

OHIO BALANCE OF STATE CONTINUUM OF CARE

Region 4 Coordinated Entry Plan

Coordinated Entry Systems Components and Standards

Component No. 1 - Outreach, Advertising, and Marketing

In order to reach persons who are most vulnerable to homelessness, who are unsheltered, or who may have barriers to accessing programs and resources, providers must ensure that access to local homeless systems and mainstream resources are well advertised to the entire community. This includes taking explicit steps to make advertising and communications materials easy to understand, making the system easily accessible, and taking specific action to reach out to those who may be least likely to seek out resources on their own.

Outreach, advertising, and marketing tools must explicitly convey that services are available to all eligible persons regardless of race, color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity, or marital status.

Advertising: Content and Strategies

Standard No. 1A - Advertising materials identify the local CE system and process for seeking assistance.

- All advertising efforts target both persons and service providers that serve those who are homeless, vulnerable to homelessness, and/or who are unsheltered, disabled and/or currently not connected to services.
- Up to date contact information must be clearly visible and always included on advertising materials. This includes after hours assistance.
- All homeless providers operating within Region 4 must make all advertising materials easily accessible to persons with developmental disabilities, and when needed, providers will make interpreters available for those who need information shared in another language. Region 4 RRH providers will also use a common brochure to ensure people experiencing homelessness are provided with consistent information about the RRH program, including how to access the funds.
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Standard No. 1B - Advertising materials are distributed to local providers and stakeholders in the local CE system.

- Distribution efforts target providers and stakeholders who most frequently encounter homeless households, particularly households with highest barriers and not currently connected to services. This includes stakeholders such as law enforcement, community meal sites, faith based organizations and churches.
- Advertising materials must be distributed throughout the local CoC's all year and on an ongoing basis, but must also be shared during special events like the Point-in-Time count.

Outreach Strategies

Standard No. 1C - Designated provider staff engage in regular and frequent outreach to the region/communities' entire geographic area.

- In Ashland, Medina, and Wayne Counties, outreach primarily consists of provider staff sharing and responding to community reports of unsheltered homelessness among each other. Region 4's identified access point organizations (see Component No. 3 below)

respond to community reports of unsheltered homelessness within their respective service areas. This involves the following:

- Sending staff or another local stakeholder (i.e. PATH staff, law enforcement, etc.) out to the identified location to attempt to engage with the reported person experiencing unsheltered homelessness.
- Bringing the reported person experiencing unsheltered homelessness into shelter where available.
- Responding to community reports during the access point's hours of operation.
- In addition to communication between providers, outreach must include ongoing communication with social service agencies to identify those unlikely to seek out resources through the local homeless system.
- Outreach in Lorain County involves the following:
 - The PATH team provides outreach to homeless individuals in Lorain County Monday thru Friday 8:00 am to 6:00 pm. The team has divided the county into quadrants to ensure the rural as well as the urban areas are covered. The team outreaches to rural areas less frequently. Due to geographic limitations in conducting formal outreach, the PATH team dedicates one day per month to canvassing rural areas. Outside of that day, the PATH team responds to community reports of unsheltered homelessness. This involves relying on police and other social service agencies to contact them if a homeless individual is in need of services. The team works in conjunction with other social service providers outreach efforts to the homeless in the urban areas as well.
 - Homeless individuals in shelters can be referred to the PATH team by shelter staff or self-referral. The team does minimal in reach services to ensure that individuals that are unsheltered receive services.
 - The team is able to receive calls 24 hours a day. Individuals/agencies/police department are able to leave messages and the team will check on the person the next business day. The police department has working relationships with the local emergency shelters and they are able to accept an individual regardless of time of day if escorted by an officer.

Component No. 2 - Inventory of Available Projects and Community Resources

The Available Housing List is generated from the latest Housing Inventory Count (HIC) and includes an inventory of all local homeless dedicated projects and is used by providers to help make client referrals. The Community Resources List includes information on mainstream services including, but not limited to local food/clothing pantries, healthcare providers, benefits banks, employment/job training services, and legal services and is distributed to both clients as well as persons who are diverted from the crisis response system so that they can pursue non-housing related assistance on their own. Both lists are comprehensive and updated at least annually to ensure access to available housing inventory and current community resources.

