



Homeless Management Information System

September 2023

Coordinated Entry HMIS Workflow Manual

Community Technology Alliance 75 East Santa Clara Street • Suite 900 San Jose, CA 95113 www.ctagroup.org

Table of Contents

2	HMIS Web Portal
3	Coordinated Entry System Overview
4	Coordinated Entry Workflow
5	Best Practice Reminders
6	STEP 1 – Search for Client
7	STEP 2 – Create Client
8	STEP 3 – Create an ROI
9	STEP 4 – Enroll Client in your Project
10	STEP 5 – Enter VI SPDAT into HMIS
12	STEP 6 – Enroll Client in CES Shared Project
13	STEP 7 – Record CES Assessment Event
14	STEP 8 – Update Current Living Situation
15	STEP 9 – Create/Update Referral Event
16	STEP 10 – Update Document Ready Checklist
	and upload client documents
17	Listing of Access Points

2

Santa Barbara HMIS Web Portal

Link to the portal: https://ctagroup.org/santa-barbara-hmis/

The Web portal provides you with the following online resources:



- HMIS Log in: click to access your HMIS site.
- **User Central**: repository of workflow manuals, Intake forms and other HMIS-related documents.
- **Training**: Provides details on upcoming trainings. Includes an on-line reservation system for users to sign up for upcoming trainings.
- Partner Agencies: Provides details on HMIS participating agencies.
- **Help**: CTA's Help Desk (built in Salesforce). HMIS users can quickly file a ticket detailing their needs. The system then notifies the HMIS Administrator via email of a new ticket.

Coordinated Entry System (CES) Overview

The Santa Maria/ Santa Barbara Coordinated Entry Housing Needs Assessment is administered at multiple CES Access points. Assessment data is entered into The Homeless Management Information System (HMIS) in a shared CES project accessible to all CES participating agencies.

This manual is designed for users that are familiar and comfortable using HMIS. While we will highlight some key parts of data entry process, if you need a more in depth review please visit User Central and read the <u>HMIS Workflow Manual</u> or attend HMIS New User Training.

At minimum all clients with a VI-SPDAT are enrolled in the Shared CES Project in HMIS, If the client receives services from one of the projects at the entry point as part of their visit, An enrollment for that project must also be entered into HMIS

Data is collected at multiple times while the client is participating in CES. Data is collected when:

- The client goes to an access point and is assessed.
 - VI-SPDAT, HMIS Standard Intake, Release of Information
- There is a change the in the client's Current Living Situation
- The client moves into housing
- The client exits CES

The CES Assessment is only used as part of the CoC's CES system to capture information and efforts made to house the client and for planning purposes.



Best Practice Reminders

You must use "Enter Data As" (EDA) Mode and select the provider for which you will be entering data. In this case, if you provided the client with services from your project, you would select that project. If you did not provide any other services you would select the Shared CES Project. You will see Enter Data As in red throughout this manual If you are already in EDA mode as the desired project you can ignore that step

Client - (2240) Test, DS

How to "Enter Data As"?

- At the top right of the screen you will see:
- Click on "Enter Data As"
- Click on the
 rext to the project you wish to enter data as (blue arrow)

To enroll the client in your project:

- "Enter Data As" the project for which you want create an enrollment
- Search and select a client
- If client appears in search, click on client's name to access their Summary page
 - Locate the Entry/Exits box (green arrow)
 - Click Add Entry/Exit (orange arrow)
- Type: select HUD
- Project Start Date: defaults to today's date. Change if necessary
- Click Save & Continue
- Complete the assessment displayed
- o If the client has been enrolled by another agency, the data fields in the assessment will have data in them. Review and update as needed.
- Click Save & Exit. Client is now enrolled in your project.



