

Ventura County - Human Services Agency

	Date Issued: 02/21/2023
Section: AFS: HMIS	Effective Date: February 2023
Procedure: Prioritization Process Permanent Supportive Housing (PSH) Only	Review Date: Annual

PURPOSE Prior to submitting a referral, Coordinated Entry System (CES) Service Providers will ensure that client meet eligibility. The criteria established by the Ventura County Continuum of Care (VC CoC) to prioritize individuals is based on Homeless Status, Vulnerability Assessment Tool (VAT) Score, the Length of time of homelessness, Service level needs and, date of vulnerability tool at risk assessment. The CES Service Providers will provide a referral for PSH for their clients that meet the eligibility. It has been determined that the prioritization of PSH clients have not been matched utilizing all criteria. There is a need to establish a baseline for the VAT score that will allow clients to be placed on the list and matched accordingly. Additionally, this will create a more manageable prioritization list targeting the most vulnerable members of our community. The prioritization list for the CES bi-monthly Pathways to Home meeting and is maintained by the CES team following the VC CoC criteria. The established guidelines and timelines will reflect all criteria in a precise way.

DESCRIPTION The prioritization process for PSH has a VAT score threshold of 12 or higher for acceptance into the prioritization list. An update every 90-days after prioritization will be required by the case worker for the client to remain on the prioritization list. The update on the prioritization list will reflect a change in VAT score, housing status, case worker or any change that pertains to the client within timelines and guidelines.

PROCESS	STEP	WHO	Guideline
	1	Case Worker	Submits the complete case conference documentation and the complete chronic homeless documentation with a VAT score of 12 or higher. <i>(If VAT score is between 0-11 client will not be presented for prioritization of PSH e-mail will be provided by program assistant)</i>
	2	Program Assistant	Review for completeness and ready for presentation queue <i>(if not complete case worker will be notified by e-mail)</i>
	3	Case Worker	Present client in Pathways to Home Meeting when scheduled.
	4	Case Worker	Will provide updates within the 90-day period after client has been prioritized. The worker will utilize the PSH prioritization list available in the Pathways to Home Teams channel. This will keep the client on the prioritization list. <i>(Update consists of housing status, revised VAT score, or any update that pertains to the client.)</i>
	5	Program Assistant	Will send two reminder e-mails to case workers that have not provided an update within the 90-day period. All e-mail attempts to reach case worker will be documented.
	6	Case Worker	Must provide update when requested. If no update is received within 14 days after the 2 nd reminder e-mail, the client will be removed from the prioritization list.