



The Community Partnership  
For The Prevention  
of Homelessness

# Quarterly CAHP Training

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HOSTED AND FACILITATED BY CAHP ADMINISTRATORS AND CAHP COORDINATORS

\*CAHP = COORDINATED ASSESSMENT AND HOUSING PLACEMENT

# Agenda

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- Background
- Aim Setting
- Definitions
- CAHP Subsystems
- Pre-Check, Match Meetings, and Referrals
- HMIS and SPDAT Trainings

# Background

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- Why:
  - The CAHP team is contracted to provide quarterly trainings for each subsystem through the Fiscal Year.
- Who should attend?:
  - CAHP Participating Providers
  - CAHP Liaisons
  - Case Managers
  - Program Managers
- When:
  - Quarterly:
    - January 12<sup>th</sup> – 1:30pm-3:00pm
    - April 6<sup>th</sup> – 1:30pm-3:00pm
    - July 6<sup>th</sup> – 1:30pm-3:00pm
- Where:
  - Via Zoom

# Aim Setting

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- Implement a standard quarterly training for all CAHP participating agencies across all four subsystems (Veterans, Families, Youth, and Singles) to ensure staff remain trained in all processes and policies as it relates to CAHP, including making it easier to get staff trained quickly in response to turnover
- Create an open space to allow for questions in regard to all subsystems
- Ensures the community remains up to date on any changes that may have occurred within the quarter and/or to provide a refresher quarterly training despite changes occurring or not

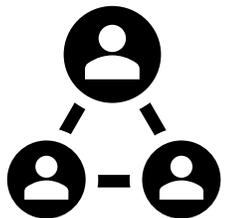
# Definitions

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# The CAHP Team

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- A team at TCP serve as the connection point for the whole CAHP system
- Led by 2 CAHP Administrators, 5 CAHP coordinators coordinate the subsystems:
  - Veterans
  - Family
  - Youth
  - Single adults – two CAHP coordinators
- Responsibilities: review referrals and determine eligibility/prioritization group, meet with housing providers to make matches to housing, maintain HMIS database, generate reports regarding state of homelessness to inform DC policy



# Roles within our community

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With dozens of providers working with individuals experiencing homelessness, it's important to have a sense of what you can expect from the different roles playing a part in moving consumers toward their housing goals

- Outreach providers
  - Identify individuals experiencing homelessness; provide assessments, housing guidance, resource connection, and other forms of in-person assistance; don't maintain set caseload
- Shelter providers
  - Provide housing-centered services on-site through established programs and case management teams; conduct assessments, set housing goals, gauge progress, link to other services, coordinate with outreach providers
- Housing providers
  - Case manager assigned to individual matched to housing program; primary role is housing preparation, housing navigation, and brokering communication with landlords and management companies

# Key terms

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- **BNL:** "by-name list"; list of all known information on consumers who have engaged with the system over a 30-day period. BNL data is used to make matches based on prioritization principles.
- **Active/active status:** client has had an engagement or shelter stay in HMIS in the past 30 days. This means that the BNL can also be understood as a list of clients with active status
- **Chronic homelessness/chronic status:** federal designation that determines eligibility for PSH; includes two components: 1) disability, and 2) length of time—12+ months of documented homelessness in 36-month period
- **Date of ID:** federal definition; the earliest recorded date of ongoing system engagement in HMIS without any gap in activity exceeding 90 days
- **Case conferencing:** Processes to add context and insights on consumers in instances where data falls short of communicating intensive needs and/or factors that may otherwise go overlooked in prioritization.

# Homelessness Defined

Category 1	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
Category 2	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
Category 3	Homeless under other Federal statutes	(3) Unaccompanied youth under 25 years of age, or families with Category 3 children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
Category 4	Fleeing/ Attempting to Flee DV	(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing

# Chronic Homelessness Defined

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Disability of any type +  $\geq 1$  year of continuous homelessness

OR

Disability of any type +  $\geq 4$  separate instances occurring within the past 36 months

\*Any time experiencing homelessness after 7+ consecutive days in any permanent housing situation = an instance of homelessness

# Types of housing interventions matched through CAHP

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- Transitional Housing (TH), Extended Transitional Housing (ETH) – Youth Only
  - Short-term housing intervention with more amenities and stability than low-barrier shelter
  - Often have target populations, such as work bed programs
- Joint TH-RRH – Youth Only
  - Time limited (18mos-24mos) housing resource that combines TH and RRH, where the participants begin the program in the TH then transition to RRH
  - Provides temporary housing, financial assistance, and supportive services
- Rapid Rehousing (RRH)
  - Time-limited intervention where a housing provider designed for individuals identified as experiencing situational homelessness and/or may have the means to end their homelessness with “light touch” case management.
  - Provides case management for duration of the program
  - Once the assistance ends, the client must take full responsibility for the market-rent lease
- Permanent Supportive Housing (PSH)
  - Site-based, project-based, and scattered site interventions that provide a permanent subsidy.
  - Allows participants to pay a maximum of 30% income toward housing along with ongoing case management

# How do participants get matched?

## 1 – Assessment & Engagement

- Once the consumer has taken an assessment and engaged in services or shelter, that data is stored in HMIS to inform the BNL, unless the consumer requests otherwise.

