

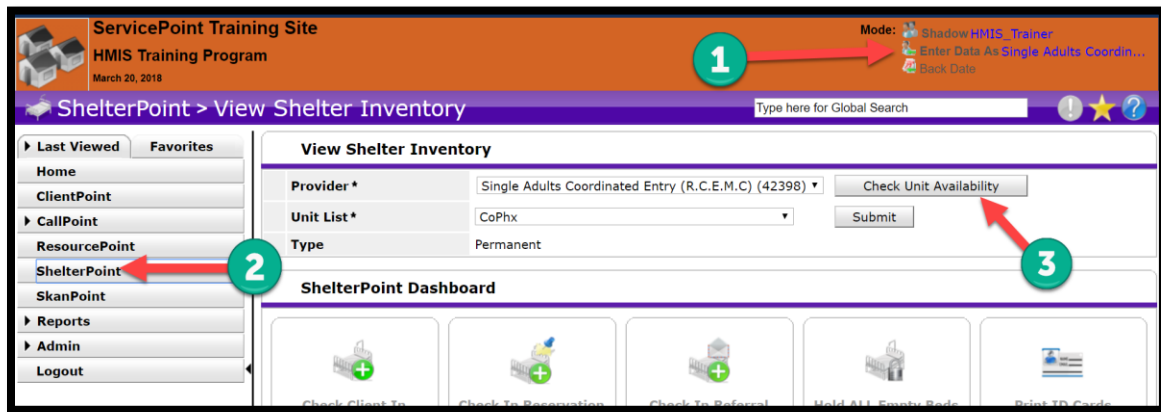
Coordinated Entry for Singles – Housing Match Process

Managing Vacancies in ShelterPoint – Housing Match Team

Viewing Housing Provider Vacancies

Use this process to see what vacancies currently exist.

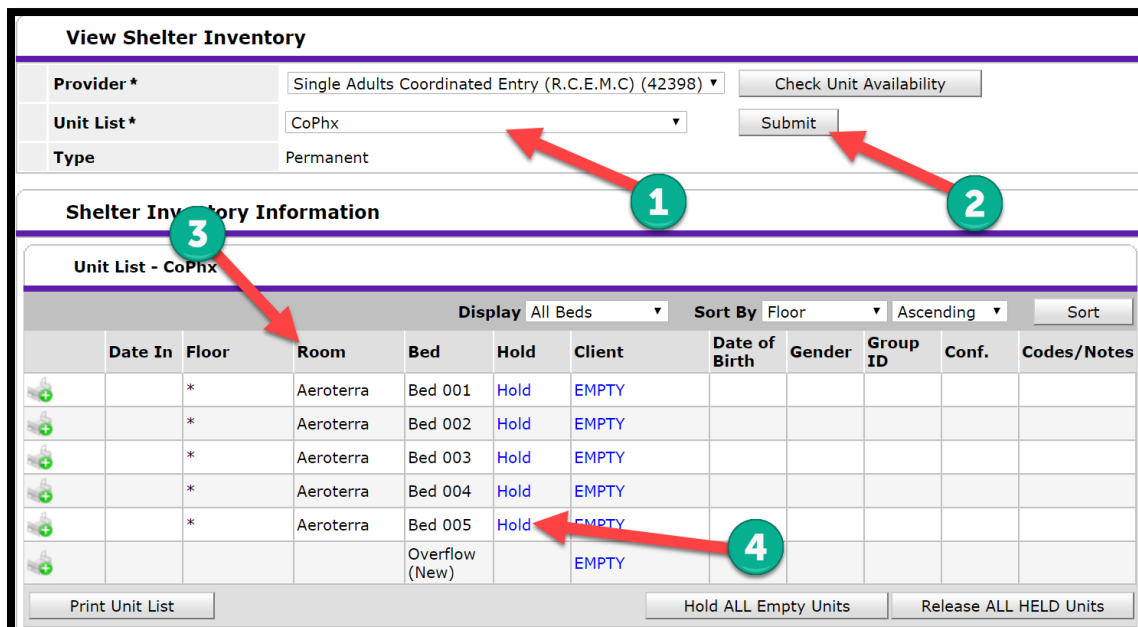
- 1) Go into “Enter Data As” mode using “Single Adult Coordinated Entry (R.C.E.M.C.) (42398)”
- 2) Select “ShelterPoint”
- 3) Select the “Check Unit Availability” button to display housing inventory/vacancies



Closing a Housing Vacancy

Use this process to close a housing vacancy. Any vacancies noted as held will be considered occupied by the housing match team.