Available Housing List

Standard No. 2A - The Available Housing List includes information about the organization including service area and target population. The Available Housing List includes the following components:

- Organization Name and Contact Information
- Project Name
- Project Type
- Service Area – county and/or cities served
- Target Population – e.g., veterans, single men or women, households with children,

- youth
- Bed and Unit Availability – year-round beds, seasonal beds, or overflow beds
- Bed Inventory – number of beds and units available for occupancy in the project (not the number empty on a given day, but the total number of beds/units that the project operates)
 - Rapid re-housing and homelessness prevention projects are excluded from reporting bed inventory
- Chronic Homeless Bed Inventory – number of permanent supportive housing beds dedicated to house chronically homeless persons
- Veteran Bed Inventory – number of beds dedicated to house homeless veterans and their families
- Other Unique Project Requirements – For example, if the project only serves women with children, then that should be noted in the inventory

Community Resource List

Standard No. 2B - The Community Resource List includes information about the organization including service area and target population.

The Community Resource List includes the following components:

- Organization name and contact information
- Type of program or services offered
- Phone number
- Address
- Hours of operation
- Service area: county and/or cities served
- Target population

Maintenance of Available Housing List and Community Resource List

Standard No. 2C - CE plans identify how the Available Housing List and Community Resource List will be updated. The Available Housing List and Community Resource List will be updated accordingly:

- The Homeless Planning Region’s lead agency (OneEighty) will update the Available Housing List and Community Resource List annually.
- The Available Housing List and Community Resource List will be available on every provider’s website in the region and/or each provider will have hard copies to reference and distribute to clients as needed.

Component No. 3 - Identification of Access Points

Stakeholders in homeless systems need to be aware of the various access points into the homeless system in a given region or county. Clear understanding about points of access into the system helps ensure that persons experiencing homelessness, or at-risk of homelessness, are most quickly and effectively entered into or diverted from homeless systems as appropriate.

Access points must be willing and able to serve those who are fleeing or attempting to flee, domestic violence, dating violence, sexual assault, or stalking but who are seeking shelter or services from non-victim service providers. Access points must be able to serve domestic violence victims in ways that help ensure safety if no victim service provider is available.

Identification of Access Points

Standard No. 3A - Homeless Planning Region 4 operates a decentralized intake system. Each county has no more than two designated access points to the homeless system. All

providers that have agreed to serve as CE access points have entered into an MOA with each other and with the Regional Planning Group. The following organizations serve as access points to the homeless system:

- Salvation Army Kroc Center
- OneEighty
- Wooster Salvation Army
- Medina Metropolitan Housing Authority
- Catholic Charities

Detailed contact information about Region 4 Access Points can be found in the appendix.

Standard No. 3B – All CE access points are easily accessible both for those needing to call and those needing to visit in-person. Victim service agencies that only make their phone numbers available and conduct Diversion Screening over the phone are noted in the appendix (address is listed as confidential in the Region 4 Access Points contact information). All other local access points must accommodate in-person meetings.

Standard No. 3C – Homeless Planning Regions’ access points will be listed on COHHIO’s website for reference. The Homeless Planning Region Executive Committee is responsible for updating the access point list annually and sharing any changes with CE staff.

Component No. 4 - Diversion Screening

When persons experiencing a housing crisis present themselves for possible entry into the local shelter/emergency response system, access point providers must first go through diversion screening. Diversion Screening determines if persons experiencing a housing crisis can be/remain housed or if they absolutely must enter the homeless system. Quality screening helps reduce needless entries into the homeless system and standardizes access to program referrals.

Timeline for Completing Diversion Screening

Since all CE access points can complete the Diversion Screen with every presenting household to see if they can be diverted from the homeless system, the timeline for completing Diversion Screens aligns with the availability of CE access points.

Standard No. 4A - All CE access points provide Diversion Screening during their full hours of operation.

- Persons in housing crisis are screened for diversion (using the Ohio BoSCoC Diversion Screening tool) during their initial contact with the CE access point, assuming they called/visited during CE access point hours.
- If the applicant contacted the CE access point after hours or while CE staff were occupied with another household, CE access point staff attempt to contact the applicant immediately upon the opening of the CE access point or immediately after completing Diversion Screens with other households who presented first.

Method for Completing Diversion Screening

Standard No. 4B - All Ohio BoSCoC CE access point providers use the Ohio BoSCoC Diversion Screening tool in their process to determine if the applicant can be/remain housed or if they must enter the homeless system.