## 2 – BNL

- TCP pulls reports bi-weekly from HMIS. This information is cleaned and compiled into a master registry called the By Name List – a spreadsheet with different types of information used to prioritize consumers for matching.

## 3 – Referrals

- Some programs are matched through referrals. These matches are made offline.

## 4 – Matching Meetings

- At the matching meetings, the BNL is sorted by criteria highlighting a target population. Criteria include: assessment scores, length of shelter or program stay, and length of time homeless, among others.
- Representatives of different assessing agencies across DC attend Matching Meetings where the community uses the BNL as the primary method for matching individuals to suitable housing interventions.

## 5 – Approval

- Once matches are made and if necessary, approved by DHS, TCP sends out the information confirming who is matched to what resource and which provider.

## 6 – Connect with provider

- After final match information is sent out, the staff member advocating for the consumer will help them connect with the assigned provider.

# The CAHP Manual

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## Coordinated Access and Housing Placement (CAHP) System Manual

District of Columbia CoC (DC-500) Coordinated Entry System

### Contents

Purpose of the Manual .....	3
Overview of Coordinated Entry .....	3
Housing First .....	3
CAHP Subsystems.....	4
Family.....	4
Youth.....	4
Single Adults.....	4
Veterans.....	4

- Written policies and procedures for all subsystems' matching processes
- Available to all participating providers, ICH workgroups, and people served by the system
- Update schedule
  - Each subsystem section revised after prioritization updates
  - Full manual revised every 5 years unless otherwise needed

# The CAHP Subsystems

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# CAHP Sub-systems

Subsystem	CAHP Coordinator	Match Meetings Schedule	ICH Policy Meetings
Single Adults	Eric Schneider <a href="mailto:eschneider@community-partnership.org">eschneider@community-partnership.org</a> ; Abby Sullivan <a href="mailto:asullivan@community-partnership.org">asullivan@community-partnership.org</a>	3 <sup>rd</sup> Wednesday of the month	Single Adult System Workgroup – 1st Thursday of the month (1pm-2:30pm)
Veterans	Marissa “Mini” Oden <a href="mailto:moden@community-partnership.org">moden@community-partnership.org</a>	Last Tuesday of the month (9:30am-12pm)	Veterans NOW – 3rd Thursday of the month (10:30am-12:30pm)
Youth	Lauren Markovich <a href="mailto:lmarkovich@community-partnership.org">lmarkovich@community-partnership.org</a>	1st and 3rd Tuesday of the month, (9:30am-12pm)	Youth Committee - 3rd Tuesday of the month (12:30pm-2pm)
Families	Amethyst Stephens <a href="mailto:astephens@community-partnership.org">astephens@community-partnership.org</a>	2nd, 3rd and 4th Thursday of the month (Three meetings) <b>FRSP FCAHP-</b> 2nd/4th Thursday	Family System Work Group – 2nd Wednesday of the month, (10:30am-12pm)



# About the Single Adults (I-CAHP) System

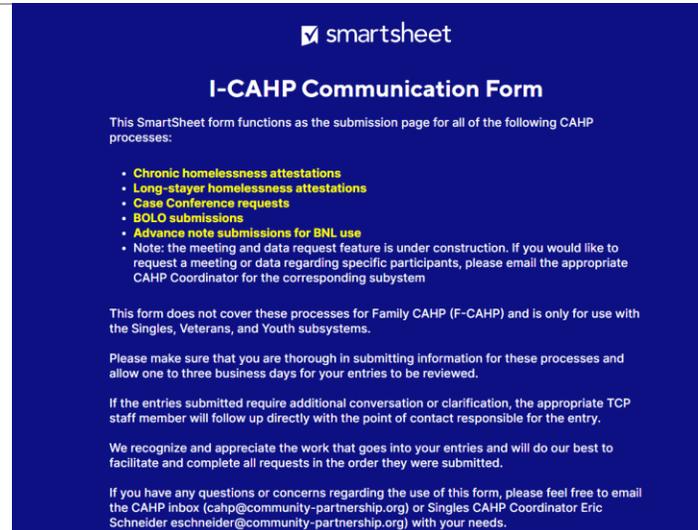
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- **Population:** 18+, no families
- **Resources:** PSH (tenant-based and unit-based), RRH
- **Policy meeting:** Single Adult System Workgroup – meets first Thursday of each month
- **Prioritization Principles:**
  - PSH: active status, chronic homelessness, long-stayer, date of ID, VI-SPDAT/SPDAT score
    - Case conferencing criteria: EMV, SMI, SUD, PSH transfer, Prior match to PSH through CAHP
  - RRH: active status, employment status, date of referral
- **Special details about this subsystem:** This is the largest subsystem and overlaps with Veterans and Youth
  - Focuses on individuals 25+ unless Youth or Veterans CAHP Coordinator identifies individual to go through I-CAHP

# Single Adult Subsystem Communication Form/ Toolbox Review

- I-CAHP Communication Form:

- Functions as a submission page for the following CAHP processes:
  - Chronic homelessness attestations
  - Long-stayer homelessness attestations
  - Case Conference requests
  - BOLO submissions
  - Advance note submissions for BNL use



**smartsheet**

### I-CAHP Communication Form

This SmartSheet form functions as the submission page for all of the following CAHP processes:

- **Chronic homelessness attestations**
- **Long-stayer homelessness attestations**
- **Case Conference requests**
- **BOLO submissions**
- **Advance note submissions for BNL use**

Note: the meeting and data request feature is under construction. If you would like to request a meeting or data regarding specific participants, please email the appropriate CAHP Coordinator for the corresponding subsystem

This form does not cover these processes for Family CAHP (F-CAHP) and is only for use with the Singles, Veterans, and Youth subsystems.

