



Ventura County Homeless Management Information System

Pathways to Home Program Eligibility Criteria Form

(Intended use of this form is to create eligibility criteria in HMIS for your program to receive referrals via Coordinated Entry System.)

Date: _____

Intended use of this form is to establish eligibility criteria for your program in order to receive appropriate referrals via the Coordinated Entry System. You may use this form to update eligibility criteria and/or if you have a new funded project. Please refer to your grant for specific eligibility criteria. A separate form must be completed for each program you have.

Please note: Please call the HMIS Support Team at 805-477-5156 for any questions. We may need to schedule an additional meeting to review the criteria to assure our HMIS Support Team is meeting your program needs.

Program Information

What is the name of your program as it is listed in HMIS?

Contact Person to receive the Referrals *(do you have an agency email box or a designated staff person?)*

Name: _____ Email address: _____

Phone Number: _____

Eligibility Information

How many non-negotiable program eligibility requirements does this program have? _____

What will absolutely qualify and disqualify a client from your agency? I.e.: they have to be chronically homeless or they have to be category 2 at risk of homelessness. Think about eligibility requirements that set your program apart from others and what your grant absolutely requires.

(For each non-negotiable criterion, we will need to create a question and we don't want a 300 question assessment form).

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List all of your non-negotiable program eligibility requirements below, refer to your grant for specific eligibility criteria: (for each, please complete the Breakdown of Process Section).

1. _____
2. _____
3. _____
4. _____
5. _____

Breakdown of Process #1 (required)

(This section will need to be completed for every non-negotiable eligibility requirement listed on page 2)

What is your eligibility requirement?

Why does your program require this as eligibility?

How can you ask this question and get the same answer, two different ways?

1. _____

2. _____

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Breakdown of Process #2 (required)

(This section will need to be completed for every non-negotiable eligibility requirement listed on page 2)

What is your eligibility requirement? _____
Why does your program require this as eligibility? _____ _____
How can you ask this question and get the same answer, two different ways? 1. _____ 2. _____

Breakdown of Process #3 (required)

(This section will need to be completed for every non-negotiable eligibility requirement listed on page 2)

What is your eligibility requirement? _____
Why does your program require this as eligibility? _____ _____
How can you ask this question and get the same answer, two different ways? 1. _____ 2. _____

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Breakdown of Process #4 (required)

(This section will need to be completed for every non-negotiable eligibility requirement listed on page 2)

What is your eligibility requirement? _____
Why does your program require this as eligibility? _____ _____
How can you ask this question and get the same answer, two different ways? 1. _____ 2. _____

Breakdown of Process #5 (required)

(This section will need to be completed for every non-negotiable eligibility requirement listed on page 2)

What is your eligibility requirement? _____
Why does your program require this as eligibility? _____ _____
How can you ask this question and get the same answer, two different ways? 1. _____ 2. _____