CE access point providers use the Ohio BoSCoC Diversion Screening tool in their process to determine if the applicant can be/remain housed or if they must enter the homeless system.

- If needed, victim service agencies may ask additional safety questions with the use of the Ohio BoSCoC Diversion Screening tool

Standard No. 4C - All CE access points should conduct Diversion Screening in person and over the phone during identified hours of operation. The only exception is for victim services agencies that may conduct Diversion Screening over the phone only, if they desire.

Standard No. 4D - Completed Diversion Screening tools are stored in secure and private locations that are not publicly accessible including, at minimum, the following precautions:

- Paper versions of completed Diversion Screening tools are stored in locked file cabinets that are not publicly accessible, in the same manner that paper client files would be stored.
- Electronic versions of completed Diversion Screening tools (e.g., word documents or PDFs) are stored on password-protected computers that are not publicly accessible. Completed Diversion Screening Tools should not be stored on the computer desktop.

Component No. 5 - Entry into Emergency Shelter or Crisis Response System

After completion of a Diversion Screening, if the CE access point organization has determined that they are unable to divert the household in housing crisis, entry into the local emergency shelter may be required.

Not all Ohio BoSCoC communities have access to emergency shelters. Therefore, this section outlines CE standards related to processes for entering homeless persons into an emergency shelter or into other local forms of crisis response assistance. These other types of assistance may include transitional housing that, for all intents and purposes, operates as emergency shelter, rapid re-housing assistance, or other local resources that seek to provide emergency housing/shelter to people who would otherwise be unsheltered (e.g., winter shelters, or hotel/motel vouchers used in lieu of shelter). For ease here, we will use the term 'emergency shelter' to refer to emergency shelters as well as the other types of crisis response resources used in lieu of shelter.

Local emergency shelters/crisis response system referral protocol

Standard No. 5A - The CE access point organization that completed the Diversion Screening tool with the household in crisis makes referrals to the local emergency shelter/crisis response system. This includes the following:

- Using the Available Housing List to identify local emergency shelter/crisis response providers available to accept referrals.
- Access point organization calls or emails the emergency shelter/crisis response provider directly to inform them of the referral and ensure the availability of space.
 - If no emergency shelter beds are available, the CE access point organization is responsible for following shelter contingency plans to arrange a shelter alternative.
 - If the household in crisis includes a veteran, the local SSVF provider is contacted to arrange a shelter alternative.
- In counties where diversion screening can be done after regular business hours, CE plans outline how and when referrals will be made.
- To ensure an immediate crisis response for persons experiencing homelessness, entry into emergency shelter should not be prioritized based on severity of service need or

vulnerability.

Standard No. 5B— When written consent from the client has been obtained, CE access point staff share the completed Diversion Screening tool and the consent form with the emergency shelter/crisis response provider receiving the referral.

- Diversion Screening tools/information can be shared via fax/email with client permission to do so or by having the household in crisis carry the information/tool with them.

Managing Limited Bed Availability

Standard No. 5C – When local shelters are at capacity, CE access point organizations and/or emergency shelters/crisis response providers do the following:

- Ashland, Medina, Lorain County: utilize hotel/motel vouchers and if needed, refer to neighboring counties.
- Wayne County: refers to neighboring counties; if counties do not have the capacity, then emergency shelters reach out to local churches/faith-based organizations.
- In Region 4, CE access points or local emergency shelters coordinate transportation in this case in the following way:
 - If the client is without their own means of transportation (i.e. no vehicle, lack of funds for gas or public transportation) local emergency shelters coordinate with local agencies to provide the client with transportation when possible.

Standard No. 5D – Organizations participating in contingency plans related to shelter capacity issues enter into Memoranda of Agreement (MOAs) that outline all roles and responsibilities.

Client Data Entry

Standard No. 5E - Once the household in crisis has been referred to and accepted into the local emergency shelter, that shelter provider enters all client data collected in their intake form into HMIS per the Ohio BoSCoC HMIS Policies and Procedures and Data Quality Standards.

- Victim service shelters are exempt and should enter data into their comparable database.

