CE Access Points

When a homeless person calls your agency, instead of referring the person to Help Network's 211, you will now enter the person directly into HMIS. This will include verbal consent to enter the person into HMIS, entering/ updating basic information, entering intake information and completing the VI-SPDAT, VI-FSPDAT or TAY-VI-SPDAT.

If the person scores a 11 or higher on the SPDAT, the agency that entered the person into HMIS will keep the person for case management and review the information at the case management every two weeks.

After entering the person into the Coordinated Entry project in HMIS, include a note in the client profile with your organizations name and that you enter the person into the Coordinated Entry project.

For consistency, all Continuum of Care organizations will provide the same information listed below, explaining the purpose of the SPDAT before completing the tool and the Continuum of Care.

CoC funded organizations that will have access points:
Beatitude House
Catholic Charities Regional Agency
Help Network of Northeast Ohio
Merici Housing
Meridian Healthcare
YWCA Mahoning Valley

SPDAT Script:

Hi, My name is _____ and I am with _____.

I am going to be asking you some questions in order to determine how we are best able to assist you. It normally takes about 7 minutes to complete. The questions really only need a yes or no answer. I know it might be hard to answer some questions with a yes or no, but please do your best. You are able to skip or refuse to answer any question that I ask, but also understand that if you do, we might be limited in the assistance we can give you.

All of this information is confidential and treated as such. I have a release form for you to sign that will allow me to discuss your information with other people who can help me assist you.

If you do not understand a question, please let me know and I will do my best to explain it you.

Finally, I need you to answer the question honestly. There is no right or wrong answer—and there really is no answer that we are looking for here. We are just trying to get to know you and the best way we are able to help you.

Explanation of Homeless Continuum of Care:

My _____ (name of organization) is part of the Mahoning County Homeless Continuum of Care, all of the organizations that apart of this work together to make sure some can quickly move into permanent housing.

While right now you working with _____ (name of agency), housing could become available through another program that you may be eligible for. Before you are referred to any program you will be asked if you are interested in that program.

* If the person will be receiving case management, let them know that you will be assisting in getting their documentation together for housing.

** It is important to determine the county where the person would like to live, this ce process is only for Mahoning county.

HMIS Entry

Begin by searching for an existing client record or enter person as new.

For families only: when adding additional members to a household (children or other members of the family) click on the drop-down box and select the one that applies to the head of household. (see images below)
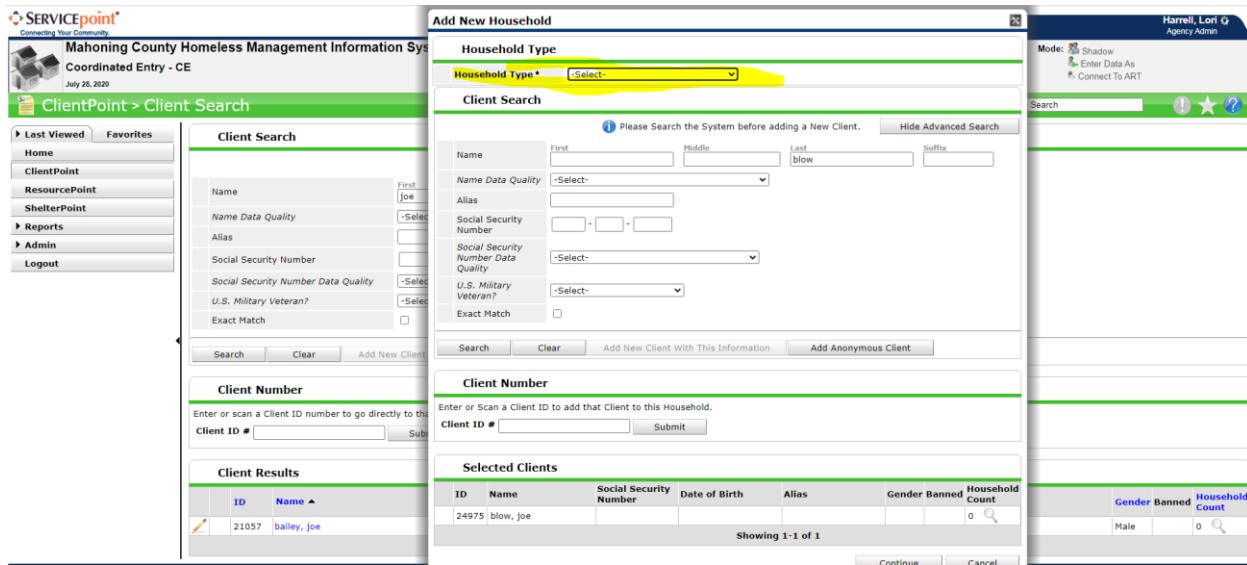
Release of information (see image below):
> Add ROI
> Select the Household
> Release Granted
> Enter start date, which will be the date verbal consent was given
> Enter end date, one year from start date
> Select documentation, "verbal consent"
> Witness, add initials of person that received the verbal consent