- 1) Select the desired Housing Provider from the “Unit List” dropdown menu
- 2) Click “Submit”



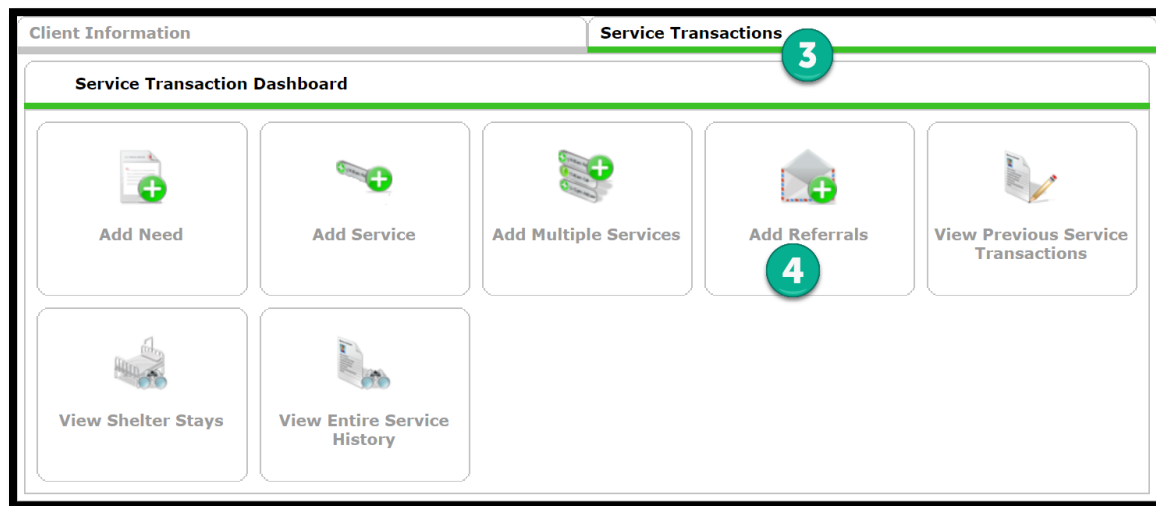
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- 3) Locate the desired housing project under the Column labeled “Room”
- 4) In the corresponding row, click the word “Hold” in blue
 - a. This will cause the client field to populate the word “**HELD**” italicized in red.

Workflow: Sending Referrals from Coordinated Entry

This process documents how to add a referral to an agency within HMIS.

1. Go into “Enter Data As” mode using “Single Adult Coordinated Entry (R.C.E.M.C.) (42398)”
2. Go to client’s profile
3. Select “Service Transactions Tab”
4. Select “Add Referral”



5. Under “Service Code Quicklist” select the appropriate service code.
 - a. **PSH**: Homeless Permanent Supportive Housing
 - b. **RRH**: Rapid Re-Housing Programs
6. Click “Add Terms”
7. Select appropriate agency on the “Provider” dropdown. Click “Add Provider”
 - a. If the provider is not listed, you may search for the provider

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Service Code Quicklist

At Risk/Homeless Housing Related Assistance Programs (BH-0500)
 Emergency Shelter (BH-1800)
 Homeless Diversion Programs (BH-0500.3100)
 Homeless Permanent Supportive Housing (BH-8400.3000) ← 5
 Rapid Re-Housing Programs (BH-0500.7000) ← 5
 Transitional Housing/Shelter (BH-8600)

6 Add Terms Service Code Look-Up Add Terms & Go To Search Results

Referral Provider Quicklist

Provider City of Phoenix PSH (42117) Add Provider

7 Search for Providers

Refine Provider Search Criteria

Search for Providers by using keywords for their Provider Name, AKA, or Description.

Search **If necessary, search here!!!** Search Hide Advanced Search Options

8. Once you add the provider scroll down to the “Referral Data” section
9. Click “Search” next to VI-SPDAT Score section.
 - a. A pop-up will appear.
10. Attach the appropriate VI-SPDAT by selecting the green plus symbol

Refer to Providers

Referral Data

Needs Referral Date * 03 / 20 / 2018 6 : 26 : 40 PM

Referral Ranking -Select-

VI-SPDAT Score Please Select a VI-SPDAT Score 9 Search Clear

TAY-VI-SPDAT Score Please Select a TAY-VI-SPDAT Score Search Clear

VI-FSPDAT Score Please Select a VI-FSPDAT Score Search Clear

Pro

Fol

Select VI-SPDAT Score

Household Members	VI-SPDAT v2.0		VI-SPDAT				GRAND TOTAL	
(156) Entry, Singles Age: 0	Provider	Start Date	* PRE-SURVEY	A. HISTORY OF HOUSING AND HOMELESSNESS	B. RISKS	C. SOCIALIZATION & DAILY FUNCTIONS	D. WELLNESS	GRAND TOTAL
<input checked="" type="checkbox"/>	Single Adults Coordinated Entry (R.C.E.M.C) (42398)	03/20/2018	0	0	0	0	0	0

10

Showing 1-1 of 1

11. Check the appropriate referral box
12. Under the “Selected Needs”
 - a. **Needs Status:** Identified
 - b. **Outcome:** Service Pending

Coordinated Entry for Singles – Housing Match Process

13. Click “Save ALL”

Referrals [Send Summary](#)

Referred-To Provider	Rapid Re-Housing Programs	Referred Clients
City of Phoenix PSH (42117)	<input checked="" type="checkbox"/>	(156) Entry, Singles

Need Data

Date of Need * 03 / 20 / 2018 6 : 26 : 40 PM

Selected Needs

Need	Amount if Financial	Need Status / Outcome / If Not Met, Reason	Notes
<input type="checkbox"/> Rapid Re-Housing Programs (BH-0500.7000)	<input type="text"/>	Identified <input type="button" value="v"/> Service Pending <input type="button" value="v"/> -Select- <input type="button" value="v"/>	<input type="button" value="Add Note"/>