Compliance with Ohio BoSCoC Homeless Program Standards

Standard No. 5F - Ohio BoSCoC emergency shelters must comply with the Ohio BoSCoC Homeless Program Standards, as well as applicable state and federal requirements related to program eligibility and prioritization. Again, to ensure an immediate crisis response for persons experiencing homelessness, entry into emergency shelter should not be prioritized based on severity of service need or vulnerability. If CE access point organizations or other local homeless providers become aware of shelter non-compliance with the Homeless Program Standards, state or federal requirements, Ohio BoSCoC staff should be notified immediately.

Component No. 6 - Assessment of Client Need

After an individual or household has entered the emergency shelter/crisis response system, completion of an assessment helps determine the level of need of the persons experiencing homelessness and helps inform referral decisions to connect them to the most appropriate housing or service intervention to end homelessness quickly.

Households are allowed autonomy to refuse to answer assessment questions without retribution or limiting their access to assistance.

Standard No. 6A – All emergency shelter/crisis response providers' complete the VI-SPDAT on all households in shelter as outlined below:

- The VI-SPDAT should be completed no sooner than 5 days after shelter entry, and no later than 8 days after entry.
- Results of the VI-SPDAT should be recorded in HMIS, per the Ohio BoSCoC HMIS Policies and Procedures and Data Quality Standards.
- To administer the VI-SPDAT and/or record VI-SPDAT results in HMIS you must receive the full VI-SPDAT training.

Standard No. 6B – Emergency shelter/crisis response providers complete the VI-SPDAT immediately, or take other action, in the following cases:

- Any individual that is living in an unsheltered location and must remain unsheltered (i.e. individual declines shelter or limited bed/hotel voucher availability) must be assessed immediately.
 - In this instance, HMIS participating shelters should collect and record client-level data as well as VI-SPDAT results utilizing the unsheltered provider in HMIS. When recording results, HMIS end users must follow the unsheltered provider workflow.
- If a resident seems to need assistance to exit shelter ASAP for their well being (e.g. exhibiting severe mental health needs/issues), assessment may be done immediately.
- Individuals/households with previous episodes of literal homelessness, including those identified as chronically homeless, must have their assessment done immediately at entry into the shelter.
- Information about past episodes of literal homelessness must be collected during the intake process (and entered into HMIS for HMIS participating shelters). This data should be used to identify households needing immediate assessment.
- Homeless veterans are immediately referred to the local SSVF provider. No assessment needs to be done by the shelter provider unless the veteran has declined SSVF assistance or is determined to be ineligible for VA assistance.
 - In this case, the emergency shelter/crisis response provider will follow the procedures outlined in the Determining and Making Referrals section below.

Standard No. 6C - In cases where a partner agency is charged with completing the assessment on shelter residents, an MOA between the emergency shelter and partner agency must be executed.

Component No. 7 - Determining and Making Referrals

After determining that an individual/household in emergency shelter cannot resolve their homeless situation on their own, and after completing the VI-SPDAT to gain an understanding of their level of need, emergency shelter and crisis response providers will likely need to make a referral to a housing provider or other type of homeless assistance provider to help end the homeless episode. The VI-SPDAT score is utilized to determine the referral (i.e. the higher the score the more intensive the referral option and/or the higher priority given to the household).

In determining and making referrals emergency shelter and crisis response providers must adhere to civil rights and fair housing laws. These include the Fair Housing Act, Section 504 of

the Rehabilitation Act, Title VI of the Civil Rights Act, Title II of the Americans with Disabilities Act, and HUD's Equal Access Rule.¹

In addition, in accordance with Federal, State, and local Fair Housing regulations, participants may not be "steered" toward a particular housing facility or neighborhood because of race, color, national origin, religion, sex, disability, or family status.

Determining Referrals

Standard No. 7A - Emergency shelter/crisis response providers use VI-SPDAT scores to inform referrals for housing and services.

- Households with higher assessment scores, which may indicate higher housing barriers and higher level of need, are prioritized for available assistance, especially for assistance that can be provided for a longer duration or higher level of intensity.
- If the household in crisis discloses that they are fleeing domestic violence, emergency shelter/crisis response providers must offer referrals to victim services housing and services where applicable.

Standard No. 7B - Homeless households are given the choice to accept or decline referrals for housing assistance, and at least one alternative is provided when the first referral is declined.

- In cases where no other referrals can be made, the alternative may include case management services for purposes of building a housing plan not reliant on formal homeless assistance resources.