Please make sure that you are thorough in submitting information for these processes and allow one to three business days for your entries to be reviewed.

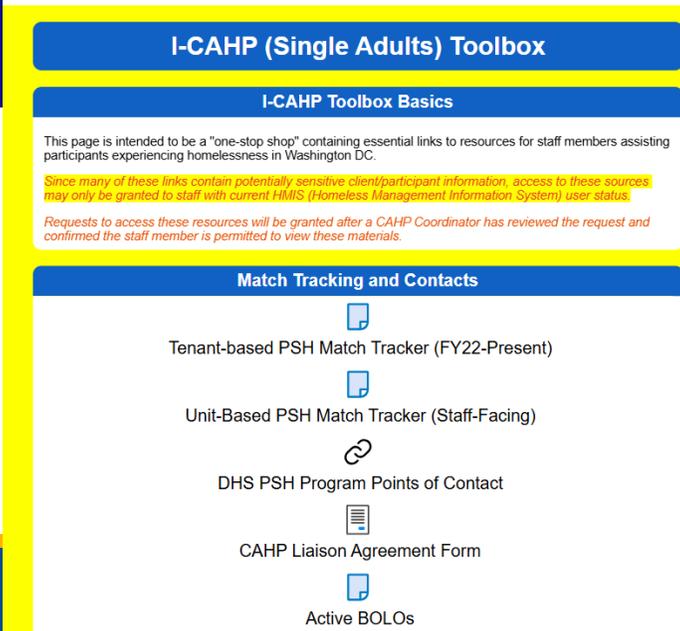
If the entries submitted require additional conversation or clarification, the appropriate TCP staff member will follow up directly with the point of contact responsible for the entry.

We recognize and appreciate the work that goes into your entries and will do our best to facilitate and complete all requests in the order they were submitted.

If you have any questions or concerns regarding the use of this form, please feel free to email the CAHP inbox (cahp@community-partnership.org) or Singles CAHP Coordinator Eric Schneider (eschneider@community-partnership.org) with your needs.

- I-CAHP Toolbox:

- Intended to be a “one-stop shop” containing essential links to resources for staff members assisting participants experiencing homelessness in the District



## I-CAHP (Single Adults) Toolbox

### I-CAHP Toolbox Basics

This page is intended to be a “one-stop shop” containing essential links to resources for staff members assisting participants experiencing homelessness in Washington DC.

*Since many of these links contain potentially sensitive client/participant information, access to these sources may only be granted to staff with current HMIS (Homeless Management Information System) user status.*

*Requests to access these resources will be granted after a CAHP Coordinator has reviewed the request and confirmed the staff member is permitted to view these materials.*

### Match Tracking and Contacts

- Tenant-based PSH Match Tracker (FY22-Present)
- Unit-Based PSH Match Tracker (Staff-Facing)
- DHS PSH Program Points of Contact
- CAHP Liaison Agreement Form
- Active BOLOs



# About the Vets System

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- **Population:** Single Veterans and Veteran families. Veteran = Anyone who has served in the US Military in any capacity or branch of service, regardless of how long served or discharge status
- **Resources:** PSH
  - SSVF (Veteran-specific RRH) is available but not matched through CAHP
- **Policy Meeting:** Veterans NOW – 3rd Thursday of the month (10:30am-12:30pm)
- **Prioritization Principles:** active status, chronic homelessness, date of ID, SPDAT score
  - Case conferencing criteria: PSH transfer, SSVF step up, re-experiencing, historically refused by now accepting, missing from BNL, previously matched to PSH, family unit
- **Special Details:** Team should ask each client they're working with if they've served in the US military + indicate "Yes" in the field that asks this on a client's profile and/or inside a client's VI-SPDAT in HMIS. CAHP Coordinator and VA team will determine eligibility based on DD214.
- If you don't specifically serve this subsystem but meet someone from this population, refer to VA Community Referral and Resource Center (CRRC)
  - Address: 1500 Franklin St NE Washington, DC 20018 | Hours: Mon-Fri 8am-4pm | Phone: 202-745-3012 (ext. 8)

# Veteran Subsystem Toolbox Review

- DC Vets CAHP Toolbox
  - This page is intended to be a "one-stop shop" containing essential links to resources for staff members assisting veterans experiencing homelessness in Washington DC.
  - Since many of these links contain potentially sensitive client/participant information, access to these sources may only be granted to staff with current HMIS (Homeless Management Information System) user status.
  - Requests to access these resources will be granted after a CAHP Coordinator has reviewed the request and confirmed the staff member is permitted to view these materials.

## DC Vets CAHP Toolbox

### Vets CAHP Toolbox Basics

This page is intended to be a "one-stop shop" containing essential links to resources for staff members assisting veterans experiencing homelessness in Washington DC.

Since many of these links contain potentially sensitive client/participant information, access to these sources may only be granted to staff with current HMIS (Homeless Management Information System) user status.

