

Homeless Certification Training

January 2010

Topics to cover:

- New Data Standards Field Changes
- Homeless Certification
 - How certification operates for each type of housing
 - How certification moves between programs
- New Rules Governing Homeless Certificate Issuance
- New Homeless Certificate

Questions will be answered at the end of each topic

New Data Standards Field Changes

- Changes in Data Elements mandated by HUD
 - Homeless Management Information System (HMIS) Data Standards – Revised Notice – November 2009.
- New APR is coming – new data will be required
- Programs already using New Data Standards:
 - FSP Shelter Programs
 - FSP RRH Programs
 - HPRP Prevention
 - HPRP RRH

Client doesn't know

Client refused to answer

- These two HUD-mandated responses are now used throughout the various fields in VESTA
- “Worker doesn't know” is not an option – you must ask the question
- We have these options, but if you are engaged with the client, you should be able to generate a better answer than “Client doesn't know”

GENDER

Found in Basic Client Info

VESTA: Edit basic client info - Windows Internet Explorer

http://vesta/Secure/ClientReview/Modify/EditClientBasicInfo.aspx?id=71851&hideq

File Edit View Favorites Tools Help

Windows Live Bing What's New Profile Mail Photos Calendar MSN Share Sign in

VESTA: Edit basic client info

HOME ACTIVE CLIENTS SHELTER BEDS REPORTS HELP & MORE ADMIN TOOLS

Find a BHS - Family Shelter client:
(enter last name or public ID) GO or (select an active client) > ADD CLIENT / INTAKE
Clients in light blue are CHIP clients and have been chronically homeless

EDIT BASIC CLIENT INFORMATION FOR APRIL PARTITION

First name April Middle name Last name Partition Suffix Ms.

Date of birth 3/27/1986 (m/d/yyyy) Age: 23

Other names

Social security number 300071851

DOB data quality

SSN data quality Full SSN reported

Gender Female

Race

- Female
- Male
- Transgendered male to female
- Transgendered female to male
- Other
- Client does not know gender
- Client refused to disclose gender

White

Unknown / Client refused

Ethnicity Other / none

Veteran No

If ineligible to return to Bethany House, reason

RELATED FILES

Local intranet 100%

New selections include:

- Transgendered male to female
- Transgendered female to male
- Other
- Client does not know gender
- Client refused to disclose gender

Prior Living Situation

Found in Intake Wizard

VESTA

Bold fields are required.

SPANNS OF TIME COVERED BY CLIENT'S HOMELESS CERTIFICATES
(no homeless certificates found)

PREVIOUS INTAKES (NEWEST FIRST)
(no previous intakes found)
Note that VESTA security might prevent you from seeing intakes some other programs.

INTAKE DETAILS

Intake date: 12/29/2009

Done by: dpattinson

Housing status: Literally homeless

Prior living situation

Length of stay in previous place

Times homeless past 3 years (including today)

Duration of homelessness

Grant used for this stay

County of last permanent residence

Emergency contact name

Contact address

Contact phone

ZIP code of last permanent residence

ZIP data quality

JFS / CS Status

CS Assessment

Emergency shelter, including hotel or motel paid for with emergency shelter voucher
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway)
Transitional housing for homeless persons (including homeless youth)
Permanent housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab)
Rental by client, no housing subsidy
Rental by client, with VASH housing subsidy
Rental by client, with other (non-VASH) housing subsidy
Owned by client, no housing subsidy
Owned by client, with housing subsidy
Staying or living in a family member's room, apartment or house
Staying or living in a friend's room, apartment or house
Psychiatric hospital or other psychiatric facility
Psychiatric hospital or other psychiatric facility (less than 30 days)
Substance abuse treatment facility or detox center
Substance abuse treatment facility or detox center (less than 30 days)
Hospital (non-psychiatric)
Hospital (non-psychiatric) (less than 30 days)
Jail, prison or juvenile detention facility
Jail, prison or juvenile detention facility (less than 30 days)
Hotel or motel paid for without emergency shelter voucher
Foster care home or foster care group home
Other
Client does not know
Client refused to disclose

100%

Prior Living Situation

New selections include:

1. Room, apartment, or house that you rent **replaced by:**
 - Rental by client, no housing subsidy
 - Rental by client, VASH housing subsidy
 - Rental by client, with other (non-VASH) housing subsidy
2. Apartment or house that you own **replaced by:**
 - Owned by client, no housing subsidy
 - Owned by client, with housing subsidy

VASH stands for Veterans Affairs Supportive Housing

Drug Abuse & Alcohol Abuse

Found in Special Needs

The screenshot shows a Windows Internet Explorer browser window displaying the VESTA web application. The address bar shows the URL: `http://vesta/Secure/ClientReview/Modify/AddEditGeneric2.aspx?LogicHandler=Sne...`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar contains the text "VESTA".

