

Northwest Prioritization Policy

Rev. of 12/20/18

Coc Website: homelesstohoused.com

TERMS

CES – Coordinated Entry System

HMIS – Homeless Management Information System

VI-SPDAT – Vulnerability Index Special Populations Data Assessment Tool

The Northwest Continuum of Care utilizes a single prioritization list for the Coordinated Entry System (CES) for all homeless individuals and families entered in HMIS. There is a separate Google Docs list for domestic violence survivors, minors under age 18, and those who refuse HMIS consent. The single prioritization list applies to the entire geographic region, all populations/subpopulations and must be utilized to fill all dedicated homeless Transitional Housing, Rapid-Rehousing, Long-term Homeless and Permanent Supportive Housing units/vouchers.

Prioritization is utilized for all dedicated supportive housing programs to help strategically and fairly target available resources, better assuring that those who are most vulnerable receive housing more rapidly than those with who are less vulnerable.

TOOLS:

1. HMIS – The MN Homeless Management Information System (HMIS) is the primary location for the NW CES tools and prioritization list.
2. Google Docs – Google Docs is used for Victim Services providers, youth under age 18 who do not have parental consent, and persons unwilling to share data in HMIS.

STEPS: HMIS PRIORITY LIST

1. Sort by Program Category:

- The HMIS download is an excel spreadsheet and is organized by Program Category. Tabs at the bottom will signify client eligibility for the various programs. Use the Sort and Filter function to further search by Agency, location, VI SPDAT Score, or other criteria needed for your program.

2. Prioritize Order by Vulnerability: Within each score category, households will be selected in the following order:

- **Permanent Supportive & Long-term Homeless Programs:**

i. Chronic Homeless with:

1. Highest VI-SPDAT Score (highest service needs), disability and longest period of homelessness and in this order, coming from:

- a. Unsheltered
- b. Emergency shelter
- c. Transitional housing

2. Highest VI-SPDAT Score (highest service needs), disability and in this order, coming from:

- a. unsheltered
- b. emergency shelter
- c. transitional housing

ii. Highest VI-SPDAT score, disability, and longest period of homelessness coming

from:

1. Unsheltered
 2. Emergency shelter
 3. Transitional Housing
- iii. Highest VI-SPDAT score and longest period of homelessness coming from:
1. Unsheltered
 2. Emergency Shelter
 3. Transitional Housing
- **Rapid Rehousing Programs:**
 - i. Highest VI-SPDAT Score and coming from:
 1. Unsheltered
 2. Emergency Shelter
 3. Transitional Housing
 - **Transitional Housing Programs:**
 - i. Highest VI-SPDAT Score and coming from:
 1. Unsheltered
 2. Emergency Shelter
 3. Transitional Housing
4. **Handling Ties:** If two or more persons/households have equal vulnerability scores/criteria, please follow these steps to prioritize ties:
- Persons in unsafe situations prioritized.
 - Families only: pregnant women and households with small children prioritized.
 - If still unresolved, a full VI-SPDAT is recommended.
5. **Verification of Eligibility**
- Projects are required to keep documentation on eligibility.
6. **Offer Housing Options to Clients**
7. **Providers Right to Refusal**
- Providers maintain the right to refuse a client if there has been past documented incidents working with that client where there was potential harm to the service provider, there is a safety concern for the client or other residents, or if there is a documented conflict of interest (provider is a relative of client, there is a lawsuit pending against client/agency, etc.).
 - If a client ~~failed out~~ was previously dismissed from the housing program, was evicted, or there is rent owed to the provider, providers should not automatically deny clients. Providers should first work with clients to assist with negative balances and prevent similar incidences in the future.
 - Provider is unable to financially provide services in client's desired location.

Please Note: Providers refusing clients must complete the NW CES Denial Form and submit it to the CoC Coordinator within 3 days of refusal.

STEPS: GOOGLE DOCS PRIORITY LIST (for Victim Services providers, minors under age 18, and those who refuse to sign an HMIS release)

1. Sort by Program Category:

- Copy and paste the Google Docs excel document onto a new spreadsheet and save on your desktop. Using the Sort & Filter function, select all households within the appropriate VI- SPDAT score range for your Program Category.

Program Category	Singles	Families	Youth
------------------	---------	----------	-------

Mainstream/Prevention	0-3	0-3	0-3
Transitional/Rapid RH	4-7	4-8	4-7
PSH/LTH	8+	9+	8+

Note: Those scoring in the Mainstream/Prevention range should not be on the Priority list and should not be prioritized for TH, RRH, PSH or LTH units/vouchers.

2. **Sort Specific Funder Requirements or Special Populations (if applicable):**
 - On the new spreadsheet, utilize the Sort & Filter function to sort out households who meet specific program criteria as defined by the CoC System Mapping (Veterans, Domestic Violence, Youth, Singles or Families, Tribal Enrollment).
3. **Prioritize Order by Vulnerability:** Within each score category, households will be selected in the following order:
 - **Permanent Supportive & Long-term Homeless Programs:**
 - iv. Chronic Homeless with:
 1. Highest VI-SPDAT Score (highest service needs), disability and longest period of homelessness and in this order, coming from:
 - a. Unsheltered
 - b. Emergency shelter
 - c. Transitional housing
 2. Highest VI-SPDAT Score (highest service needs), disability and in this order, coming from:
 - a. unsheltered
 - b. emergency shelter
 - c. transitional housing
 - v. Highest VI-SPDAT score, disability, and longest period of homelessness coming from:
 1. Unsheltered
 2. Emergency shelter
 3. Transitional Housing
 - vi. Highest VI-SPDAT score and longest period of homelessness coming from:
 1. Unsheltered
 2. Emergency Shelter
 3. Transitional Housing
 - **Rapid Rehousing Programs:**
 - ii. Highest VI-SPDAT Score and coming from:
 1. Unsheltered
 2. Emergency Shelter
 3. Transitional Housing
 - **Transitional Housing Programs:**
 - ii. Highest VI-SPDAT Score and coming from:
 1. Unsheltered
 2. Emergency Shelter
 3. Transitional Housing
4. **Handling Ties:** If two or more persons/households have equal vulnerability scores/criteria, please follow these steps to prioritize ties:
 - Persons in unsafe situations prioritized.
 - Families only: pregnant women and households with small children prioritized.
 - If still unresolved, a full VI-SPDAT is recommended.
5. **Verification of Eligibility**
 - Projects are required to keep documentation eligibility.

6. Offer housing slot to Client

7. Providers Right to Refusal

- Providers maintain the right to refuse a client if there have been past documented incidents working with that client where there was potential harm to the service provider, there is a safety concern for the client or other residents, or if there is documented conflict of interest (provider is relative of client, there is a lawsuit pending against client/agency, etc.).
- If a client was previously dismissed from the housing program, was evicted, or there is rent owed to the provider, providers should not automatically deny clients. Providers should first work with clients to assist with negative balances and prevent similar incidences in the future.
- Provider is unable to financially provide services in client's desired location.
- Providers refusing clients must complete the NW CES Denial Form and submit it to the CoC Coordinator within 3 days of refusal.