

Case Conference Documentation Submission Guide

Send all documents through the Submission Portal: <https://vchsa.org/hmis-submit/form/en>



*This optional tool is to assist you in verifying that ALL required documents are included with your packet for case conference consideration. **Completed packets MUST be received by NOON on Wednesday the week before case conference. Incomplete packets may cause delay in scheduling.***

NOTE: Documentation MUST be for the client being referred for Case Conference. Household member or companion documentation will not be accepted.

For Permanent Housing (PH) w/Disability, Literal or Imminent Risk of Homelessness, or Fleeing Domestic Violence:

- Case Conference form
- VC CoC Homeless Certification Documentation Packet:
 - Pages 1-4 (*checklist and client information*)
 - Page 5-7 (*self-statement or verifications specific to client*)
 - Page 8 (*for PH w/Disability only; SSI or SSDI statement acceptable*)
 - Page 9 (*for PH w/Disability only; **MUST** be completed **regardless** of page 9 or SSI/SSDI submittal*)
 - Page 10 (*client certification*)
- Current Vulnerability Assessment Tool (VAT) (*Please send with packet **in addition** to uploading to HMIS*) —**OR**— At-Risk Prioritization Tool (*if client is at risk*)
- If HMIS history is being utilized as verification of homelessness, please include a printout from the client's Entry/Exit tab.
- New or updated HMIS entry in CES Pathways to Home (197). Also complete the "Coordinated Entry Assessment" at the bottom of the page including your provider information and run an eligibility module.

For Chronic Homelessness:

- Case Conference form
- VC CoC Chronic Homeless Documentation Packet:
 - Pages 1-3 (*checklist and client information*)
 - Page 4 (*housing history*)
 - Page 5 (*if breaks are indicated*)
 - Pages 6-8 (*self-statement or verifications specific to client*)
 - Page 9 (*certification of disability*)—**OR**—SSI/SSDI statement.
 - Page 10 (***MUST** be completed **regardless** of page 9 or SSI/SSDI submittal*)
 - Page 11 (*client certification*)
- Current Vulnerability Assessment Tool (VAT) (*Please send with packet **in addition** to uploading to HMIS*)
- If HMIS history is being utilized as verification of homelessness, please include a printout from the client's Entry/Exit tab.
- New or updated HMIS entry in CES Pathways to Home (197). Also complete the "Coordinated Entry Assessment" at the bottom of the page including your provider information and run an eligibility module.

For Transitional Housing:

- Case Conference form
- Current Vulnerability Assessment Tool (VAT) —**AND/OR**—At-Risk Prioritization Tool. (*Please send with packet **in addition** to uploading to HMIS*)