Entry for CE
> Add Entry/ Exit
> Include entire household
> Type: HUD
> List documents person is missing (i.e birth certificate)
> Participant Contact information- list how to contact the person, if the phone number listed is not the person, include whose phone it
> Current living situation
> Coordinated Entry Assessment
> HUD CoC and ESG Assessment, if a members of the household is under 18 years of age, only answer the questions that are blue.
> Monthly Income
> Non cash Benefit
> Health Insurance
> Disabilities
> Domestic Violence Victim/ Survivor- if yes, answer the following two questions.
Save

Select Appropriate SPADT

VI-SPDAT- Single adults
VI-FSPDAT- Households with more than one family member
TAY-VI-SPDAT- Single adults 18-24 years old

> After the assessment, click "Calculate" then "Save"
> At the bottom of the SPDAT, it will indicate a recommendation for the type of housing.

PRE-SURVEY	0
A. HISTORY OF HOUSING AND HOMELESSNESS	0
B. RISKS	2
C. SOCIALIZATION & DAILY FUNCTIONS	1
D. WELLNESS	3
GRAND TOTAL	6 Calculate

(4-7) Recommendation: an assessment for Rapid Re-Housing

Print Recordset	Save	Save and Add Another	Cancel

Adding a Referral
> Client information
> Outstanding Outgoing Referrals
> Add Referral
> Service Code Quicklist,
> Select case management and/ or housing type
> Add terms
> Referral Provider Quicklist
> Select provider
> Add provider
> Refer to Providers

> Click the search button next to the SPDAT tool used
> Click on green plus sign

Service Code Quicklist

Case/Care Management (PH-1000)
Certificates/Forms Assistance (FT-1020)
Homeless Permanent Supportive Housing (BH-8400.3000)
Housing/Shelter (BH)
Rapid Re-Housing Programs (BH-0500.7000)
Transitional Housing/Shelter (BH-8600)

Add Terms   Service Code Look-Up   Add Terms & Go To Search Results

Referral Provider Quicklist

Provider   -Select-   Add Provider   Bed Availability

Selected Providers

Provider ▲	Type	Phone	Location	Last Updated
Coordinated Entry - CE	Level 3	Unknown	Unknown	04/14/2020
			Showing 1-1 of 1	

▼ **Refer to Providers**

Referral Data

Needs Referral Date *	07 / 29 / 2020 9 ▾ : 07 ▾ : 24 ▾ AM ▾
Referral Ranking	Chronically Homeless ▾
VI-SPDAT Score	6 Recorded using VI-SPDAT v2.0 on 07/06/2020 by Coordinated Entry - CE (95) Search Clear
TAY-VI-SPDAT Score	Please Select a TAY-VI-SPDAT Score Search Clear
VI-FSPDAT Score	Please Select a VI-FSPDAT Score Search Clear
Projected Follow Up Date	/ /
Follow Up User	Coordinated Entry - CE (95) Search My Provider Clear -Select- ▾
	☐ Check to notify ServicePoint Providers by Email.

> Referrals
> Check the box for the service previously selected

☐ Check to notify ServicePoint Providers by Email.

Referrals   Send Summary

Referred-To Provider	Homeless Permanent Supportive Housing	Referred Clients
Coordinated Entry - CE (95)	☐	(24908) Berger, Connie

▼ **Need Data**

Date of Need * 07 / 29 / 2020 9 ▾ : 07 ▾ : 24 ▾ AM ▾

> Notes
> List diagnosis (i.e. MH, AoD), income, household (number of adult and children)

Date of Need * 07 / 29 / 2020 9 ▾ : 07 ▾ : 24 ▾ AM ▾

Selected Needs

Need	Amount if Financial	Need Status / Outcome / If Not Met, Reason	Notes
Homeless Permanent Supportive Housing (BH-8400.3000)		Identified ▾ -Select- ▾ -Select- ▾	

Remove All Needs

Save Needs ONLY   Save ALL   Clear ALL   Cancel

> Save & Exit

*** Referrals are made to the Coordinated Entry project with the appropriate housing type and if the SPDAT score is higher than 11 a referral for case management to your agency.