



WI BOS COORDINATED ENTRY - PREVENTION PROCESS

Leigh Polodna, Institute for Community Alliances

Carrie Poser, WI Balance of State CoC

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AGENDA

- HUD Requirements
- WI Balance of State Process
- HMIS Process
- Questions
- Resources



COORDINATED ENTRY AND PREVENTION

- January 23, 2017
 - HUD Notice CPD-17-01 Notice for Establishing Additional Requirements of a Continuum of Care Centralized or Coordinated Assessment System
 - Coordinated Entry Process Self-Assessment
- One of the requirements was to incorporate ESG funded Prevention projects into Coordinated Entry

8. **Homelessness prevention services.** Persons must be able to access homelessness prevention services funded with ESG Program funds through the coordinated entry process. The coordinated entry process may include separate access point(s) for homelessness prevention so that people at risk of homelessness can receive urgent services when and where they are needed, e.g. on-site at a courthouse or hospital, provided that the separate access point(s) meet all requirements in II.B.2 of this Notice. Written policies and procedures must describe the process by which persons will be prioritized for referrals to homelessness prevention services. To the extent that other homelessness prevention programs participate in the coordinated entry process, the policies and procedures must also describe the process by which persons will be prioritized for referrals to these programs.

WHO IS THIS REQUIRED FOR?

- In the Wisconsin, Coordinated Entry is required for those projects using **ETH dollars for Prevention** funding.
- In the Wisconsin Balance of State CoC, the approved methodology, process, and requirements were approved on November 10, 2017 as part of the Coordinated Entry 2.0 Manual.
 - ETH prevention is required.
 - Any other prevention project is encouraged, but not required.

WI BALANCE OF STATE PROCESS

- The Coordinated Entry process for Prevention is similar to the process for homeless assistance. Participation involves 4 steps:
 - Pre-screen
 - Assessment
 - Referral
 - Follow-up
- In Prevention, the assessment tool and prioritization list are different.

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- As of January 1, 2018, when a household contacts a provider seeking prevention services, the following process must be followed (if the funding to be used is ETH prevention):

Step 1: Pre-Screen & Consent

- Complete a pre-screen form gathering sufficient information to determine if a referral to the Prevention Prioritization list is appropriate.

NOTE: On the bottom of the second page, there is a short statement obtaining the person's consent to share information for the purposes of referral. This can be done in person or over the phone.

See CE Manual 2.0 - Appendix H

http://www.wiboscoc.org/uploads/3/7/2/4/37244219/appendix_h_pre-screen_form.pdf



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- If the household is appropriate for referral, the provider must review the CE Client Rights and Responsibilities with the person(s) AND obtain written or verbal confirmation of his/her understanding.
 - The provider must review the WI Service Point Release of Information AND obtains written or verbal consent to share data in HMIS.
 - Both of these forms can be uploaded directly into HMIS.

NOTE: If a household declines the referral, the decision must be noted on the pre-screen form and kept on file by the provider.

See CE Manual 2.0 - Appendix C

http://www.wiboscoc.org/uploads/3/7/2/4/37244219/appendix_c_client_rights_and_responsibilities.pdf





Step 2: Assessment

- The approved standardized assessment tool is the “WI BOS Coordinated Entry Prevention Prioritization Assessment.”
- This tool must be used for all ETH funded prevention programs.
- The Prevention Assessment is completed directly in HMIS and the report will auto-calculate the final score.

NOTE: If the assessment is completed on paper, the responses must be entered into HMIS.

See CE Manual 2.0 - Appendix L

http://www.wiboscoc.org/uploads/3/7/2/4/37244219/appendix_l_prevention_prioritization_assessment.pdf



WI BOS Coordinated Entry Prevention Prioritization Assessment

Please answer these questions for the Head of Household, or if it is 2 or more adults without dependent children, do the assessment with each and do a referral for each person. This assessment must be completed in ServicePoint. See an example of how to fill the assessment out below:

Example:

1. Annual HH Gross income amount?	<input type="checkbox"/> 0-14% AMI <input checked="" type="checkbox"/> 15-30% AMI <input type="checkbox"/> More than 30% AMI	<input type="checkbox"/> 2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0
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Prevention Prioritization Assessment

Interviewer's Name		
Agency's Full Name		
Job Title at Agency		
Today's Date (Date of Interview)		
Prioritization Assessment Questions	Prioritization Assessment Answers	Points/Scoring
1. Annual HH Gross income amount?	<input type="checkbox"/> 0-14% AMI <input type="checkbox"/> 15-30% AMI <input type="checkbox"/> More than 30% AMI	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0
2. What is the last grade of school you completed?	<input type="checkbox"/> Less than high school <input type="checkbox"/> Some high school <input type="checkbox"/> High school diploma/GED <input type="checkbox"/> Some College <input type="checkbox"/> Technical degree <input type="checkbox"/> College Degree 2 yrs <input type="checkbox"/> College degree 4 yrs <input type="checkbox"/> Post graduate	<input type="checkbox"/> 2 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> 0 <input type="checkbox"/> 0 <input type="checkbox"/> 0 <input type="checkbox"/> 0

- The assessment should be completed by the head of household.
 - If there are two or more adults without dependent children, each person should complete the assessment.
- There are 16 separate questions.
- Each question is yes or no, or has multiple choices.
- There can be only 1 answer per question.
- Each answer has a corresponding score varying from 0 points to 3 points.
- The threshold for prevention services is a minimum score of 10.





