

STJ CoC CES Intake Tool Description

St. Joseph/ Andrew, Buchanan, and Dekalb counties Continuum of Care Coordinated Entry System's (STJ CoC CES) purpose is to assist individuals and families experiencing a housing crisis. Housing services are prioritized based upon severity of need and availability of services. We will ask you some questions to assess your housing needs. Some of the questions we ask might make you feel uncomfortable. If this happens during the interview, you may ask me to take a break or skip any of the questions. You may end the interview at any point. You have the right to confidentiality and privacy. Entry into the STJ CoC CES is not a guarantee of services.

There are different ways STJ CoC CES may be able to provide assistance based on your housing crisis. For participants who are not literally homeless, according to HUD's definition, please see attached brochure for HUD's definition, this would be prevention and/or diversion referrals. For participants who are literally homeless, including those who are fleeing or attempting to flee domestic violence, according to HUD's definition, may be placed on the Prioritization List if no prevention or diversion options resolve the housing crisis.

The STJ CoC CES Prioritization List is not a waiting list. If you are placed on the Prioritization List, you have an obligation to maintain contact with STJ CoC CES and provide updated contact information. If your housing situation or other significant life circumstance changes, contact us at 816-238-4511 ext. 238. You have the right to refuse any referral for services or housing. If you are referred to a housing resource, a member of the STJ CoC CES will have 7-10 business days to contact you. If you are unable to be contacted during that time, they will move on to the next eligible person on the CES Prioritization List. If no one is able to contact you for 90 days or you are no longer considered literally homeless per HUD's definition, your name will be removed from the active Prioritization List. Your name may be placed on the active Prioritization List again when you contact us or another agency in the STJ CoC CES.

If you are referred to housing services you will need to provide verification of identity, such as: state issued driver's license or non-driver id, social security card, birth certificate, verification of income (i.e. paystub, social security benefit letter, etc.), verification of homelessness (i.e. letters from homeless service providers, shelters, etc.). If you do not have these documents, please let us know so we may assist you in obtaining them immediately. If you have any questions about the CES, please contact us.

**Is someone in your life currently pressuring or intimidating you to make you do things you would rather not do?
Is there anyone in your family or close circle who scares you or makes you afraid?**

Yes (STOP! Offer to contact victim services provider for services, referral and/or safety planning. If the client declines to contact victim services, continue with intake.)

No

Have you or anyone in your household served in the military?

Yes (STOP! Offer to contact veteran administration or SSVF provider for services and referral. If the client declines to contact veteran services, continue with intake.)

No

* Please now complete the HMIS ROI and STJ CoC CES ROI