Standard No. 7C – Region 4 providers do not reject referrals because of perceived housing barriers or service needs that are too great (i.e. higher VI-SPDAT scores).

- If a more intensive or longer duration housing resource, such as PSH, seems more appropriate for the homeless household being referred, the emergency shelter/crisis response provider may explore availability of that option. However, if that resource is not available, alternatives will be identified.

Standard No. 7D – Rejections of referrals and reasons for rejection are communicated to the emergency shelter/crisis response provider and client in writing within 24 hours of rejection determination.

- If the issues causing rejection are resolved while the client is still homeless, a referral can be made again.
- Upon receipt of the referral rejection, the emergency shelter/crisis response provider immediately, within two business days, begins work to identify alternative referrals.
- Emergency shelter/crisis response providers document acceptance/rejection/declines of referrals in client files.

Standard No. 7E – Referral processes must include procedures by which households can appeal CE decisions and can register nondiscrimination complaints.

¹ <https://www.hudexchange.info/resources/documents/notice-establishing-additional-requirements-for-a-continuum-of-care-centralized-or-coordinated-assessment-system.pdf>

Standard No. 7F - Contingency plans have been created that delineate the process for assisting homeless individuals and households when the community lacks certain homeless assistance resources and/or when those local resources are at capacity and not immediately available. Contingency Plans are as follows:

- **Ashland County:** when housing programs are at capacity, Ashland County does the following:
 - Refers to Transformation Network for housing assistance through their transitional project at Almond Tree Inn.
 - If appropriate, utilize housing through Appleseed reserved for mental health clients. (This is very limited and often not available when needed).
- **Lorain County:** When HUD grants are at capacity, Lorain refers to a network of apartment complexes that offer a variety of lower-priced units (including SRO's) and/or subsidies, such as Housing Choice Vouchers, Public Housing, and Low-Income Housing Tax Credit options, depending upon age and income level. Lorain also coordinates with the Mental Health Board and El Centro de Servicios Sociales for their limited subsidy program. These updated housing lists are available in many locations throughout the county.
- **Medina County:** When HUD grants are at capacity, the following local resources will be utilized: Operation: HOMES for shelter, Community Impact Grant for assistance with security deposits or lesser rental assistance requests, emergency beds offered by the Alcohol, Drug Addiction, and Mental Health Board, and private non-profit resources. Homeless individuals and families will also be advised to apply for Public Housing, the Housing Choice Voucher Program, and all other subsidized housing units in which they may be eligible within the county.
- **Wayne County:** When at capacity, Wayne County refers homeless individuals and families to Wayne Metropolitan Housing Authority, as well as subsidized housing units within the county. Homeless persons are also referred to People-To-People Ministries and St. Mary's Catholic Church for assistance with security deposits and lesser assistance needs. Wayne County staff also provide case management to those desiring this assistance, and make referrals to The Counseling Center's Employment Program.

Timeline for Making Referrals

Standard No. 7G – Emergency shelter/crisis response providers make RRH referrals immediately after completion of the VI-SPDAT in cases where the following criteria are met:

- The household is still in shelter after seven days and has been assessed.
- The household has indicated an interest in RRH.
- The household has not been assessed as needing PSH and an available unit is already identified.
- The household has no other viable housing plan already in place that they are actively working on and that seems achievable within a reasonable timeframe.

Standard No. 7H - Emergency shelter/crisis response providers make TH referrals immediately after completion of the VI-SPDAT in cases where the following criteria are met:

- The household chooses TH as a viable housing option.
- There are no households exhibiting a higher need that should be prioritized.

Standard No. 7I – Immediately after completion of the VI-SPDAT by emergency shelter/crisis response providers, households that qualify for PSH will be automatically pulled into the PSH Waitlist Report (more detailed information about the PSH Waitlist Report and PSH Prioritization can be found in Component No. 8).

Receiving and Accepting Referrals

Standard No. 7J – All Ohio BoSCoC Transitional Housing (TH), Rapid Re-Housing (RRH), and Permanent Supportive Housing (PSH) providers (as identified in the Homeless Planning Region’s Available Housing Lists) are required to only accept referrals and to only fill vacancies using the Ohio BoSCoC Coordinated Entry process.