Requests to access these resources will be granted after a CAHP Coordinator has reviewed the request and confirmed the staff member is permitted to view these materials.

### Vets CAHP Matching Process Calendar

**PSH Recurring Schedule**

- **Deadline for BNL data entry:** 11:59:59pm on the last day of each month
- **BNL Upload:** 2nd Wednesday of every month
  - BNL will reflect the BNL at time of upload. Any changes that happen will be reflected in the next month's upload.
- **Match information reporting deadline for Match Meeting review:** 5:00pm on 3rd Tuesday of each month (unless otherwise mentioned)
  - This deadline applies to:
    - Case conferencing submissions
    - Chronic and long-stayer homeless attestations
    - BNL information submissions
    - Case conferencing requests for manual BNL additions
- **Match and Case Discussion Meetings** - Last Tuesday of each month 9:30 AM - 11:00 AM

### Other Veteran Meetings



# About the Youth System

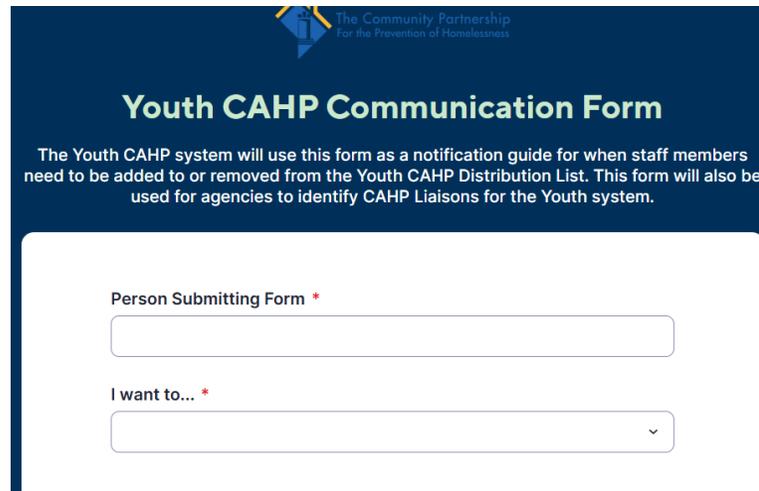
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- **Population:** Transitioned Age Youth – 18 to 24 years old – no families
- **Resources:** TH, TH to RRH, ETH, RRH, PSH
- **Policy meeting:** Youth Committee – 3rd Tuesday of the month, 1:00-2:30pm
- **Prioritization Principles:**
  - TH & TH to RRH: TAY-VI-SPDAT/VI-SPDAT Score, Date of ID
  - ETH: Full SPDAT Score, Date of ID
  - RRH: Referrals matched based on active status and referral date
  - Case Conferencing: four criteria (recommendation outside of regular matching policies, re-experiencing, EMV/SMI/SUD, fleeing DV)
- **Special Details:**
  - youth who are couch surfing are eligible for most resources in the Youth System

# Youth Subsystem Communication Form / Toolbox Review

- Youth CAHP Communication Form

- The Youth CAHP system will use this form as a notification guide for when staff members need to be added to or removed from the Youth CAHP Distribution List. This form will also be used for agencies to identify CAHP Liaisons for the Youth system.



The screenshot shows the top portion of a web form. At the top left is the logo for 'The Community Partnership For the Prevention of Homelessness'. The title 'Youth CAHP Communication Form' is centered in a dark blue box. Below the title, a paragraph explains the form's purpose: 'The Youth CAHP system will use this form as a notification guide for when staff members need to be added to or removed from the Youth CAHP Distribution List. This form will also be used for agencies to identify CAHP Liaisons for the Youth system.' Below this text are two input fields: a text box labeled 'Person Submitting Form \*' and a dropdown menu labeled 'I want to... \*'.

- Youth CAHP Toolbox:

- This page is intended to be a "one-stop shop" containing essential links to resources for staff members assisting youth experiencing homelessness in Washington DC.
- Since many of these links contain potentially sensitive client/participant information, access to these sources may only be granted to staff with current HMIS user status.
- Requests to access these resources will be granted after a CAHP Coordinator has reviewed the request and confirmed the staff member is permitted to view these materials



The screenshot displays a 'Youth CAHP Toolbox' page. At the top center is the organization's logo. Below it, the title 'Youth CAHP Toolbox' is prominently displayed. The page is organized into several categorized sections, each with a green header and a pink background:
 

- Manual & Information:** Includes links to 'CAHP Manual (Updated Spring 2025)' and 'Youth CAHP Housing Programs'.
- Referral & Submission Forms:** Includes links to 'Youth CAHP Communication Form', 'Youth CAHP Pre Check Form', 'Youth CAHP Case Conference Referral Form', and 'DHS Intake Form'.
- Specialized Referral Forms:** Includes 'Rapid Rehousing Referral Form' and 'e Based PSH Sites (DHS Funded)'.
- Youth CAHP Matches:** Includes 'August 2025 Youth CAHP Matches' and 'September 2025 Youth CAHP Matches'.
- Trainings:** Includes 'HMIS & SPDAT Trainings Course Catalogue' and 'HMIS & SPDAT Trainings Registration Links'.



