OCS HOUSING PATHWAY REPORT GUIDANCE

HOUSING PATHWAY REPORT GENERAL INFORMATION

- The report will be provided to the emergency shelter as an excel document and will be pulled at a by-shelter level that includes all current HMIS enrolled individuals.
- The report will be generated and sent to the emergency shelter weekly (Mondays or the next business day if a Holiday falls on a Monday).
- Each time the report is provided the shelter staff should review those enrolled individuals and begin planning for connection to Coordinated Entry (CE) for assessment and/or begin utilizing the Housing Pathway Triage Tool. This report will also be used as a tool of the Housing Solutions Team to identify individuals for outreach for their program.

HOUSING PATHWAY REPORT COLUMN DEFINITIONS

MCI ID (Unique) → This is the MCI ID that is the "unique" ID merging all the local MCI IDs into a "golden record." This MCI can be searched in HMIS to identify the specific client.

First and Last Name of Enrolled Individual → This is the first and last name of the individual as it is recorded in HMIS.

Enrollment Date → This is the date that the individual was enrolled in the shelter in HMIS at intake.

Length of Stay (in days) → This is the number of days that the individual has been enrolled in the shelter.

Veteran Status → This is the veteran status that was indicated in either HMIS at the time of assessment or from the DHS Data Warehouse.

Age → This is the age that the individual was at the time their AHA score (vulnerability score) was run that helps determined eligibility for CoC housing.

Income Type → This is the income type as it was listed during the intake assessment in HMIS.

Total Monthly Income → **This** is the total monthly income amount as it was listed during the intake assessment in HMIS.

Coordinated Entry Status → This is the status that will help to determine next steps as it relates to the CoC Housing Pathway. Detailed guidance on each status is below, but here is the list of statuses that will be visible:

- Eligible for Assessment
- Eligible for Alt-Assessment
- Ineligible

- Active on the Homeless Housing Project Waitlist
- Pending Referral
- Homeless Housing Project Enrollment

HUD CH → This column indicates if an individual screened as HUD Chronically Homeless at the time of their Coordinated Entry assessment. This will only be completed for those that are active on the homeless housing project waitlist.

Housing Program Name → If an individual is enrolled in a homeless housing project it will list the name of the project.

Housing Program Enrollment Date → If an individual is enrolled in a homeless housing project it will list the enrollment date entered in HMIS.

Move-In Date → If an individual is enrolled in a homeless housing project this the date they moved into their rental unit.

Date Assigned → If an individual is working towards an enrollment in a homeless housing project the date of assignment in HMIS will be listed in this column. This essentially is telling you when the program should have begun working with the individual.

Provider Name → This is the provider that the individual is pending enrollment with.

Project Name →   This is the project within that provide that the individual is pending enrollment with.

INDIVIDUALS WHO SHOW AS ELIGIBLE FOR COORDINATED ENTRY ASSESSMENT

On the Coordinated Entry Emergency Shelter Status Report the category is: Eligible for Assessment & Eligible for Alt-Assessment

The shelter and support staff will need to connect the individual to Coordinated Entry for an assessment.   This can be done in the following ways:

- Call the Allegheny Link 1.866.730.2368 (Monday through Friday 8A – 5P)
- An in person visit to the Allegheny Link at the Human Services Building 1 Smithfield (Monday through Friday 8A – 4P)
- Connecting to a Field Unit service coordinator
- Connecting to a HSSCY service coordinator if Transition Age Youth (age 18 through 24)

*If you have someone that could benefit from more discussion on the best way to complete an assessment, reach out to Brian Wolford
Brian.Wolford@AlleghenyCounty.US

INDIVIDUALS WHO SHOW AS INELIGIBLE FOR COORDINATED ENTRY ASSESSMENT

On the Coordinated Entry Emergency Shelter Status Report the category is: Ineligible

The shelter and support staff will need to find another path to housing outside of the CoC.

INDIVIDUALS WITH AN ACTIVE ON THE HOMELESS HOUSING PROJECT WAITLIST

On the Coordinated Entry Emergency Shelter Status Report the category is: Active on the Homeless Housing Project Waitlist

"Active on the Homeless Housing Project Waitlist" means that this individual has completed the Coordinated Entry assessment and was found eligible to be posted to the waitlist.

The shelter and support staff should ensure that the individual updates the Allegheny Link of any contact information changes or new support staff that could be added to their information to assist in connection when communication methods are limited.

INDIVIDUALS WITH PENDING REFERRALS FOR A HOMELESS HOUSING PROGRAM

On the Coordinated Entry Emergency Shelter Status Report the category is: Pending Referral

"Pending Referral" means that a provider has had an individual posted to their HMIS project by Coordinated Entry. In these instances, the individual has been offered the project and accepted it. The next steps are that the housing provider must engage with the individual to have their enrollment completed.

The shelter and support staff should:

- Reach out directly to the Homeless Housing Project and support the intake process.
    - If a contact person is needed for a project – please reach out to Johnna.Kerner@AlleghenyCounty.US or Andrea.Bustos@AlleghenyCounty.US.
        - This information could also potentially be found in the email from a CE Homeless Resource Coordinator that should have included the shelter that the individual was enrolled in at time of referral.

INDIVIDUALS WITH ACTIVE ENROLLMENTS IN A HOMELESS HOUSING PROGRAM

On the Coordinated Entry Emergency Shelter Status Report the category is: Homeless Housing Project Enrollment

"Homeless Housing Project Enrollment" means that the individual has been offered the project and accepted it from Coordinated Entry. The housing provider has engaged with the individual and completed enrollment in HMIS. The housing project is now responsible for providing case management and housing search assistance to the individual.

The shelter and support staff should:

- Reach out directly to the Homeless Housing Project and support the individual throughout their housing search to keep engagement and communication strong.
    - If a contact person is needed for a project – please reach out to Johnna.Kerner@AlleghenyCounty.US or Andrea.Bustos@AlleghenyCounty.US.
        - This information could also potentially be found in the email from a CE Homeless Resource Coordinator that should have included the shelter that the individual was enrolled in at time of referral.

ADDITIONAL CONSIDERATIONS FOR ASSESSMENTS

- If when working with an individual and it is reported that they are fleeing DV or Intimate Partner Violence (IPV), please have them reach out to Coordinated Entry for potential assessment.
- If when working with an individual and it is reported that have been transient or recently moved back to Allegheny County from out of state/county – please have them reach out to Coordinated Entry for potential assessment.