

# West Central Prioritization Policy

Updated August 2016

The West Central MN Continuum of Care utilizes a single prioritization list for Coordinated Entry. 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.

Homelink is used for Prioritization. If you currently are not invited to Homelink, please contact Cody Schuler, the CARES Coordinator, for information on completing the required training.

## STEPS:

### 1. **Select Program Category:**

- 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/LTH (Housing only)	4-7	4-8	4-7
PSH/LTH	8+	9+	8+

Note: Those scoring in 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):**

- Sort & filter 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 Housing:**
  - i. Chronic Homeless with:
    1. Highest VI-SPDAT Score (highest service needs), disability and longest period of homelessness and in the following order, coming from:
      - a. Unsheltered
      - b. Emergency shelter
      - c. Transitional housing
    2. Highest VI-SPDAT Score (highest service needs), disability and in the following order, coming from:
      - a. unsheltered
      - b. emergency shelter
      - c. transitional housing

- ii. Disabled w/ Highest VI-SPDAT score, and longest period of homelessness in the following order, and coming from:
      1. Unsheltered
      2. Emergency shelter
      3. Transitional Housing
    - iii. Highest VI-SPDAT score and longest period of homelessness in the following order, and coming from:
      1. Unsheltered
      2. Emergency Shelter
      3. Transitional Housing
  - **Rapid Rehousing Programs/Long-term Homeless and Transitional Housing:**
    - 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 a full SPDAT is recommended.
  - **Tri-morbidity** - as defined by VI-SPDAT)
  - **Age** - youth (under 26) or senior (55 and older)
  - **Length of Time Homeless**
- 5. **Verification of Eligibility:** Projects are required to keep documentation eligibility.
- 6. **Offer to Client**
  - Client choice should be provided when available and applicable (provided eligibility and prioritization criteria is met).
  - Client choice includes household choice on: location, housing type, fixed vs. scattered, and program type (RRH vs TH, LTH vs PSH) when applicable.
- 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 or if there is documented conflict of interest (provider is relative of client, there is a lawsuit pending against client/agency)
  - If a client was unsuccessful, was evicted, or there is rent owed 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 clients desired location.
  - Providers refusing clients must complete the West Central CES Denial Form and submit to the CoC Coordinator within 3 days of refusal.