# About the Families System

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- **Population:** 18+ yrs old heads of household and household members with minor children or pregnant individuals
- **Resources:** Matched to during FCAHP meetings: Tenant based PSH. Matched to through FCAHP via direct referral form: unit based PSH
- **Policy meeting:** Family System Work Group – 2nd Wednesday of the month (10:30am-12:30pm)
- **Prioritization Principles**
  - FRSP – Length of Time in FRSP, then F-SPDAT; FSPDAT Score, then Length of Time in FRSP
  - STFH, TH – Chronic Families
  - Providers must submit pre-checks for any families that are on the prep list to answer questions on eligibility and the family status
  - Case Conferencing is only allowed for FRSP providers and matches to PSH
- **Special details about this subsystem:** Also serves Veteran families, families with youth heads of household (14-18 yrs old), and pregnant individuals regardless of trimester (proof of pregnancy)
- If you don't serve this subsystem but meet someone from this population, refer to **Virginia Williams Family Resource Center** located at: **64 New York Ave NE; Phone: (202) 526-0017**

# Family Subsystem Communication Form / Toolbox Review

- Family CAHP Communication Form
  - The Family CAHP system will use this form as a notification guide for when staff members need to be added to or removed from the Family CAHP Distribution List. This form will also be used for agencies to identify CAHP Liaisons for the Family system.
- Family CAHP Toolbox
  - This page is intended to be a "one-stop shop" containing essential links to resources for staff members assisting families experiencing homelessness in Washington DC.
  - Since many of these links contain potentially sensitive client/participant information, access to these sources may only be granted to staff with current HMIS (Homeless Management Information System) user status.
  - Requests to access these resources will be granted after a CAHP Coordinator has reviewed the request and confirmed the staff member is permitted to view these materials

## Family CAHP Communication Form

The Family CAHP system will use this form as a notification guide for when staff members need to be added to or removed from the Family CAHP Distribution List. This form will also be used for agencies to identify CAHP Liaisons for the Family system.

**Person Submitting Form \***

**I want to... \***

**General CAHP Information**

- [CAHP Resource Guide.pdf](#)
- [CAHP Resource Sheet.pdf](#)
- [Manual\\_updated spring 2025.pdf](#)
- [CAHP Communication Form](#)



**Family CAHP Toolbox**

**Referral & Submission Forms**

- [Family Precheck Form - FRSP](#)
- [Family Precheck Form - STFH/TH](#)
- [Family CAHP Case Conferencing Form](#)
- [DHS Family Unit Based PSH Referral Form](#)
- [HUD Family Unit Based PSH Referral Form](#)

**General HMIS Information**

- [Universal ROI SOP](#)
- [HMIS ROI Information](#)
- [Release of Information Form](#)
- [Universal ROI\\_spa.pdf](#)
- [HMIS Privacy Notice](#)

**CAHP Team & TCP Points of Contacts**

**CAHP Administrator (Youth and Family)**  
Samantha "Sam" LeBlanc (She/Her) - sleblanc@community-partnership.org

**CAHP Administrator (Single Adults and Veterans)**  
Sarah Flinspach (She/Her) - sflinspach@community-partnership.org

**CAHP Coordinator - Family Subsystem**  
Amethyst Stephens (She/Her) - astepbens@community-partnership.org

**Senior CAHP Coordinator - Single Adults Subsystem**  
Eric Schneider (He/Him) - eschneider@community-partnership.org

**CAHP Coordinator - Single Adults Subsystem**  
Abby Sullivan (She/Her) - asullivan@community-partnership.org

**DHS PSH Information**

- [DHS PSH One Pager - Updated Dec 2023](#)
- [PSH CAHP Match Process](#)
- [CAHP PSH One Page Doc\\_Final\\_.pdf](#)

# Pre-check, Match Meetings, and Referrals

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# What is a Pre-Check? - Singles

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- Definition: A pre-sorted, condensed reflection of the full BNL (usually 3,500-4000 people each month) showing the 5-10% of highest prioritized participants in each of the eight criteria combinations used to determine matches.
- Pre-checks are sent out by COB on the Wednesday before the recurring Match Meetings
- Uses: Gives CAHP-participating programs and staff a narrowed down look at the participants being prioritized the highest for Tenant-based PSH matches to help staff:
  - Understand who may be coming up for a match in order to internally prioritize who may benefit from a timely housing-focused discussion
  - Coordinate responsibilities as they relate to matching
  - Understand prioritization well enough to provide oversight and identify gaps
  - Determine best points of contact for high priority participants
  - Consolidate information and input on matching so it doesn't get overlooked in Match Meetings

# What is a Match Meeting? - Singles

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- Definition: Meetings attended by Liaisons and other participating staff providing oversight on the Tenant-based PSH matching process and input on participants being prioritized for tentative matched to Tenant-based (scattered-site) PSH – also known as DHS PSH vouchers.
- Match Meetings are the culmination of advance prep and coordination and serve to act as a final opportunity to provide new, missing, or additional information on participants to ensure PSH resources are being used effectively
- Match Meeting Schedule:
  - Second Wednesday each month – BNL Pre-check sent out to Liaisons and other participating staff
  - Third Tuesday of each month – All match-related information (attestations, case conference requests, Pre-check entries) due by COB
  - Third Wednesday of each month – Match Meetings (shelter-focused meeting 9:30am-noon)
    - Matches made in the meeting are tentative until approved by DHS
    - Approved matches are uploaded into the Tenant-based PSH tracker – usually within two to three business days following the Match Meetings