(2240) Test, DS Release of Inform	mation: None								
Client Information	on				Service Transaction	ıs			
Summary	Client Profile	Households	RO	l.	Entry / Exit	Case Managers	Case Plans	Asse	ssments
Added to the s	ystem 09/11/2023 01:30 PM								
Name	Test, DS				Social Security	8789			
Date of I	Birth 03/12/1994 (Age 29)				ary	No (HUD)			
Race an	d Ethnicity Hispanic/Latina/e/o								P
Gender	Woman (Girl, if child)								
Release of I	Information				Entry/Exits				
Provider		Permission Sta	rt Date	End Date	Program	Туре	Project Start D	ate	Exit Date
Add ROI		No matches.			SB PH project 1	HUD	Ø9/11/2023	1	
					Add Entry / Exit		g 1-1 of 1		
	Household Members								
	This Client is not a me	mber of any Ho	ousehold	ls.					
arv	Project Start Data - (2	2240) Test, DS							
ary	Provider *		WellSk	y (0)		Search	My Provider	Clear	
	Type *		-Select	ŀ-	~				
	Project Start Date	•	09 /1	2 / 2023	9 🖬 C 💼		AM ~		

6

STEP 1 – Search for Client

On the left side of your screen locate Clients (white arrow)

31

- Click Clients.
- Client Search page displays



423-23-0150

Please Search the System before adding a New Client

🚯 Items in Italics are for Data Entry ONLY and will not be used for Search Results

Name: enter the first two letters of client's First Name, and full last name in Last (blue arrow)

possible matches

may appear.

(Name					
	Name Data Quality	-Select-	¥	Date of Birth	_/_/ 🛗 D 🛱	- 84
Ontional: You can also enter	Allas			DOB Data Quality	-Select-	v
optional. Tou can also criter	Social Security Number					
neir Social Security Number	Social Security Number Data Quality	-Select-	*			- 84
and/or Date of Birth	U.S. Military Veteran?	-Select-	v			- 84
	Exact Match					_
	Search ACTIVE Clients					_
	Search INACTIVE / DELETED Clients	0				- 84
	Search ALL Clients	0				
f client is in HMIS, possible matches will display						
n this example, one Client	Results					
possible match 🛛 🗖 🔤 🔤						

If client is a possible match, click on the pencil (orange arrow) to access their HMIS file.

Test, George

STEP 2 – Create Client

If after searching for the client there are no results, or none of the results match your client you will need to create the client in HMIS. Continuing on from the Search page, enter all of the client's information into the search page then click "Add New Client With This Information" (Green Arrow)

			PI	ease Search the System before adding a New Clien
Name	First	Middle	Last	Suffix
	John		Smith	
Name Data Quality	Full Name Reported	*		
Alias				
Social Security Number	123 [°] 23 [°] 2323			
Social Security Number Data Quality	Full SSN Reported (HUD)	Y		
U.S. Military Veteran?	Yes (HUD)	~		
Exact Match				
Search ACTIVE Clients	۲			
Search INACTIVE / DELETED Clients	0			
Search ALL Clients				

Households

If the client is part of a household, create a household if one does not already exist. Entering data in HMIS for a new client in a household is similar to entering data for a single client. The key differences include:

- Search for, and add, each household member to HMIS.
- Create the household.
- Determine who is the head of household (HoH), then determine the relationship of each household member to the HoH.
- Complete the adult assessment for each adult member of the household and/or complete the child assessment for each child/minor in the household.
- Include the household when adding the Release of Information (ROI), project entry, etc.

Scenario

Your clients are a single mom (the head of household) and her child. Search for each client in the household, then add any client not already in HMIS Go to the Summary page for the Head of Household

Scroll down to the Households box. Click **Start New Household**.

Add New Household screen displays.

Household Type: select best match (green arrow). In this scenario Female Single Parent is the best match.

Immediately below is Client Search.

You can quickly find the Client IDs for the household members you just created by clicking **Last Viewed** in the left-hand side menu.

Scroll down **Client Number**. Enter the daughter's HMIS number.

Click Submit.

The household member will be added to the **Selected Clients** list at the bottom of the page.

