over the referral packet and next steps to the agency.