# Coordinated Entry System (CES)
# VI-SPDAT and Referral Process
## For CoC, ESG and Other Federally Mandated Programs that are required to use CES

The following process provides directions on how CES agencies utilize the Coordinated Entry System:

1. A household presents to a CES Access Point for services or is identified by an Outreach Worker.
2. The CES Access Point or Outreach Worker determines if the household is homeless or at risk of homelessness and completes a Diversion Screening.

**For households that are determined Homeless as defined by HUD:**

1. The CES Access Point or Outreach Worker assesses their crisis/emergent needs and provides crisis assistance or referrals to resources.
2. The CES Access Point or Outreach Worker completes the Homeless VI-SPDAT with homeless households (located at www.kshomeless.com/ces). The Homeless VI-SPDAT is entered into the Homeless Management Information System (HMIS). For agencies that are unable to submit the Homeless VI-SPDAT to HMIS, they must submit it as determined by their region's CES Regional Plan.

*To ensure compliance with Housing First, Low Barrier and Non-Discrimination requirements, CES Access Points must not begin any program eligibility documentation/applications prior to completion of the VI-SPDAT.*

*Referrals to Housing Programs:*

1. Housing programs can request a referral during their region's CES Case Conferencing meeting. All access points that completed a VI-SPDAT, needs a referral or received a referral are required to have a representative at their region's CES Case Conferencing meeting.
2. Housing programs that have an immediate need to fill a housing opening may request a referral by sending an email to ces@kshomeless.com. The Coalition CES team will respond with a referral within three (3) business days according to the CES Policies and Procedures as outlined on page 16.

After the referral, the agency will determine program eligibility and gather required documentation as determined by HUD regulations. The agency will complete a program enrollment if they are eligible. If the agency determines that they are not eligible, they must send their reason for denial to ces@kshomeless.com.

**For households that are determined At Risk of Homelessness as defined by HUD:**

1. The CES Access Point or Outreach Worker assesses their crisis/emergent needs and provides crisis assistance or referrals to resources.
2. The CES Access Point or Outreach Worker completes the Prevention VI-SPDAT with household that is at risk of homelessness (located at www.kshomeless.com/ces). The Prevention VI-SPDAT is entered into the HMIS. For agencies that are unable to submit the Prevention VI-SPDAT to HMIS, they must submit it as determined by their region's CES Regional Plan.

*To ensure compliance with Housing First, Low Barrier and Non-Discrimination requirements, CES Access Points must not begin any program eligibility documentation/applications prior to completion of the VI-SPDAT.*

<u>*Referrals to Homeless Prevention Programs:*</u>

1.  Homeless Prevention Programs may immediately assist the household according to the score range received.
2.  Agencies without Homeless Prevention funds may immediately refer the household to a Homeless Prevention Program with available funds.

*The Prevention VI-SPDAT score ranges gives the HP provider a place to start. In order to utilize a higher level of service intervention, the HP provider must document that they provided assistance according to the score range and document that it won't be enough to keep the household from becoming homeless. If that is the case, then the HP provider can provide a higher level of service.

*If all attempts to prevent homelessness fails and the household becomes literally homeless, the agency can reassess the household with the Homeless VI-SPDAT.