# **Coordinated Access Process Map**

This process map outlines the steps involved in the Coordinated Access System for CKL-H. Every step in this process should be housing-focused and Plan A should always be supporting individuals towards self-resolution of their homelessness.



Individual/Household experiencing homelessness presents at Community Access Point (CAP)

You should always ask either:

- "How is your housing?" or
- "What brought you in here today?"

## Determine if the Individual/Household has been experiencing homelessness for at least 14 days:

- Unsheltered (living rough, staying outside, sleeping in vehicle).
- Emergency sheltered (staying in shelter, domestic violence shelter).
- Provisionally Accommodated or staying in a place without security of tenancy (couch surfing, motel etc).





## **Check VI-SPDAT:**

If you think that there has been a significant life change that would change the listed VI-SPDAT score then:

- Please complete an appropriate VI-SPDAT with the individual/household.
- Fax the updated VI-SPDAT to the BNL Coordinator.

If you think their score will not change, please DO NOT complete a new VI-SPDAT.



# Check their status on the BNL

to see if the individual/ household is already on the list.







# Not experiencing homelessness or not experiencing homelessness for at least 14 days

- Provide necessary supports and referrals and don't add them to the BNL.
- Focus on self-resolution or homelessness or connect to emergency shelter options.

# If already on BNL:

- Confirm that their current housing status matches what is listed on the BNL and update any relevant information.
- Continue to provide supports and referrals to the individual/household.
- Connect with the listed Lead Agency (if it's not your agency) to share any updated information.

# THEN

# If not on BNL:

- Complete the BNL Consent and Addition Form
- Confirm that the individual/household consents to sharing information across the homelessness response serving system.

# THEN



# **Complete VI-SPDAT:**

Choose the appropriate VI-SPDAT to complete with the individual/household:

- TAY-VI-SPDAT (YOUTH): Independent youth who is 16-24 years old.
- VI-SPDAT (SINGLE ADULT): Individual adults, 25 years and older. If a couple with no children, please administer a separate VI-SPDAT with each individual.
- F-VI-SPDAT (FAMILY): Parent/Guardian with dependent children (under 18 years old) or who would regain custody of their children (under 18 years old) if they find housing.



AN 8 OR HIGHER?

# WAS THE VI-SPDAT SCORE





# If VI-SPDAT score is an 8 or higher:

If you think the individual/household will benefit from additional case conferencing to help remove barriers to housing, please

- Homelessness Coordinated Response Team (HCRT) Addition and Consent Form.
- ✓ HCRT Presentation Document.
- ✓ Be ready to present the individual/household at the next HCRT meeting or prep your HCRT Agency Representative with all the information on the individual/household related to their housing needs or barriers and what specific supports you are looking for from the HCRT table.

# If VI-SPDAT score is 7 or lower:

Only complete the BNL Addition and Consent Form and not any HCRT documentation or referrals.

# ΓΗΕΝ



# Once VI-SPDAT assessment has been completed:

Fax the following documents to the BNL Coordinator:

- Completed BNL Addition and Consent Form.
- Completed VI-SPDAT.
- If applicable: Completed HCRT Addition and Consent Form and the HCRT Presentation Document.



# Lead agency & continued engagement:

Continue to actively and assertively engage with the individual/household as the Lead Agency, including:

- Support the individual/household to self-resolve homelessness. Provide housing support coordination and housing-
- focused case management. Obtain consents from collateral partners and invite partners to case conferences to help remove barriers to
- finding and accessing housing. Continue to provide updates to BNL Coordinator and relevant partner agencies (& HCRT table if applicable).

## **Document readiness:**

Prepare the individual/household to become "housing ready" by:

- Completing the Document Readiness Form
- Upload the completed form to your agency's closed Filezilla folder or fax it to the BNL Coordinator.
- Let the BNL Coordinator know when the Document Readiness process has been completed for that individual/household.

# THEN