# What Referrals Can I Make? - Singles

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- Rapid Rehousing (RRH) - Time-limited interventions lasting up to 12 months and providing participants with case management and partial financial assistance toward leasing a unit without an ongoing subsidy.
- Site-based and Unit-based PSH – Non-voucher PSH interventions which either directly subsidize a pre-determined housing unit and/or a particular provider-operated program targeting specific populations with varying program criteria. These are the only types of PSH matched through referral.
- Non-Congregate Bridge Housing – Temporary placement with more stability than a traditional shelter but more flexibility than transitional housing. Mostly designed and intended to provide stabilizing locations and case management services for participants who are matched or are not well-served by traditional shelter or transitional housing.

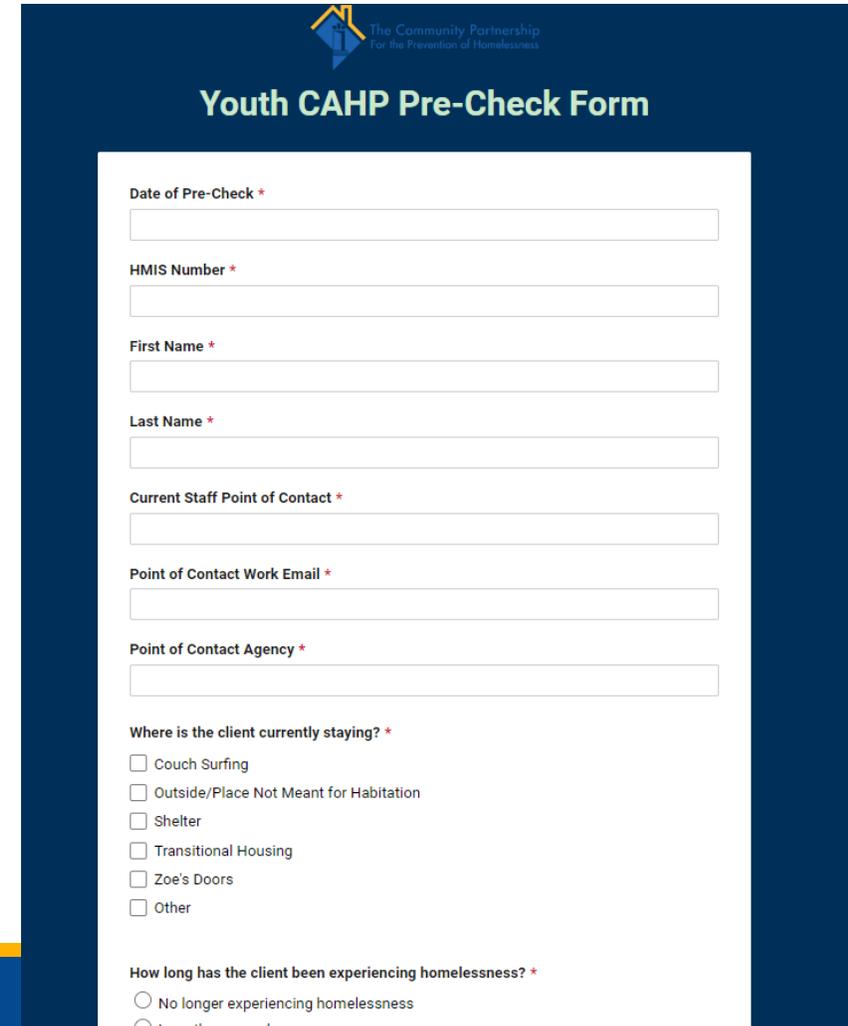
# What happens after a match? - Singles

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- Tenant-based – DHS places locatable participants in an intake process allowing for the matched participant to select providers with available PSH case management capacity and submitting paperwork for official voucher application and approval.
  - If participants don't connect within the first 30 days following their match, they will soft-exited from DHS intake.
  - If the participant doesn't connect to intake within 90 days of the match date, they will be formally exited from their match and would need to move back through the prioritization process.
- Unit-based – Participants and referring points of contact are notified of the match and provided with information on who and where to connect for a warm-handoff and intake under the Unit-based PSH program.
- RRH – Participants and referring points of contact are notified of the RRH provider assignment and points of contact to connect to for a warm-handoff

# What is a Pre-Check? - Youth

- Asks questions about youth's demographics, housing needs/preferences, and strengths/barriers
- Used to help make informed housing matches
  - Especially helpful if the provider is unable to attend the Match Meeting
- Process:
  - Youth CAHP Coordinator sends a list of clients to Youth CAHP Liaisons two Fridays before each Match Meeting
  - Staff review the list and complete prechecks for their clients by the following Friday at 5 PM



The screenshot shows a digital form titled "Youth CAHP Pre-Check Form" with the organization's logo at the top. The form contains several required fields, each marked with an asterisk (\*):

- Date of Pre-Check \***: A text input field.
- HMIS Number \***: A text input field.
- First Name \***: A text input field.
- Last Name \***: A text input field.
- Current Staff Point of Contact \***: A text input field.
- Point of Contact Work Email \***: A text input field.
- Point of Contact Agency \***: A text input field.