Repeat until you've added all household members

	ID	Name	Social Security Number	Date of Birth
	174	Jones, Jane	111-12-2233	01/05/1995
0	176	Jones, Jenny	111-14-4433	02/09/2018

Best Practice in adding household members to HMIS

- Start by searching for the Head of Household (HoH)
- Add the HoH to HMIS.
- Search for the next member of the household.
- Add that member to HMIS if not found.
- Repeat the process until all members added.
- Create the household immediately after adding all members to HMIS.

useł	nold Type		
Hous	ehold Type *	-Select-	×
ent	Search		
	Last Vie (176) Jon (174) Jon	ewed <u>es, Jenny</u> es, Jane	• Less
	Home		_
	L Clients		
	-	_	_

When finished adding all household members **Click Continue** at the bottom of the screen

On the next screen, you will see the list of members and some of their information click **Save and Exit**

A household has now been created and you can continue with the next steps.

STEP 3 – Create ROI In HMIS

As part of the CES intake process the person conducting the intake should have discussed the **Client informed Consent and Release of Information**. There are 3 possible outcomes from that conversation.

- Client Signed Release of information and Agreed to share data
- Client Signed Release of Information and Declined to share data
- Client Refused to sign Release of Information and declined to share data

You must create a Release of Information (ROI) in HMIS.

If you're not already on the client summary page, **click on Client Summary Tab** (Blue Arrow)

Click Add ROI on the Release of information Dashlet (Orange Arrow)

If the client presented as part of a household check the box next to each member of the household expected to be housed with the client and that either signed or were included in an ROI

If the client **Signed the ROI** and **agreed** to share data. **Release Granted** should be set to **Yes**

If the **client signed the ROI** and decided **NOT** to share **data Release Granted** should be Set to **No**

If the **Client did not sign an ROI**. The client should be entered into the System as an Anonymous Client. You must also create an ROI in HMIS, and set **Release Granted** to **No**. Don't forget to also set **Documentation** as None"

(132) Smith, . Release of Inf	one				
ent Informati	•				
Summary		Client Profile	Hou	useholds	ROI
Name Date of Birth	Smith, John 04/19/1997	Age 26)			Soc U.S Vet
Race and Ethnicity Gender	American Ind Man (Boy, if o Questioning	ian, Alaska Native, or Indig hild)	enous		
Release of Information	n		Permission	Start Date	End Date

elease of Informatio	on - (132) Smith, John
Household Members	
To include House	hold members for this Release of Information, click the box beside each name. Only members from the SAME Household may be selected.
(46) Two Parent Far	nily
2 (132) Smith, John	<u>n</u>
(<u>133) Smith, Kid</u>	
(92) Smith, Ariel	(Left Household: 04/20/2022)
(56) Other	
(95) smith, Char	lotte
🖾 <u>(132) Smith, Joh</u>	2
Release of Information	Data
Provider *	County of Santa Barbara (1) Search My Provider Clear
Release Granted *	-Select-
Start Date *	01 / 30 / 2024 🛗 🖸 🖬
End Date *	/ 🛗 ট 💼
Documentation	-Select-

9

10

STEP 4 – Enroll Client in your Project

If you provided services other than CES to the client, you must create an enrollment for that project.

Click on "Enter data as," and **select the project** funding the services provided to the client.

Go to the **Client Summary Tab**, if not already on it.

0		L Laura de a Lala	Ŷ
---	--	-------------------	---

Click Add Entry/Exit

Add Entry / Exit

Household Only,

Check the boxes next to each member that will be receiving services along with the client (blue arrows)

If all clients in the household will be receiving services, you can check the box next to the household ID (orange Arrow)

Household Members To include Household men (84) Female Single Parent (174) Jones, Jane (176) Jones, Jenny

Select HUD under Type: unless your project requires a special Entry Type (e.g. SSVF, RHY,)

Project start date should match the date the client started receiving services through this project.

lousenoid Members				
his Client is not a member of	any Households.			
Project Start Data - (2240) T	est, DS			
Provider *	WellSky (0)		Search My Provi	der Clear
Time	-Select-	~		
туре				

Click Save & Continue

On the following screen **complete the Entry assessment** using the information you collected when working with the client. Remember to use the Child intake for minors (unless they are unaccompanied). For more information refer to the HMIS Workflow Manual in User Central.

once you've completed the assessment for the client(s) $\label{eq:completed}$

Click Save & Exit

Households Only

make sure to complete the assessment for each household member before continuing.