The application interface features a navigation menu with the following items: HOME, ACTIVE CLIENTS, SHELTER BEDS, REPORTS, HELP & MORE, and ADMIN TOOLS. The main content area is titled "EDIT SPECIAL NEEDS FOR ATHLON PALMA (ATHLON1308)".

The form includes the following fields and options:

- Date:** 11/6/2009
- General health:** Good
- Disabling condition:** No
- Substance abuse:** Both alcohol and drug abuse (dropdown menu is open, showing options: No substance abuse issues, Alcohol abuse, Drug abuse, Both alcohol and drug abuse, Client does not know, Client refused to answer)
- Long term / impairs independent living:** (checkbox)
- Has client received services / treatment for substance abuse?:** (checkbox)
- Development / cognitive disability:** (checkbox)
- Mental illness:** (checkbox)
- Domestic violence:** (checkbox)
- Physical / sensory disability:** (checkbox)
- Pregnant:** (checkbox)
- HIV / AIDS:** (checkbox)
- Illiteracy:** (checkbox)
- Migrant worker:** (checkbox)
- Non-English speaking:** (checkbox)
- Chronic health condition:** (checkbox)

At the bottom of the form, there are two buttons: "CANCEL <" and "> SAVE".

Footnote: Formerly two check boxes, now combined as Substance abuse with drop-down lists.

Page footer: VESTA version 2009.12.21 © 2009 by The Partnership Center, Ltd. For technical support > Email david@thepcl.net

Long Term /
Impairs
Independent
Living

Found in Special
Needs

The screenshot shows a Windows Internet Explorer browser window displaying the VESTA web application. The address bar shows the URL: `http://vesta/Secure/ClientReview/Modify/AddEditGeneric2.aspx?LogicHandler=Snet`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar contains the text "Bing".

The VESTA application interface features a navigation menu with the following items: HOME, ACTIVE CLIENTS, SHELTER BEDS, REPORTS, HELP & MORE, and ADMIN TOOLS. The main content area is titled "EDIT SPECIAL NEEDS FOR ATHLON PALMA (ATHLON1308)".

At the top of the main content area, there is a search section: "Find a BHS - Family Shelter client:" with a text input field containing "(enter last name or public ID)", a "GO" button, and a dropdown menu with "(select an active client)". To the right of this section is a link: "> ADD CLIENT / INTAKE". Below the search section, a note states: "Clients in light blue are CHIP clients and have been chronically homeless".

The form for editing special needs includes the following fields and options:

- Date:** 11/6/2009
- General health:** Good
- Disabling condition:** No
- Substance abuse:** Both alcohol and drug abuse
- Long term / impairs independent living:** Yes (selected in a dropdown menu)
- Has client received services / treatment for substance abuse?:** Yes (selected in a dropdown menu)
- Development / cognitive disability:**
- Mental illness:**
- Domestic violence:**
- Physical / sensory disability:**
- Pregnant:**
- HIV / AIDS:**
- Illiteracy:**
- Migrant worker:**
- Non-English speaking:**
- Chronic health condition:**

At the bottom of the form, there are two buttons: "CANCEL <" and "> SAVE".

The footer of the application includes the text: "VESTA version 2009.12.21 © 2009 by The Partnership Center, Ltd." and "For technical support > Email david@thepcl.net".

Formerly two check boxes,
now combined for
both Substance
abuse and Mental
illness.

Definition of Long Term / Impairs Independent Living

- Must meet all three of the following:
 - (a) expected to be of long-continued and indefinite duration AND
 - (b) substantially impedes an individual's ability to live independently AND
 - (c) of such a nature that such ability could be improved by more suitable housing conditions

Has been receiving Services / Treatment for Substance Abuse

Found in Special Needs

HOME ACTIVE CLIENTS SHELTER BEDS REPORTS HELP & MORE ADMIN TOOLS SWITCH PROGRAM LOG OUT

VESTA Find a BHS - Family Shelter client: (enter last name or public ID) GO or (select an active client) > ADD CLIENT / INTAKE

Clients in light blue are CHIP clients and have been chronically homeless

EDIT SPECIAL NEEDS FOR PEMBROOKE PELLAGRA (PEMBROOKE7686)

Date	1/17/2010
General health	Good
Disabling condition	No
Substance abuse	Drug abuse
--> Long term / impairs independent living	
--> Has client received services / treatment for substance abuse?	
Development / cognitive disability	Yes
Mental illness	No
Domestic violence	Client does not know
Physical / sensory disability	Client refused to answer
Pregnant	<input type="checkbox"/>
HIV / AIDS	<input type="checkbox"/>
Illiteracy	<input type="checkbox"/>
Migrant worker	<input type="checkbox"/>
Non-English speaking	<input type="checkbox"/>
Chronic health condition	

CANCEL < > SAVE

New Field

Four responses are:

Yes

No

Client does not know

Client refused to answer

Has been receiving services /
treatment for _____

- Asked once you have checked if a client has a special need of Substance Abuse, Developmental Disability, Mental Illness, Physical Disability, HIV / AIDS, or Chronic Health Condition
- At intake, has client been receiving services or treatment for _____?
- At exit, has client been receiving services for substance abuse, regardless if the services were provided by your program?

