Coordinated Entry Training Series: Prioritization
Ohio Balance of State Continuum of Care

February 12, 2020

Webinar Information

All participants lines are muted.
Use the questions feature in the GoToWebinar control panel to submit questions.
This webinar will be posted to COHHIO’s website.
This webinar is being recorded.

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Agenda

- Purpose and Focus of Coordinated Entry Training Series
- Prioritization Fundamentals
- Prioritization Procedures
- Prioritization Documentation
- Order of Priority
- HMIS

Purpose and Focus of CE Training Series

- Series of webinars focused on reviewing each of the CE components in detail
- No new requirements to share
- Each webinar is intended to provide a comprehensive review of current requirements and guidance related to each of the CE components:
  - Includes new clarifying guidance provided in the new Ohio BoSCoC Coordinated Entry Operational Manual
- Additional webinars may be added if needed

Purpose and Focus of CE Training Series

- Coordinated Entry Training Series Details
  - Access
    - Jan. 8, 2020 at 10am
    - Materials available at: https://cohhio.org/boscoc/coordinated-entry/
  - Assessment
    - Jan. 24, 2020 at 10am
    - Register at: https://attendee.gotowebinar.com/register/490227830121674784
  - Prioritization
    - Feb. 12, 2020 at 10am
    - Register at: https://attendee.gotowebinar.com/register/2947772466552937548
  - Referrals
    - Feb. 28, 2020 at 10am
    - Register at: https://attendee.gotowebinar.com/register/0361143118523684364
  - Details also on COHHIO calendar at: http://cohhio.org/member-services/calendar/
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Key Elements of Coordinated Entry

Access
Assessment
Prioritization
Referrals

Fundamentals of Prioritization in a CE System

Prioritization is the process of assigning level of need or vulnerability to persons seeking assistance so that housing and services can be allocated to those persons with the greatest need.

Fundamentals of Prioritization in a CE System

A person’s needs and vulnerability must be documented in HMIS for the purposes of determining prioritization.

Helps the CoC manage its inventory of community housing resources and services.
Prioritization Workgroups

- Ohio BoSCoC Homeless Regions establish and maintain one or more Prioritization Workgroups
- Prioritization Workgroups identify all members. All local PSH providers, RRH providers, street outreach providers (such as PATH), and local shelter providers, at minimum, participate
- All workgroup members have been given consent to discuss clients and prioritization for PH resources, as evidenced by signed client releases of information (ROIs)

Prioritization Workgroups

- Prioritization Workgroups are held at least monthly, but can occur more frequently if needed. Workgroup meetings can occur in person or over the phone
- Prioritization Workgroups discuss current or upcoming PSH, TH, and RRH openings and identify eligible households with most severe service needs and longest homeless histories to prioritize for assistance
- Prioritization Workgroups use the PSH and RRH Prioritization by County Report (HMIS report) as the primary data source for identifying who is currently homeless and may need RRH, TH, or PSH assistance
- Prioritization Workgroup decisions must be documented

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**Prioritization Workgroups**

- Non-HMIS participating emergency shelters and DV shelters must participate in Prioritization Workgroups to ensure their clients are considered for prioritization.
- Non-HMIS participating emergency shelter staff must assess clients with the VI-SPDAT in order to be considered for prioritization.
- Non-HMIS participating providers share assessment scores and any other relevant information for prioritization consideration.

**Victim Services Providers & Prioritization**

- Victim Service Providers are required to participate in Prioritization Workgroups.
- Clients housed at victim service agencies will not appear on the prioritization report.
- Victim service providers should share comparable information with the workgroup or utilize the Victim Inclusion Form to ensure DV clients/households are considered.

**Prioritization Report**

- The PSH and RRH Prioritization by County Report is located in HMIS.
- The PSH and RRH Prioritization report does NOT automatically prioritize households.
- Discussion is needed about what households should be prioritized, including information about service needs not reflected in a VI-SPDAT score alone.
- Regardless of the VI-SPDAT score, workgroups must follow PSH Order of Priority and prioritization requirements as outlined in the Ohio BoSCoC Homeless Program Standards.

**PSH and RRH Prioritization**

The PSH and RRH Prioritization by County report helps facilitate the prioritization process.
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Prioritization Documentation

- Prioritization decisions made within the Prioritization Workgroups must be documented
- If no client data was included in the meeting notes, notes may be emailed to workgroup members
- Document prioritization decisions in the client file for those being prioritized for assistance
  - For PSH clients only, may use the Adherence to PSH Order of Priority form to document prioritization and compliance with Order of Priority
  - https://cohhio.org/boscoc/training-and-templates/

Prioritization Agenda

- Prioritization Workgroup meeting notes should include:
  - Identification of clients prioritized for assistance
  - Details of any disagreements related to prioritization decisions, and how disagreements were resolved
  - Details of any discussions around prioritization that relied on information beyond HMIS documented homeless history and VI-SPDAT scores
  - Identification of next steps and staff responsible
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PSH Order of Priority

- Ohio BoSCoC PSH projects must follow the Order of Priority to identify PSH clients
  - https://cohhio.org/wp-content/uploads/2019/05/Ohio-BOSCOC-
  Program-Standards-revised-5.19.pdf

- PSH Order of Priority first prioritizes chronically homeless, then non-chronically homeless

  - If no one who meets that priority can be found within a reasonable amount of time, then the PSH project may move to the second priority, and on down from there.

Chronically Homeless Order of Priority

- **First Priority** - Chronically Homeless Individuals and Families with the Longest History of Homelessness AND the Most Severe Service Needs
- **Second Priority** - Chronically Homeless Individuals and Families with the Longest History of Homelessness
- **Third Priority** - Chronically Homeless Individuals and Families with Most Severe Service Needs
- **Fourth Priority** - All Other Chronically Homeless Individuals and Families

If no chronically homeless individuals or families are immediately identified, the PSH project may keep the rental assistance or PSH unit available for a short period of time, such as 30 days, while waiting for a chronically homeless household to be found.
Non-Chronically Homeless Order of Priority

• **First Priority** - Homeless Individuals and Families with the Most Severe Service Needs
• **Second Priority** - Homeless Individuals and Families with a Long Period of Continuous or Episodic Homelessness
• **Third Priority** - Homeless Individuals and Families Coming from Places Not Meant for Human Habitation, Safe Havens, or Emergency Shelters
• **Fourth Priority** - Homeless Individuals and Families Coming from Transitional Housing

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Questions?
Contact Information

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