

Instructions on using CACH Coordinated Entry Tool

The Capital Area Coalition on Homelessness (CACH) Coordinated Entry Tool is part of CACH's Coordinated Entry Plan and serves to guide referrals of homeless persons and families to the **FIRST and best housing resource** based on their need and specific homeless criteria.

The emphasis is on “first best,” because while the applicant may be eligible for multiple different options, and while not prohibiting the applicant to seek all options, this coordination presents the first and best system resource placement for that person or family. This also ensures the optimum use of very limited resources within our service delivery area, which is the City of Harrisburg and Dauphin County. **This Coordinated Entry Tool of course DOES NOT increase beds nor does it guarantee placement.**

The Coordinated Entry Tool is an excel based sheet with thirteen questions on the referral form which also can be printed. Each question has instructions for answering and with next steps.

Special Target Populations and Release Forms: This excel workbook tool referral form has two other forms tabs next to it which are release of information (ROI) forms for special populations. One ROI is specifically for veterans and the other is for other target populations: homeless minors and youth not associated with a family; those who are unsheltered e.g. on the streets; and those who are chronically homeless. Answers to the questions on the referral form will help determine and alert you to these special populations and to fill out the release forms. Except for Questions 1-4, **DO NOT STOP AFTER THE SPECIAL POPULATION ALERT BUT CONTINUE WITH THE REST OF THE QUESTIONS.**

These release forms, which are always voluntary for the applicant, allow the applicant to be placed in a group list which will be followed up by agencies and staff assigned to intensively serve them until and even after they are housed. If your interaction is over the phone rather than in person, and permission is given, still collect the information without signature, which we will get later in person. These referral forms will be sent to CACH as instructed on the form.

Questions 1-4 ascertain and give immediate referral sources for vulnerable populations such as victims of domestic violence and unaccompanied minors, as well as referral directions for special groups like homeless veterans or those in extremely rural areas.

Questions 5-13 have a drop down picklist answer box next to them, most with a “Yes” or else leave blank for “No” choice, although questions 11 and 13 have multiple selections.

Errors: Some questions are mutually exclusive and if there are any possible error in answering them, an error message appears on the right side of the questions and the incompatible answers turn red with a strike through them.

Homeless Housing Program of First Referrals:

Once all the questions are answered, a list of the homeless housing programs for first referral appears on the table below the questions. The programs' type of housing and contact information also populate in the table for you then to make the referral.

If you have questions please contact CACH at 717-255-6587 or dritchey@hra-harrisburgpa.org