- Ohio BoSCoC TH, RRH, and PSH providers only serve people identified to them by referral from an Ohio BoSCoC emergency shelter/crisis response provider (as identified in the Homeless Planning Region’s Available Housing Lists)

Note: As outlined above, referrals are made immediately after an assessment. Once clients have accepted the identified referral (per the previously outlined procedure above), emergency shelter/crisis response providers immediately make a referral to a housing provider or other type of homeless assistance provider to help end the homeless episode. Emergency shelter/crisis response providers make every attempt to ensure that referrals to housing and service providers occur no more than 20 days after the homeless individual/household entered emergency shelter or the crisis response system.

Component No. 8 - PSH Prioritization and Centralized Prioritization Lists

As stated in the Ohio BoSCoC Program Standards, all Ohio BoSCoC Permanent Supportive Housing (PSH) projects must prioritize chronically homeless individuals/families first, in all cases, and must adhere to the following: when multiple chronically homeless are identified, those individuals/families with the longest histories of homelessness and with the most severe service needs should be prioritized before other chronically homeless with less severe needs and/or shorter histories of homelessness. To facilitate this prioritization, Ohio BoSCoC communities must establish and maintain Centralized Prioritization Lists for PSH.

Ohio BoSCoC PSH projects with common service areas (service areas identified in grant applications and agreements) maintain a single prioritized list for prospective program participants.

Creation of Centralized Prioritization List

Standard No. 8A – All PSH providers with a common service area (identified in grant applications and agreements) have created one centralized PSH prioritization list using the HMIS PSH Prioritization Report as the initial data source.

- The following PSH workgroups have been established:
 - PSH Prioritization Workgroup: Ashland, Medina, Wayne Counties
 - PSH Prioritization Workgroup: Lorain County
- The HMIS PSH Prioritization Report is run out of HMIS on an as needed basis as units become available in the service area.
- The HMIS PSH Prioritization Report includes the following data:
 - Client ID for homeless persons eligible for PSH in the selected counties
 - Project in which they are currently residing
 - Household type and size
 - Disability status
 - Number of past homeless episodes and duration of past homelessness
 - Chronic homeless status
 - VI-SPDAT score

Standard No. 8B – Non-HMIS providers add unsheltered persons and other literally homeless, disabled persons/households to the centralized prioritization list by hand.

- Any homeless person/household added to the prioritization list by hand must have been assessed via the VI-SPDAT.

Standard No. 8C – Homeless persons/households are not removed from the centralized PSH Prioritization List unless they are housed. The only exceptions are:

- A person/household can be removed if they ask to no longer be considered for services.
- A person/household can be removed if there is a data error that once reconciled, would make the client ineligible for PSH.

Maintenance of Centralized Prioritization List

Standard No. 8D – Ohio BoSCoC Homeless Planning Regions have PSH Prioritization List Workgroups to maintain centralized PSH Prioritization Lists.

- PSH Prioritization List Workgroups identify all members. All local PSH providers and all local shelter providers participate. The following agencies serve as workgroup members:
 - PSH workgroup: Appleseed Community Mental Health Center, KnoHoCo-Ashland Community Action Commission, Lorain County Mental Health Board, New Sunrise Properties, Family Promise, Neighborhood Alliance, Catholic Charities, Medina Metropolitan Housing Authority, Medina Alcohol, Drug Addiction and Mental Health Board, OneEighty, Wooster Salvation Army
- All workgroup members have been given consent to discuss clients and prioritization for PSH.
- The PSH Prioritization List Workgroup meets monthly and uses the most current HMIS PSH Prioritization List Report. The following are addressed:
 - Add any newly identified eligible persons who are unsheltered or in a non-HMIS shelter.
 - Discuss any current or upcoming PSH openings.

Standard No. 8E – The PSH Prioritization List Workgroup runs the HMIS PSH Prioritization Report monthly in advance of the PSH Prioritization List Workgroup meeting to ensure it is current and accurate.

Utilization of Centralized Prioritization List

Standard No. 8F – The PSH Prioritization List Workgroup follows the PSH Order of Priority outlined in the Ohio BoSCoC Homeless Program Standards to ensure persons/households in greatest need are prioritized for local PSH.

- In the event that two households are identically prioritized for the next available unit, and each household is eligible for that unit, the PSH Prioritization List Workgroup selects the household that first presented for assistance to receive a referral to the unit.

Standard No. 8G – The PSH Prioritization Workgroup must establish a goal of offering households housing within 60 days of being placed on the PSH Prioritization list.