Below these fields is a section titled "Where is the client currently staying? \*", which includes a list of options with checkboxes:

- Couch Surfing
- Outside/Place Not Meant for Habitation
- Shelter
- Transitional Housing
- Zoe's Doors
- Other

At the bottom, there is a section titled "How long has the client been experiencing homelessness? \*", which includes radio button options:

- No longer experiencing homelessness
- Less than a week

# What is a Match Meeting? - Youth

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- What: community reviews case conferences; Youth CAHP Coordinator implements prioritization filters/sorts on Youth BNL, requests feedback from providers regarding youth's housing needs, and makes housing matches to all youth programs with vacancies
- Who: any CAHP participating provider serving clients 18-24 years old
- Where: Held via Zoom
- When: First and Third Tuesday of each month from 9:30am-12pm

# What Referrals Can I Make? - Youth

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- Youth Rapid Rehousing (RRH) - Time-limited intervention lasting up to 24 months and providing participants with case management and partial financial assistance toward leasing a unit without an ongoing subsidy.
- Transitional Housing for DV-Survivors – Currently operated by the District Alliance for Safe Housing (DASH), the Right to Dream program is a scattered-site TH program for survivors of domestic violence, sexual violence, and/or sex trafficking. Youth lease up in an apartment in the community, and their full rent is covered while in the program.

# What happens after a match? - Youth

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1. TCP will send an email with all matches within 48 hours of Match Meeting
  - No client should be informed of a match until the match email has been received
2. Current POCs will inform the client of the match, explain the housing resource and move-in process, help youth gather vital documents and TB test results, and ensure the client is interested in the housing resource
3. Current POCs will complete DHS Intake Form with youth within 72 hours of receiving the match email
4. Once the DHS Intake Form is complete, the Current POCs will upload DHS Intake Form to HMIS and email it to the Housing Provider POC (with DHS & TCP teams cc'ed)
5. Housing Provider POC and Current POC will collaborate to complete warm handoff and intake
  - Housing providers should not move forward with scheduling intake/move in until they receive the DHS Intake Form

Throughout the whole process: Housing Provider POC and Current POC will document all updates in Smartsheet

**Move-In Timeframe:** Move-ins should occur within two weeks of the match

# What is a Pre-Check? - Vets

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- We do not use a pre-check in the Veterans system.

# What is a Match Meeting? - Vets

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- All matches are made offline each month, but they are confirmed during the match meeting
- Purpose of Vets Match and Case Discussion meeting: review the offline matches and confirm they should move forward; discuss cases you have questions on (like eligibility, service availability)
- Audience: any CAHP participating provider serving at least one Veteran
- Date/Time: Last Tuesday of each month 9:30-11am on Zoom

# What Referrals Can I Make? - Vets



## Vets CAHP Client Information Submission Form

Part 1: General Information

What would you like to submit?

**Case Conferencing requests:** HMIS information does not always allow us to prioritize the most vulnerable Vets in community agreed upon ways. Case conferencing allows us to take into account certain scenarios that change the Veterans prioritization criteria. This includes but is not limited to re-experiencing homelessness, being matched but unmatched for any reason, or needing a step-up from RRH to PSH. Requests will be reviewed the 2nd and 4th Mondays of the month and providers will be alerted when that occurs. Note that accepted requests do not guarantee that matches will occur.

**PSH Screener:** While case conferencing can change the Vets prioritization category, we still need information as to why Veterans need PSH, what PSH environments they are interested in, and whether they qualify for PSH in the first place. The PSH screener allows us to collect that information to share with the community during match meetings. Screeners will be reviewed the 2nd and 4th Mondays of the month and providers will be alerted when that occurs.

- PSH screener
- Case conferencing request

Send me a copy of my responses

Submit

- [Vets CAHP Client Information Submission Form](#)
- **PSH Screener:** complete this to indicate a Veteran is interested in housing, what documents they have, their income, their homeless history and housing needs, and their housing program preferences
- **Case Conferencing:** submit a case conference request if a Veteran meets one of the case conferencing criteria. Case conferenced Veterans are prioritized first for matches.
  - Criteria found in form
  - Will be reviewed; you will receive an email to let you know if approved

# What Happens After a Match? - Vets

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- Complete a warm handoff with the housing provider
- Continue to engage Veteran and support housing provider with engaging Veteran until housed

# What is a Pre-Check? - Family

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- Asks questions about family's demographics, housing needs/preferences, and strengths/barriers
- Used to help make informed housing matches
  - Especially helpful if the provider is unable to attend the Match Meeting
- Process:
  - Family CAHP Coordinator sends a list of families to Family CAHP Liaisons a week before each Match Meeting
  - Staff review the list and complete prechecks for their clients by the following Wednesday at 12pm before the match meeting on Thursday

# What is a Match Meeting? - Family

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- What:
  - Community reviews case conferences; Family CAHP Coordinator implements prioritization filters/sorts on Family BNL, requests feedback from providers regarding family's housing needs, and makes housing matches to Tenant Based PSH
- Who:
  - FRSP/STFH/TH Provider CAHP Liaisons
- When:
  - 2<sup>nd</sup> & 4<sup>th</sup> Thursdays of each month from 9:30am-12:00pm (FRSP)
  - 3<sup>rd</sup> Thursday of each month from 9:30am-12:00pm (STFH/TH)
    - If Chronic families exist to match to PSH
- Where:
  - Held via Zoom

# What Referrals Can I Make? - Family

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- Site Based PSH– Non-voucher PSH interventions which either directly subsidize a pre-determined housing unit and/or a particular provider-operated program targeting specific populations with varying program criteria. These are the only types of PSH matched through referral.
- FSRP providers *can* submit a referral for case conferencing. Submission of a case conference referral does not guarantee a match to housing.
  - FSRP providers are only allowed two active referrals at a time.