Household Members

(174) Jones, Jane

Veteran: No (HUD)

(176) Jones, Jenny

Veteran: No (HUD)

Age: 29

You can move between clients by clicking on the client's name in the household members section

STEP 5 –Enter VI SPDAT into HMIS

If you did not collect a new VI SPDAT, Skip this step

Enter data as "CES Coordinated Entry System Shared – CA,"

Go to the Summary Tab if not already there

Scroll down to the VI-SPDAT section

Enter data into each of the data fields in "VI-SPDATS and Additional Required Questions:

VI-SPDAT	
I SPDATs and Additional Required Questions	
Interviewer's name	
Survey location	
City/Town individual residing	-Select- v G
Zipcode of survey location	G
On a regular day, where is it easiest to find you and what time of day is easiest to do so?	
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	
How many months has the client or client's family been homeless?	G
How many people in the client's household need to be baused?	G

Then scroll down until the 3 types of VI-SPDATs display:

- 1. **VI-SPDAT v2.0**: select if your client is single;
- 2. VI-FSPDAT v2.0: select if your client is in a family/household with minor children
- TAY-VI-SPDAT v1.0: select if your client is 18-24 years of age and is the head of household.

Start Date *	PRE-SURVEY	A. HISTORY OF HOUSING AND B. RISKS HOMELESSNESS	C. SOCIALIZATION & DAILY FUNCTIONS	GRAND TOTA
Add				
Q VI-FSPDAT v2.0				
Start Date *	A. HIS PRE-SURVEY HOUSI HOME	TORY OF C. ING AND B. RISKS & D/ ELESSNESS FUN	CIALIZATION D. E. FAMILY AILY WELLNESS UNIT ICTIONS	GRAND TOTAL
Add				
C TAY-VI-SPDAT v1.0	D			
Start Date *	PRE-SURVEY	A. HISTORY OF HOUSING AND B. RISKS HOMELESSNESS	C. SOCIALIZATION & DAILY FUNCTIONS	GRAND TOTA

STEP 5 –Enter VI SPDAT into HMIS

Once you've determined which VI-SPDAT to complete, **click Add**. In this example, the VI-SPDAT v2.0 (singles) has been selected.

Start Date *	PRE-SURVEY	A. HISTORY OF HOUSING AND HOMELESSNESS	B. RISKS
--------------	------------	--	----------

Start Date: Enter the date the VI-SPDAT was administered.

Enter data for each VI-SPDAT question

Start Date *	08 / 21 / 2023	23	a G
A. HISTORY OF HOUSING	G AND HOMELESSNESS	5	

VI-SPDAT v2.0

1. Where do you sleep most frequently? (choose one)

If Other, please specify

At the bottom of the page, you will see Grand Total:

- Click Calculate
- Click Save

	Savo
GRAND TOTAL	Calculate
D. WELLNESS	
C. SOCIALIZATION & DAILY FUNCTIONS	
B. RISKS	
A. HISTORY OF HOUSING AND HOMELESSNESS	
PRE-SURVEY	

-Select-

✓ G

If you are a Housing Navigator, **click Add,** then enter your name in the Primary Housing Navigator field, then enter your contact information in the

remaining fields.

🔍 Housing Navi	gator	
Start Date*	End Date	Primary I
Add		

Complete the form and	Housing Navigator			
click Save	Start Date *	01 / 30 / 2024	- 前 5 前 G	
	End Date	_/_/	e 🖬 ک 🖬 ه	
	Primary Housing Navigator			G
Not a Housing	Housing Navigator's Email			G
Navigator? Do not	Housing Navigator Contact Number			G
	Housing Navigator AGENCY Name			G
		Save	Save and Add Another	Cancel

STEP 6 – Enroll Client in Shared CES Project

If your client has an active enrollment in the Shared CES project Skip this step.

Enter data as, "CES Coordinated Entry System Shared – CA"

Cata the Olivert Commence Tab.	Client Information			
not already on it.	Summary	Client Profile	Households	Ĩ
Click Add Entry/Exit	Add Entry / Exi	t		
Select HUD under Type	Household Members			
was administered as the Project Start Date.	This Client is not a member of Project Start Data - (2240) Te	any Households. est, DS		
	Provider *	WellSky (0)	Search My Pro	ovider Clear
	Type *	-Select- V		
	Project Start Date *	09 / 12 / 2023	9 • <u>28 •</u> <u>03 • AM</u>	~

Complete the Assessment.