- Once a household is matched with a PSH unit, local providers immediately notify the client and prepare client documentation to ensure the household is housed as quickly as possible.
- Participants are allowed autonomy to refuse housing and service options without retribution and must maintain their place on centralized prioritization lists should they reject options.

Component No. 9 - Monitoring and Evaluation

Monitoring and evaluation are essential for maintaining and improving outcomes in services for persons experiencing homelessness. Monitoring keeps programs on track and provides data that is useful in making critical changes to allocation of resources and progress in meeting goals. Evaluation initiatives provide baseline data and analysis over the lifetime of a project. Monitoring and evaluation will occur at the Ohio BoSCoC systems level as well as on a regional/local scale.

Homeless Planning Regions must participate in Ohio BoSCoC-wide monitoring and evaluation systems. The CoC and CE Workgroup will engage in ongoing systems evaluation whereas regional/local entities will be responsible for monitoring the effectiveness of local housing outcomes. Regional Planning Groups should meet at least quarterly to assess and address monitoring and evaluation. These groups must maintain on-going contact with CE staff and the CE Workgroup in order to ensure consistency in monitoring and evaluation.

Housing Outcomes

Standard No. 9A – Homeless Planning Region 4 will follow the Coordinated Entry Performance Measures outlined in the Ohio BoSCoC Performance Management Plan.

Standard No. 9B - CE staff will consult with projects and project participants at least annually to evaluate intake, assessment, and referral processes associated with Coordinated Entry.

- Solicitations of feedback will address the quality and effectiveness of the entire CE experience for both participating projects and households.
- CE staff in collaboration with Homeless Planning Region 4 will survey a representative sample of households and submit surveys to CE staff for data analysis;
- The participants selected to participate in the evaluation must include individuals and families currently engaged in the coordinated entry process or who have been referred to housing through the coordinated entry process in the last year.

Region 4 Access Points

Provider	Geographic Service Area
Salvation Army Kroc Center 527 East Liberty Street Ashland, OH 44281 419-282-8001 Open M-F 9am-3pm	Ashland County
OneEighty 104 Spink Street Wooster, OH 44691 330-264-8498 Shelter open 24 hours Housing Department open M-F 8am - 4:30pm <i>Shelter is primarily a DV shelter, therefore after hours inquiries will be handled by phone (between 4:30pm and 8am).</i>	Wayne County
Wooster Salvation Army 437 South Market Street Wooster, OH 44691 330-264-4707 Open 24 hours	Wayne County
Medina Metropolitan Housing Authority 850 Walter Road Medina, OH 44256 330-725-7531 Open M-F 8am - 4:30pm	Medina County
Catholic Charities 2776 Caroline Avenue Lorain, OH 44055 440-244-2179 Open M-F 8am-5pm, evenings by appointment	Lorain County

PSH Prioritization Workgroups

Ashland, Medina, Wayne Workgroup

Provider	Type	Address	Phone
Appleseed Community Mental Health Center	PSH	2233 Rocky Lane, Ashland, OH 44805	419-281-3716
KnoHoCo-Ashland Community Action Commission	ES	120 N. 4th St., Coshocton, OH 43812	877-776-5772
Medina Metropolitan Housing Authority	PSH	850 Walter Road, Medina, OH 44256	330-725-7531
Medina County Alcohol, Drug Addiction & Mental Health Board	PSH	246 Northland Dr., Ste 100, Medina, OH 44256	330-723-9642
OneEighty, Inc.	ES, PSH	104 Spink Street, Wooster, OH 44691	330-264-8498
Wooster Salvation Army	ES	437 S. Market Street, Wooster, OH 44691	330-264-4707
Lorain County Mental Health Board	PSH	1173 North Ridge Rd .East, Lorain, Oh 44055	440-233-2020

Lorain Workgroup

Provider	Type	Address	Phone
New Sunrise Properties	PSH	1100 N. Abbe Rd., Suite A, Lorain, OH 44055	440-365-9600
Family Promise	ES	440 W. Lorain Street, Oberlin, OH 44074	440-774-6743
Neighborhood Alliance	ES	457 Griswold Road, Elyria, OH 44035	440-233-8768
Catholic Charities	ES	2776 Caroline Avenue, Lorain, OH 44055	440-244-2179