Step 3: Referral

- Once the Prevention Assessment is complete, a referral to the LCES (local coordinated entry system) Prevention Prioritization List can be completed in HMIS.

See CE Manual 2.0 - Appendix E

http://www.wiboscoc.org/uploads/3/7/2/4/37244219/appendix_e_coordinated_entry_and_referral_process_for_prevention.pdf





Step 4: Follow-Up

- Agencies making referrals to the Prioritization List will be responsible for following up with the person they referred in order to determine whether the household is still in need of prevention services.
- At minimum, follow-up contact must occur every 90 days.
- If the household no longer wishes to remain on the list, the agency can close the referral.

See CE Manual 2.0 - Appendix E

http://www.wiboscoc.org/uploads/3/7/2/4/37244219/appendix_e_coordinated_entry_and_referral_process_for_prevention.pdf



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- During follow-up, staff should gather and document the following information:
 - Confirm or update contact information,
 - Confirm or update housing situation,
 - Confirm or update need for housing assistance, and
 - Confirm desire to remain on Prevention Prioritization List

See CE Manual 2.0 - Appendix E

http://www.wiboscoc.org/uploads/3/7/2/4/37244219/appendix_e_coordinated_entry_and_referral_process_for_prevention.pdf





DISCLAIMER

The Coordinated Entry System is not responsible for determining project eligibility or maintaining eligibility documentation after a referral to the Prevention Prioritization List is made.

Individual projects have the ultimate responsibility for determining the eligibility of prospective participants, as well as collecting and maintaining eligibility documentation.

WI BOS PROCESS DETERMINING ELIGIBILITY

- In collaboration with DEHCR (ETH Grant Admin), Prevention Services eligibility is defined as:
 - Score of 10 or higher on the Prevention Prioritization Assessment
 - The person(s) served meet the criteria in paragraph (2), (3), or (4) of the homeless definition in 24 CFR 576.2.
 - The household must have an annual income below 30% of county median income.
 - The household must have a documented lack of sufficient resources and support networks to sustain housing without assistance
 - The unit to be assist must pass Habitability Standards.
 - The unit must meet Fair Market Rent standards.
 - The unit must meet Rent Reasonableness standards.
 - There must be a legally binding written lease between the tenant and the landlord.
 - The unit must be affordable for the person(s) requesting assistance.*



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- What does affordable mean?
 - An affordable unit is one in which the rent is no more than 50% of the households' adjusted gross income.
 - If the rent is more than 50% of the households' adjusted gross income, the agency can still determine the unit is affordable **after** completing a detailed budget with the person(S) demonstrating they are able to maintain the monthly housing expenses.

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- Once the project has:
 - verified and documented a household's eligibility (all 9 components) AND
 - the person accepted the offer of housing assistance and supportive services,

Then, the project can enroll the household.

NOTE: It is prohibited for an COC-funded or ESG-funded housing project to serve anyone without the household first going through the Coordinated Entry System and receiving a referral to the Prioritization List.



WI BOS PROCESS DOCUMENTATION

- ETH-funded homeless prevention projects are required to maintain documentation showing adherence to the established Order of Priority for the project type and use of the Coordinated Entry System.
- Every Prevention client after January 1, 2018 must have:
 - A completed Pre-Screen form in the file
 - A Prevention Assessment score over 10 in HMIS
 - A referral to the Prevention Prioritization List in HMIS

NOTE: There should be a copy of the Prevention Prioritization List from the day assistance was offered in the file, highlighting the household. If the households was not the highest prioritized, there needs to be an explanation as to why.



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- Additionally, all files must contain eligibility documents for the unit and the household, including:

- **Unit =**

- passing Habitability,
- meeting Fair Market Rent standards,
- Meeting Rent Reasonableness standards,
- A legally binding written lease between the tenant and the landlord, and
- Affirming that the unit is affordable for the household seeking assistance

- **Household =**

- adjusted gross income of less than 30% for the household seeking assistance,
- homeless need,
- Affirming a lack of sufficient resources and support networks to sustain housing without assistance



HMIS PROCESS

- Assessment
- Referral
- Follow Up
- Prioritization Report

QUESTIONS??





RESOURCES

- HUD Notice:
 - <https://www.hudexchange.info/resources/documents/Notice-CPD-17-01-Establishing-Additional-Requirements-or-a-Continuum-of-Care-Centralized-or-Coordinated-Assessment-System.pdf>
- WI BOS Coordinated Entry Manual 2.0
 - http://www.wiboscoc.org/uploads/3/7/2/4/37244219/wi_boscoc_coordinated_entry_system_policy_and_procedure_manual_2.0.pdf
- WI BOS website
 - <http://www.wiboscoc.org/coordinated-entry.html>
- WI DEHCR website
 - <https://doa.wi.gov/Pages/LocalGovtsGrants/Emergency-Solutions-Grant-Transitional-Housing-Program-Homelessness-Prevention-Program-ETH.aspx>
- HMIS How To Guide for Prevention
 - Posted on ICA website with the training