At the bottom of the Assessment there are places to Track **Current Living situation**, **Coordinated Entry Assessment Events**, and **Coordinated Entry Referral Events**. Those are covered on a separate page.

If you created the CES enrollment today please continue to and complete steps 7-9

STEP 7 – Record CES Assessment Event

Prioritization Status:

select best match.

Click Save.

If you did not collect a new VI SPDAT during this interaction skip this step.

If the active CES enrollment was created before today, and you conducted a new VI SPDAT during your interaction with the client, **Enter data as,** "CES Coordinated Entry System Shared – CA" and add an Interim Review for the date when the VI SPDAT was collected.

If you are continuing this after creating a new CES Enrollment, and you conducted a new VI SPDAT during your interaction with the client continue the following steps from the Enrollment Entry which should still be open.

Scroll down to "Coordinated Entry Assessment", and click Add.

ate of Assessment:	Coordinated Entry	Assessment
efaults program entry date.	Date of Assessment*	12 / 09 / 2022 🧖 🔿 🧖 G
ssessment Location:	End Date	// 👸 🖏 G
Beet best match.	Assessment Location	-Select-
ssessment Type: select	Assessment Type	-Select- v G
one <u>OR</u> In Person.	Assessment Level	-Select- V G
sessment Level: select	Prioritization Status	-Select- v G
using Needs		Save

Don't know if your client has been placed on the Prioritization List?

Check with someone in your agency with access to the current CES list and ask if your client is listed in any of the Priority groups.

If client is listed, select **Placed on Prioritization List**. If client is not listed in any groups, select **Not Placed on Prioritization List**.

If you are not sure, select **Not Placed on Prioritization List**.

14

STEP 8 – Update Current Living Situation in HMIS

If the active CES enrollment was created before today, and you learned that the client's living situation changed during your interaction with the client, **Enter data as**, "CES Coordinated Entry System Shared – CA" and add an Interim Review for the date of the interaction with the client.

If you are continuing this after creating a new CES Enrollment, continue the following steps from the Enrollment Entry which should still be open

Scroll down until Current Living Situation displays. Click Add

Start Date: defaults to today's date. Change if necessary.

Information Date: date data was collected. Typically matches the **Start Date**.

Current Living Situation: select best match. If "Other" selected, enter data in If "Other", Specify.

Enter data in the remaining data fields if "Yes" was entered for Is client going to have to leave their current living situation within 14 days?

Client not leaving within 14 days? Or if I entered Client doesn't know or Client refused? Do not enter data in remaining fields

Click Save.

	Current Living Situ	ation
	Start Date *	07 / 12 / 2023 🔊 🔿 🚜 G
	End Date	// / 🧖 🖓 G
	Information Date*	// / 🧖 🖏 G
	Current Living Situation	-Select-
	If "Other", Specify	
	Living situation verified by	-Select-
	Is client going to have to leave their current living situation within 14 days?	-Select- v G
ſf	'Yes' to 'Is client going to	have to leave their current living situation within 14
	Has a subsequent residence been identified?	□-Select- v G
	Does individual or family have resources or support networks to obtain other permanent housing?	G -Select-
	Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days?	-Select- v G
	Has the client moved 2 or more times in the last 60 days?	-Select- v G
	Location details	
		Save

STEP 9 – Create/Update Referral Event

If the active CES enrollment was created before today, and you learned that the client's living situation changed during your interaction with the client, **Enter data as**, "CES Coordinated Entry System Shared – CA" and add an Interim Review for the date of the interaction with the client.

If you are continuing this after creating a new CES Enrollment, continue the following steps from the Enrollment Entry which should still be open

Coordinated Entry Events track referral efforts within HMIS. Once an event takes place, users must record it in HMIS

Update –if a Coordinated Entry Event already exists and this interaction was related to that event, Edit the existing Coordinated Entry Event. Scroll down to **"Coordinated**

Coordinated Entry Event

Entry Event" and click Edit pencil

Add New –If this is a new event Scroll to "Coordinated Entry Event" and click Add

Start Date: defaults to project entry date

Event Date: enter date.