# What Happens after a Match? – Family

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- Tenant-based – DHS places locatable families in an intake process allowing for the matched family to select providers with available PSH case management capacity and submitting paperwork for official voucher application and approval.
  - If families don't connect within the first 30 days following their match, they will soft-exited from DHS intake.
  - If the families doesn't connect to intake within 90 days of the match date, they will be formally exited from their match and would need to move back through the prioritization process.
- Unit-based – Participants and referring points of contact are notified of the match and provided with information on who and where to connect for a warm-handoff and intake under the Unit-based PSH program.



The Community Partnership  
For The Prevention  
of Homelessness

# HMIS and SPDAT Trainings

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# HMIS Training Information

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- **HMIS Trainings:**

- Located on LMS (more on next slide)
- DC HMIS Trainings are open to staff members of HMIS Participating Agencies.
- HMIS Trainings are open to both new and current HMIS users.
  - Note: An individual who currently has an user account in HMIS that switches agencies will need to go through the HMIS' trainings with their new agency email
  - Data should not be entered under their old User account if they are no longer with that agency and should wait till they get their new User account to input data
- Pre-requisite to SPDAT Trainings
- Required to complete annually

# Access to the DC HMIS Learning Management System

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- All HMIS trainings are completed through our Learning Management System (LMS):
  - **LMS Access:** <https://community-partnership.lms.com>
  - **First-time users:** When signing up, use the key name **workflow** to access trainings.
  - **All required training steps are completed within the LMS**, including course enrollment, content review, assessments, and completion tracking. The LMS allows users to access trainings on demand, monitor progress, and easily verify annual training completion.
- Through the LMS, users will:
  - Complete required annual HMIS training
  - Enroll in workflow-specific courses
  - Complete all training steps in one centralized system
  - Track training progress and completion history
- The Training Calendar on TCP website will provide a list of trainings that are not currently available in the LMS.

# Training Process for New Users

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- **Training Process:**

- Step 1: DC 100: Basics of Data Entry Training
- Step 2: DC101 – DC128: HMIS Workflow Trainings (Facilitator lead and online)
  - Select the one training that best fits your organization:
    - DC101 – HMIS Single Adult Programs
    - DC102 – HMIS Family Programs
    - DC104 – HMIS Shelter Programs
    - DC105 – HMIS Street Outreach Programs
- Step 3: Sign HMIS User Agreement

# Post HMIS Training

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- New users will be created and entered into HMIS by the HMIS team
- New user login information will be sent to the Agency Administrator for each organization
- New staff may register for the appropriate SPDAT Training

# SPDAT Trainings

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- **Pre-Requisites:**

- DC100
- Workflow Training (DC101-DC105)
- Signed User Agreement

- **Types and Schedule of SPDAT Trainings:**

- VI-SPDAT/TAY VI-SPDAT Trainings (Youth/Vets/Singles)
  - 4<sup>th</sup> Wednesday of the Month (10:00am-3:00pm)
- Full SPDAT Trainings (Youth/Vets/Singles)
  - Additional Pre-Requisite: VI-SPDAT/TAY VI-SPDAT Training
  - 2<sup>nd</sup> Tuesday of every other Month (10:00am-3:00pm)
- Family Full SPDAT Trainings (Family)
  - First Tuesday of every other Month (10:00am-3:00pm)

# Post SPDAT Training

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- Trained staff will be given access in HMIS to input the assessment into their relevant client and/or families HMIS profiles.
- Trained staff will be given access to the SPDAT training toolbox relevant to the SPDAT training that was completed, which includes one-pagers referenced/used in the trainings, as well as the slides used during the training.

# CAHP Point of Contacts

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- **CAHP Administrators**

- Sarah Flinspach – Single Adults and Veterans; [sflinspach@community-partnership.org](mailto:sflinspach@community-partnership.org)
- Samantha LeBlanc – Youth and Families; [sleblanc@community-partnership.org](mailto:sleblanc@community-partnership.org)

- **Senior CAHP Coordinator**

- Eric Schneider – Single Adults; [eschneider@community-partnership.org](mailto:eschneider@community-partnership.org)

- **CAHP Coordinators**

- Lauren Markovich – Youth; [lmarkovich@community-partnership.org](mailto:lmarkovich@community-partnership.org)
- Marissa Oden – Veterans; [moden@community-partnership.org](mailto:moden@community-partnership.org)
- Amethyst Stephens – Families; [astephens@community-partnership.org](mailto:astephens@community-partnership.org)
- Abby Sullivan – Single Adults; [asullivan@community-partnership.org](mailto:asullivan@community-partnership.org)

- General CAHP Questions: [cahp@community-partnership.org](mailto:cahp@community-partnership.org)

- General HMIS Questions: [hmis@community-partnership.org](mailto:hmis@community-partnership.org)