Coordinated Entry System Referral Process

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Rapid Rehousing (RRH) Coordinated Entry Referral Process

This document outlines the Coordinated entry referral process for a referral to an eligible RRH program. Please note that not all Sacramento County RRH programs go through Coordinated Entry and may have a separate referral process and referral agency.

Rapid Rehousing (RRH) provides short-term (up to three months) and medium-term (4-24 months) tenant-based rental assistance and supportive services to households experiencing homelessness.

Eligibility Requirements:
1. Experiencing literal homelessness (Category 1) OR fleeing/attempting to flee domestic violence, sexual violence, or/ and human trafficking (Category 4)
    a. [Definitions of HUD's four categories of homelessness](#)

RRH Required Documents:
1. VI-SPDAT V.2 Assessment (within the last year)
    a. Recommended score between 4-7
2. Homeless Certification
3. Social Security Card*
4. Valid ID*
5. Birth Certificate*
    a. Only needed for minor household members (under 18 y.o)

* Some RRH programs work with clients to obtain these documents after a referral

Initial Screening:
1. Determine if household meets RRH eligibility criteria
2. Check head of household's HMIS profile for a VI-SPDAT V.2 assessment. If no assessment is present, conduct a VI-SPDAT assessment to determine level of services needed.
3. Important note for RRH:

    a. RRH is <u>recommended</u> for households with income that do not require high level of care (Permanent Supportive Housing level of care)

    b. Households must be able to apply and lease a unit with limited housing navigation assistance.

4. Determine if household would be an appropriate candidate for Rapid Rehousing.

Coordinated Entry Referral Steps:

1. Attend RRH case conferencing to discuss your client for RRH programs.
    a. Be sure to have a Case Conferencing Tool on your client's profile
        i. [Case Conferencing Tool Guide](#)

2. Once a client is discussed during case conferencing, it will be determined whether RRH is an appropriate housing program for the client.
    a. Must be document ready by time of referral request.

3. Priority to be referred to RRH is based on the Rapid Rehousing By Name List (BNL)- Priority List
    a. RRH BNL Priority list is created from HMIS client information and assessments.
    b. Clients are ranked based off priority vulnerability factors such as VISPDAT score, total length of time experiencing homelessness, and COVID-19 vulnerability.
    c. Clients on the RRH priority list, have higher priority to be referred first.

4. Please note that SSF is not able to add clients to the priority list. It is entirely based on prioritization criteria set by the CoC Board and community partners.
    a. Referrals are not first-come first serve.

5. The Coordinated Entry Referral specialist will contact you directly if the client is prioritized and an RRH opening is available.

Enrollment:

1. If the household has been selected to be referred, the CE Referral Specialist will send an email confirmation to the household's primary provider.
    a. This email confirmation will confirm which RRH program the client is referred to.

2. The RRH program coordinators will then reach out to the household and provider to coordinate an intake appointment.

3. After the intake appointment, the program coordinators from the RRH housing agency will verify eligibility. If eligible, they will enroll the client into their RRH program and begin housing navigation assistance.

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Permanent Supportive Housing (PSH) Coordinated Entry Referral Process

This document outlines the Coordinated Entry referral process for a referral to an eligible Permanent Supportive Housing (PSH) program. Please note that not all Sacramento County housing programs go through Coordinated Entry and may have a separate referral process and referral agency.

Permanent Supportive Housing (PSH) is permanent housing in which housing assistance (e.g., long-term leasing or rental assistance) and **supportive services are provided** to assist households with at least one member (adult or child) with a disability in achieving housing stability.

Eligibility Requirements:

Meets one of the following criteria at project entry:

1. Experiencing chronic homelessness (**§ 578.3**)
2. Residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individuals or family entered the Transitional Housing (TH) project.
3. Residing in transitional housing funded by a Joint TH and rapid re-housing (PH-RRH) component project and who were experiencing chronic homelessness as defined at **§ 578.3** prior to entering the project.

Permanent Supportive Housing (PSH) Required Document:
VI-SPDAT v.1 score of 10+ or v.2 score of 8+
- Valid Identification Document (ID)
- Social Security Card
- Homeless Certification (Expires after 90 days)
- Disability Certification (Never expires)
  - Fill out only <u>ONE</u> section of the form:
    - Section 1: Any staff member can fill this section out. Must upload proof of disability by written verification from the Social Security Administration (i.e. SSI, SSDI) or receipt of a disability check (e.g. Veteran Disability Compensation) onto HMIS.
    - Section 2: Must be signed by a license profession <u>and</u> include license number.

- Chronic Homeless Certification (Never Expires)
- 12 months of verified homelessness
  - Third Party Letter or Certification
  - Self-Certified (Up to 3 months)

Coordinated Entry Referral Steps:

1. Attend the case conferencing discussions to discuss your client for PSH programs.
   a. Be sure to have a Case Conferencing Tool on your client's profile
      i. Case Conferencing Tool Guide
2. Once a client is discussed during case conferencing, it will be determined whether PSH is an appropriate housing program for the client and which program will suite the client's needs.
   b. Must be document ready by time of referral request.
6. Priority to be referred to PSH is based on the Permanent Supportive Housing By Name List (BNL)- Priority List
   a. PSH BNL Priority list is created from HMIS client information and assessments.
   b. Clients are ranked based off priority vulnerability factors such as VISPDAT score, total length of time experiencing homelessness, and COVID-19 vulnerability.
   c. Clients on the PSH priority list, have higher priority to be referred first.
   d. Please note that SSF is not able to add clients to the priority list. It is entirely based on prioritization criteria set by the CoC Board and community partners.
   e. Referrals are not first-come first serve.
7. The Coordinated Entry Referral specialist will contact you directly if the client is prioritized and an PSH opening is available.

Enrollment:

4. If the household has been selected to be referred, the CE Referral Specialist will send an email confirmation to the household's primary provider.
   a. This email confirmation will confirm which PSH program the client is referred to.
5. The program coordinators from the PSH housing agency will then reach out to the household and provider to coordinate an intake appointment.
6. After the intake appointment, the PSH program coordinators will verify eligibility. If eligible, they will enroll the client into their PSH program and begin housing assistance