



The Referral Process

ENTRY POINTS

Entry Points record referrals for households for the following:

Housing Programs

Note: Do not tell the household their score.



VI-SPDAT: 4-7 and F-VI-SPDAT: 4-8
Rapid Re-Housing: Assistance with housing and case management for up to 24 months

Transitional Housing: Time-limited temporary housing project and supportive services

VI-SPDAT: 8+ and F-VI-SPDAT: 9+
Permanent Supportive Housing: Chronic homelessness; Long-term assistance with housing and case management

Emergency Services

Examples include...
emergency shelter



and utility or rental assistance.



Supportive Services



Examples include...
mental health services, documentation assistance, and food assistance.

How to Record a Referral:

1

Complete a CE enrollment or CE reassessment.
Households who are not eligible for CE enrollment should be connected to emergency and supportive services.

2

Based on the results of the assessment, review the **Eligibility Matrix**, and discuss housing programs, supportive services, and agencies with the household.

Service	Eligibility Criteria Applied	Eligibility Result
Permanent Supportive Housing	Permanent Supportive Housing 02	Not enough data
Rapid Rehousing	Rapid Re-Housing	Passed
Transitional Shelter	Transitional Housing	Passed

3

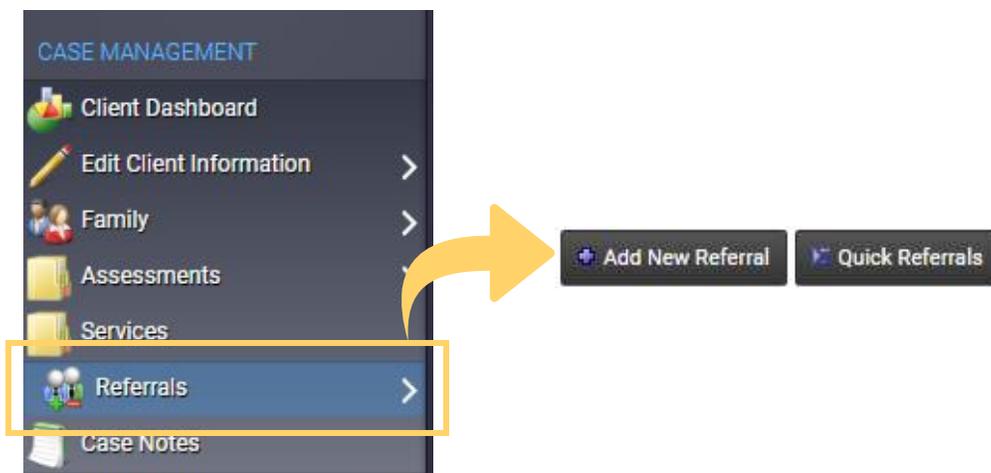
The household decides to which housing programs, supportive or emergency services, and agencies they would like referrals.

4

Record referrals and unmet needs in HMIS.

Assessors can record referrals in 3 ways:

- 1) In the CE Workflow
- 2) 'Add New Referral' (Referrals menu)
- 3) 'Quick Referrals' (Referrals menu)



5

With the household, complete warm handoffs to Receiving Agencies.



Do you have questions or need more guidance? Select from below.

[Email CE@THN.org](mailto:CE@THN.org) | [CE Website](#) | [CE Written Standards](#) | [CE Data Guide](#)