Event: select best match.

Answer the remaining questions that are relevant to the Event. Click **Save**.

End Date	//G	
Date of Event*	//	
Event*	-Select-	✓ G
If 'Event' answer was 'Prob answer the following questi	lem Solving/Diversion/Rapid Resolution interve on:	ention or service result', ple
Problem Solving/Diversion/Rapid Resolution intervention or service result - Client housed/re-housed in a safe alternative	□-Select- マ) G	
If 'Event' answer was 'Refe following question:	rral to post-placement/follow-up case managen	nent result', please answer
Referral to post- placement/follow-up case management result - Enrolled in Aftercare project	-Select- v G	
If 'Event' answer was a Ref the following question:	erral to an ES, TH, Joint TH-RRH, RRH, PSH, or O)ther PH opening, please a
If 'Event' answer was a Ref the following question: Location of Crisis Housing	erral to an ES, TH, Joint TH-RRH, RRH, PSH, or C	Other PH opening, please an
If 'Event' answer was a Refet the following question: Location of Crisis Housing or Permanent Housing Referral	erral to an ES, TH, Joint TH-RRH, RRH, PSH, or C)ther PH opening, please a
If 'Event' answer was a Refi the following question: Location of Crisis Housing or Permanent Housing Referral If 'Event' answer was a Refi the following question:	erral to an ES, TH, Joint TH-RRH, RRH, PSH, or (-Select- erral to an ES, TH, Joint TH-RRH, RRH, PSH, or (other PH opening, please and the PH opening, ple
If 'Event' answer was a Refi the following question: Location of Crisis Housing or Permanent Housing Referral If 'Event' answer was a Refi the following question: Referral Result	erral to an ES, TH, Joint TH-RRH, RRH, PSH, or G	Other PH opening, please an Other PH opening, please an
If 'Event' answer was a Refit the following question: Location of Crisis Housing or Permanent Housing Referral If 'Event' answer was a Refit the following question: Referral Result If 'Event' answer was a Refit the following question:	-Select- -Select- erral to an ES, TH, Joint TH-RRH, RRH, PSH, or G -Select- v G erral to an ES, TH, Joint TH-RRH, RRH, PSH, or G	ther PH opening, please an other PH opening, please an other PH opening, please an
If 'Event' answer was a Refit the following question: Location of Crisis Housing or Permanent Housing Referral If 'Event' answer was a Refit the following question: Referral Result If 'Event' answer was a Refit the following question: Date of Result	erral to an ES, TH, Joint TH-RRH, RRH, PSH, or C Select- erral to an ES, TH, Joint TH-RRH, RRH, PSH, or C Select- erral to an ES, TH, Joint TH-RRH, RRH, PSH, or C ////////////////////////////////////	ther PH opening, please an Other PH opening, please an Other PH opening, please an

Most housing referral events are tracked by county staff. Some of the following events can be tracked by Providers. • Referral to Diversion	ACCESS EVENTS Referral to Prevention Assistance project Problem Solving/Diversion/Rapid Resolution intervention or service Referral to scheduled Coordinated Entry Crisis Needs Assessment Referral to scheduled Coordinated Entry Housing Needs Assessment
 Referral to CES Housing needs Assessment 	REFERRAL EVENTS Referral to post-placement/follow-up case management Referral to Street Outreach project or services Referral to Housing Navigation project or services
 Referral to Emergency Shelter Referral to post-placement/follow-up case management Referral to Transitional Housing Referral to Street Outreach 	Referral to Non-continuum services: Ineligible for continuum services Referral to Non continuum services: No availability in continuum services Referral to Emergency Shelter bed opening Referral to Transitional Housing bed/unit opening Referral to Joint TH-RRH project/unit/resource opening Referral to RRH project resource opening Referral to PSH project resource opening Referral to Other PH project/unit/resource opening
NOTE* Some agencies track their own housing referral events in special cases (example SSVF, DSS)	Referral to emergency assistance/flex fund/furniture assistance Referral to a Housing Stability Voucher

STEP 10 – Update Document ready Checklist

It is essential to the referral process that clients have all of the documents required for a housing program application.

