



The Referral Process

EMERGENCY HOUSING VOUCHERS

Steps for How to Record a Referral in HMIS to PHAs:



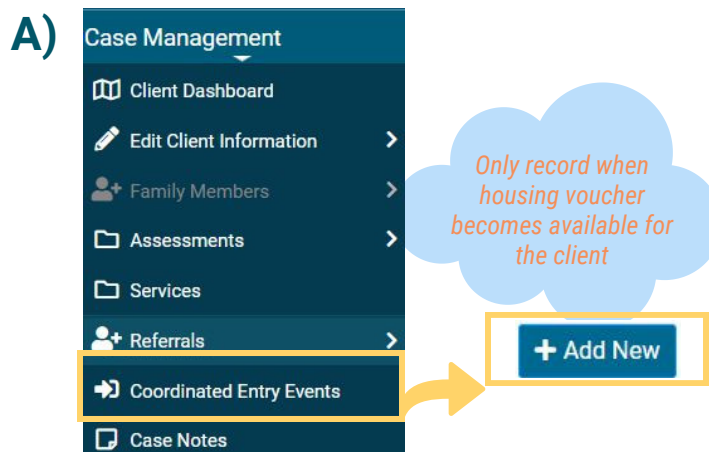
1 **Screen for eligibility of Emergency Housing Vouchers using Categories 1 & 4**
Households who don't meet eligibility should not be connected to PHA's for the Emergency Housing Vouchers and should be referred to other resources

**Reference this [HUD Document](#) if you have any questions about Cat. 1 & 4 homeless*

2 **Assessors complete a CE enrollment in HMIS**
If clients already have an open CE enrollment, proceed to step 3

3 **Record 4.20 CE Event in HMIS- Only when voucher becomes available**
Do Not automatically record after the client has been assessed

- A). Using the "Coordinated Entry Events" menu button, record the referral.
- B). Select "CE - Referral to Emergency Housing Voucher opening" in the field titled "Event Type"
- C). Select the PH project associated with the Housing Authority in your area.
- D). Select the provider associated with the Housing Authority in your area



Referral Events refer to services or referrals that happen during a client's open Coordinated Entry enrollment.

B) Date of Event: * 08/11/2021

B) Event Type: * CE - Referral to Emergency Housing Voucher opening

Provider: * OFC | Texas Homeless Net

Enrollment: 08/05/2021 - Texas BoS Coordinated Entry

C) Location of Crisis Housing or Permanent Housing Referral [Project name/HMIS ID]: * PHI EHV | Lubbock Housing Authority

D) Refer to Provider: * OFC | Lubbock Housing Aut

Referral Result: * -- SELECT --

Result Date:

Restriction: * Restrict to Organization Restrict to MOU/Info Release

4 **Referral Instructions**

- Complete the "EHV Referral and Eligibility Form" for the client. This is a paper form. [Find form HERE](#)

5 **Warm Handoff Process**

- Ensure you have a point of contact with your local PHA
- Send the completed "EHV Referral and Eligibility Form" directly to the public housing authority.

