**Community Housing Prioritization (CHP) Committee**

**HAWC Coordinated Entry & Housing Prioritization Policies & Procedures  
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**Housing Prioritization List – Openings**

***Q:******When should a permanent housing provider complete the Housing Openings Google Form?***

**A:** The Housing Openings Google Form is used by permanent housing providers to notify HAWC (and the CHP Committee) that they have (or anticipate) an opening in their permanent housing program. The Form should only be completed when the permanent housing provider can guarantee that a unit will be available for a new occupant and the provider can provide the expected date for the opening.

***Q:******How long should a permanent housing opening remain open once a household is enrolled in a permanent housing program if they are not willing to engage with the provider?***

A: Case managers should make every attempt to work with households who are enrolled in a permanent housing program, per the HAWC Coordinated Entry & Housing Prioritization Policies & Procedures. If a client is unwilling to engage in the process to obtain housing, then the housing program opening will be placed back on the housing prioritization list after 60 days.

**Housing Prioritization List – Household Status**

***Q:******Is a single adult who is pregnant considered a “household without children” or a “household with children” for housing prioritization?***

A: A single adult who is pregnant will be considered a household with children and should be included on the “families” housing prioritization list. Once CHP Coordinators are made aware, HAWC will place the household on the CHP Families list and refer them to a family provider.

We will periodically overlap the Individuals and Families meetings to discuss cases when a single adult is pregnant, so that information can be shared with all relevant CHP Committee members.

The pregnant adult with no other children receives a VI-SPDAT and this score will be used to prioritize on the families CHP list. After the child is born, the household receives a VI-F SPDAT.

***Q:******How do we prioritize couples on the housing prioritization list?***

A: Couples without children are considered single adults. In the case that a couple wants to live together, the higher VI-SPDAT score will be used for housing prioritization.

***Q:*** ***How is a household, which has been assigned rapid re-housing (RRH) as a bridge to permanent supportive housing (PSH), prioritized for PSH?***

A: We are exploring how best to flag a household, within HMIS, if they are assigned RRH as a bridge to PSH. For now, the RRH provider working with the household should keep the CHP Committee well-informed of the status of the household. The RRH provider should also re-administer the VI-SPDAT once the household has been housed for 30 days, or a similar timeframe.

In between CHP meetings, HAWC will send an email to providers including the first three people on the list and the unit specifications. Providers have 24 hours to respond with a RRH family that needs PSH before HAWC will move forward from the list.

For families, RRH households who have been assigned RRH as a bridge to PSH will be flagged on the CHP list in the “Housed” sheet. These clients will be coded by highlighting their record in yellow on the “Housed” sheet.

***Q:******What happens if no providers know a person on the housing prioritization list and/or a person on the list cannot be found?***

A: The CHP Committee will check if there are any photographs available of the person, taken during the 2015 Point-In-Time Count (PIT) process, to help with identification. Additionally, HAWC will review the contact information from the VI-SPDAT to see if they can contact the person for follow-up. If the person is not found within 60 days, then they will be removed from the housing prioritization list.

***Q:******What happens if someone on the housing prioritization list has left the community?***

A: If the person leaves the community, then they will be removed from the housing prioritization list and placed on the “Inactive” or “Housed” list, depending on their circumstance. If the person comes back to our community (and they are still literally homeless at that time), one of the HAWC partners will conduct a new VI-SPDAT, and the person may be put back on the housing prioritization list.

***Q:*** ***What should we do if a person/household needs to be removed from the CHP list?***

A: In order to remove a household from the CHP list, email both Ashlee Cunningham ([ashlee.cunningham@usc.salvationarmy.org](mailto:tenetia_pulliam@usc.salvationarmy.org)) and Jessica Detrio ([detrioj@ewashtenaw.org](mailto:brownmer@ewashtenaw.org)) as soon as possible. Households can be removed from the CHP list if they have been permanently housed, left the community, cannot be found, are incarcerated for more than 90 days, or for similar reasons. See the above FAQs for particular situations when someone cannot be found or has left the community.

***Q:*** ***What size unit will be considered necessary for households that are trying to regain custody of their children?***

A: It depends on the situation and decisions will be made on a case-by-case basis. The provider that is working with the family will try to get as much information as possible from the court system, DHS, and other entities to make an informed decision about the unit size. In particular, it should be noted if, as part of a court order, the parents must have suitable housing in order to regain custody of their children.