The Document Ready Checklist looks to make the documentation process easier.

Enter data as "CES Coordinated Entry System Shared – CA," If this is not done the data entered and documents uploaded may not be available to others participating in CES

Click on the Client Profile Tab, then scroll down

An Answer must be entered for each document. And an agency representative must certify the

0	Occument Ready Checklist For Coordinated Entry Client	
P	ease mark the appropriate answers for all documents you c	an affirm is in the clients document rea
	Chronic Homeless Verification Form	-Select- 🗸 G
	Homeless Verification Form (Please answer YES if already completed during Chronic Homeless verification form)	-Select- V G
	Disability Verification Form(s)	-Select- 🗸 G
	Rapid Re-Housing Disability Verification for Priority Group 1	-Select- V G
	Proof of income (within last month)	-Select- 🗸 G
	Bank statements (6 months)	-Select- v G
	SS card	-Select-
	Birth Certificate	-Select-
	Government Issued ID	-Select-
	DD214 (if applicable)	-Select- V G
	This Is A Family (one or more minor child in the household).	-Select- V G
	Birth Certificates for ALL Minor Children	-Select- v G
н	ousing Applications Submitted	
	In the comments include information about housing applications submitted	

Name and agency of person certifying the accuracy of this document

documents by entering their information at the bottom of the form. Click Save at the bottom of the page to record your changes.

Uploading Documents

If the client provided new documents, they should be scanned and uploaded to the client's HMIS Profile. On the Client Profile tab at the bottom there is a File Attachments Section. Click Add new File Attachment to select and upload a new file.

Add New File Attachment No matches.	
Changes the file on your computer Upload Attachment	
Add a description (preferably matching	× the
Click Upload	

Diversion and Street Outreach Access Points

Diversion Hotline AmeriCorps Street Outreach City Net Street Outreach Good Samaritan Street Outreach PATH Street Outreach Behavioral Wellness Street Outreach FBSMV Street Outreach SSVF Salvation Army Street Outreach SSVF New Beginnings Street Outreach SSVF Good Samaritan Street Outreach United Way Santa Barbara County Outreach Willbridge Street Outreach YMCA Street Outreach

Physical Access Points

Carpinteria Regional Access Point

Carp Connect, Carpinteria Veterans Memorial Building Courtyard, Carpinteria

Goleta Regional Access Point

Showers of Blessing, St. Athanasius Orthodox Church, 300 Sumida Gdns. Ln., Goleta

Isla Vista Regional Access Points

Isla Vista Community Room, 970 Embarcadero Del Mar UCSB Basic Needs

Lompoc Regional Access Points

BridgeHouse, 2025 Sweeney Road, Lompoc Good Samaritan Diversion Office, 510 North I St, Lompoc New Beginnings, Vandenberg Village Office, 3769 Constellation Rd., Suite B Lompoc Santa Barbara County Social Services Family Focused Regional Access Point (Lompoc)

Santa Barbara Regional Access Points

Fr Virgil Cordano Day Center, 4020 Calle Real Ste. 2, Santa Barbara PATH - Santa Barbara, 816 Cacique Street, Santa Barbara The Salvation Army, Santa Barbara Hospitality House, 423 Chapala St, Santa Barbara Youth (18-24 yrs) Focused Santa Barbara Site: Haley Street Navigation Center, 701 E Haley Street, Santa Barbara. Santa Barbara County Social Services Family Focused Regional Access Point (Santa Barbara)

Santa Maria Regional Access Points

Good Samaritan Shelter, Morrison Campus Diversion Office, 401 W. Morrison, Santa Maria

Salvation Army, Shower Site, 200 W Cook St., Santa Maria

Power of God Christian Center, Shower Site, 1503 North McClelland (Rancho Bowl Parking Lot), Santa Maria Youth (18-24) Focused Santa Maria Site: Fighting Back Santa Maria Valley, 201 S. Miller Street #107 Santa Maria Santa Barbara County Social Services Family Focused Regional Access Point (Santa Maria)

Solvang Regional Access Point

Santa Ynez People Helping People, 545 N. Alisal Road, Solvang