








The Main Steps of the Coordinated Entry Process

<p>1</p>  <p>Access Points</p>	<ul style="list-style-type: none"> • Places where people can quickly get connected to Coordinated Entry (CE). • A staffer and a client/guest fill out the CCHA CE Initial Screening Form, and the staffer forwards the person’s info. to the Chittenden County Homeless Alliance (who gets it to the right Assessment Hub). • <i>Current CCHA Access Points: Safe Harbor Health Center, Burlington Housing Authority, U.S. Department of Veteran’s Affairs (the VA), VT AHS DCF Economic Services Division, and all of our Assessment Hubs. More are joining all the time!</i>
<p>2</p>  <p>Assessment Hubs</p>	<ul style="list-style-type: none"> • Places where staff and clients fill out assessment forms (questionnaires) to figure out what kinds of help a person needs to get & maintain housing. • They refer people to Housing Navigators and put them on the Master List. • <i>CCHA Assessment Hubs:</i> <ul style="list-style-type: none"> ▪ Champlain Valley Office of Economic Opportunity (CVOEO) ▪ Committee on Temporary Shelter (COTS) ▪ Spectrum Youth & Family Services ▪ Steps to End Domestic Violence ▪ HOPE Works
<p>3</p>  <p>Master List</p>	<ul style="list-style-type: none"> • After the assessments are complete, if a client is eligible, then the Assessment Hub and the CCHA put the client on the CCHA “Master List.” • The Master List is a list of people who are waiting for housing assistance. • If a client has experienced domestic violence, or for some other reason doesn’t want their name to show on the Master List, then a special code number will be used instead of their name.
<p>4</p>  <p>Housing Navigators</p>	<ul style="list-style-type: none"> • Housing Navigators help people to find housing. In general, they help people make sure that they have gathered together any documentation they will need when applying for subsidies or apartments, and they help clients fill out any necessary paperwork, address any issues with their credit, and resolve other issues that may be relevant for a particular client. • <i>CVOEO is the official Housing Navigator for the CCHA Coordinated Entry System. However, several other local organizations also provide housing navigation services to their clients.</i>
<p>5</p>  <p>Housing Committees</p>	<ul style="list-style-type: none"> • There are two housing committees in our Coordinated Entry System: <ul style="list-style-type: none"> ▪ Permanent Supportive Housing (PSH) Committee ▪ Community Housing Review (CHR) Committee • When housing opportunities (e.g. housing vacancies, vouchers, subsidies) arise in our community, people who are on the Master List will be considered for them.