**Housing Prioritization List – Families**

***Q:*** ***For families, who is responsible for putting a family on the CHP list (Google doc)?*** *(Note: the single adults list is pulled directly from HMIS, so there is no longer a CHP list on Google doc)*

A: The person who conducts the VI-SPDAT is responsible for putting a family on the CHP list. So, for example, if a family is referred to shelter but HAWC conducted the VI-SPDAT, then HAWC staff puts family on CHP list.

***Q:*** ***What happens with families that score lower on VI-SPDAT than for RRH? Are they placed on the CHP list?***

A: Yes. All families should be included on the CHP list. This is because the families list is much smaller than the single adults, and occasionally HAWC or the CHP Committee may be able to fill RRH slots with families that are scoring lower than the RRH range on the VI-SPDAT.

***Q:******Is a single adult who is pregnant considered a “household without children” or a “household with children” for housing prioritization?***

A: [Click here](#pregnancy) to be directed to this same question in the “Housing Prioritization List – Household Status” section on page 1.

***Q.*** ***What happens when families, who are in RRH, are flagged as needing PSH?***

A. Families may be flagged by the RRH provider as needing PSH while they are being served in the RRH program when the provider projects the client will need a long-term subsidy and supportive services in order to maintain housing. Reasons for flagging clients may include but are not limited to: new information that wasn’t available during the initial VI-SPDAT assessment which may affect their score such as substance use, mental health, or other disabilities; change in a client’s status; new information that became available in a full SPDAT assessment. Flagged clients will be on the “housed” CHP list but coded by highlighting their record in yellow on the “Housed” sheet. They will receive priority for PSH openings BEFORE new clients (regardless of VI-SPDAT assessment scores). This will be on a trial basis for six months. The CHP Committee will update this protocol in March 2017 based on experience.

***Q.*** ***Will families who are sheltered get priority for RRH over unsheltered families?***

A. On December 15, 2015, the Families CHP Committee clarified the following as it relates to priority for RRH openings: Families in emergency shelter will get priority for RRH openings over families with a higher VI-SPDAT score who have no connection to an agency – and whose literal homeless status cannot be verified. This does not mean sheltered families always get priority for RRH; it is only for cases where an unsheltered family’s homeless status (and eligibility for RRH) cannot be verified.

***Q. What are the options to help RRH families who have returned to homelessness?***

A. Families who have previously received RRH, and who are returning to the homeless system, will need to go through the system the same way as any other family. They will need to get an intake through HAWC, and a VI-SPDAT assessment. They will be placed on the CHP list and offered whatever housing is available and most appropriate. Families should be FLAGGED on the CHP list as having received RRH previously. If a family goes through RRH two times and is still unsuccessful, then they will be re-assessed and may be prioritized in another manner.

**Housing Assistance**

***Q:*** ***Can Rapid Re-Housing Assistance be provided to a literally homeless household that wishes to re-locate OUT of Washtenaw County?***

A: Yes. RRH (and PSH) programs with tenant-based rental assistance, that are funded through the HUD Continuum of Care program, can house and subsequently serve clients wishing to re-locate out of Washtenaw County. See HUD’s recent rule *“Continuum of Care Program—Increasing Mobility Options for Homeless Individuals and Families With Tenant-Based Rental Assistance.”* (<https://www.hudexchange.info/resources/documents/CoC-Program-Interim-Rule-Amendment-to-578-51-c.pdf>). This rule, published on June 14, 2016, amends the CoC program regulations to allow individuals and families to choose housing outside of a CoC's geographic area, subject to certain conditions, and (for the CoC) to retain the tenant-based rental assistance under the CoC program.

**VI-SPDAT Scores**

***Q:******What happens when one person has two VI-SPDAT scores?***

A: If the VI-SPDAT has been administered to the same person, by two different providers in the same timeframe, then the CHP Committee will use the higher score for the purpose of housing prioritization. Hopefully, this situation won’t happen very often. Always remember to check, in HMIS and on the Google spreadsheet, whether or not someone has already received the VI-SPDAT before you complete one.

***Q:*** ***When should a VI-SPDAT be re-administered?***

A: If there is a change in the client’s circumstances, or if there is staff knowledge that the client did not share accurate information when their original VI-SPDAT was administered, then the client may be administered the VI-SPDAT again regardless of time. If there is a question about whether the VI-SPDAT is accurate, then a Full SPDAT can be administered to help establish a more accurate understanding of the client’s acuity.