Chronic Health Condition

Found in Special Needs

New field with dependent drop down fields

VESTA: Ava8912: Add Special needs - Windows Internet Explorer

http://vesta/Secure/ClientReview/Modify/AddEditGeneric2.aspx?Req...

File Edit View Favorites Tools Help

Windows Live Bing What's New Profile Mail Photos Calendar MSN Sign in

VESTA: Ava8912: Add Special needs

HOME ACTIVE CLIENTS SHELTER BEDS REPORTS HELP & MORE ADMIN TOOLS

VESTA Find a BHS - Family Shelter client:
(enter last name or public ID) GO or (select an active client) > ADD CLIENT / INTAKE
Clients in light blue are CHIP clients and have been chronically homeless ?

ADD NEW SPECIAL NEEDS FOR AVA PUNCTUATION (AVA8912)

Date: 12/29/2009

General health: Good

Disabling condition: No

Substance abuse: No substance abuse issues

Development / cognitive disability:

Mental illness:

Domestic violence:

Physical / sensory disability:

Pregnant:

HIV / AIDS:

Illiteracy:

Migrant worker:

Non-English speaking:

Chronic health condition: Yes
 No
 Client does not know
 Client refused to answer

CANCEL < > SAVE

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Four responses include:
Yes
No
Client does not know
Client refused to answer

For the purposes of this Notice, a chronic health condition means a diagnosed condition that is more than three months in duration and is either not curable or has residual effects that limit daily living and require adaptation in function or special assistance. Examples of chronic health conditions include, but are not limited to, heart disease (including coronary heart disease, angina, heart attack and any other kind of heart condition or disease); severe asthma; diabetes; arthritis-related conditions (including arthritis, rheumatoid arthritis, gout, lupus, or fibromyalgia); adult onset cognitive impairments (including traumatic brain injury, post-traumatic distress syndrome, dementia, and other cognitive related conditions); severe headache/migraine; cancer; chronic bronchitis; liver condition; stroke; or emphysema.

Chronic Health



Find a BHS - Family Shelter client:

(enter last name or public ID) or (select an active client)

Clients in **light blue** are CHIP clients and have been **chronically homeless**

ADD NEW SPECIAL NEEDS FOR BERTHA BEANCOUNTER (BERTHA1123)

Date

1/20/2010

General health

Good

Disabling condition

No

Substance abuse

No substance abuse issues

Development / cognitive disability

Mental illness

Domestic violence

Physical / sensory disability

Pregnant

HIV / AIDS

Illiteracy

Migrant worker

Non-English speaking

Chronic health condition

--> Has client been receiving services / treatment for chronic condition?

--> Specific condition

Coronary heart disease
Angina
Other heart disease / condition
Severe asthma
Diabetes
Arthritis
Rheumatoid arthritis
Gout
Lupus
Fibromyalgia
Traumatic brain injury
Post-traumatic stress disorder
Dementia
Other cognitive impairment
Severe headache / migraine
Cancer
Chronic bronchitis
Liver condition
Stroke
Emphysema
Other

Pick the health condition that most impairs the client.

If the condition listed by the client is not in this list, choose "other".



Exit Destinations

Found in Exit Wizard

Many changes have been made – see handout

http://vesta/Secure/Flexiwiz/Exit.aspx?wrk_file=Wiz1exit.xml&client_id=73992&ClientId=73992&pro - Windows Internet Explorer

VESTA Exit Peter Palaver

Bold fields are required.

EXIT DETAILS

Exit date: 12/30/2009

Exit reason: Completed program

Exit destination:

- Emergency shelter, including hotel or motel paid for with emergency shelter voucher
- Place not meant for habitation (e.g., vehicle, abandoned building, bus/train/subway)
- Transitional housing for homeless persons (including homeless youth)
- Permanent housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab)
- Rental by client, no housing subsidy
- Rental by client, with VASH housing subsidy
- Rental by client, with other (non-VASH) housing subsidy
- Owned by client, no housing subsidy
- Owned by client, with housing subsidy
- Staying or living with family, temporary tenure
- Staying or living with friends, temporary tenure
- Staying or living with family, permanent tenure
- Staying or living with friends, permanent tenure
- Returning to domestic violence situation
- Psychiatric hospital or other psychiatric facility
- Substance abuse treatment facility or detox center
- Hospital (non-psychiatric)
- Hotel or motel paid for without emergency shelter voucher
- Jail, prison or juvenile detention facility
- Foster care home or foster care group home
- Deceased
- Other
- Client does not know destination
- Client refused to disclose destination

LIFE SKILLS PROGRAM DATA

Date entered

Sessions attended

Positive response

Save Cancel Previous Next

The Exit Destination Helper has been updated to reflect these changes

Local intranet 100%

What is the Exit Destination Helper

- Designed to more easily, and more correctly, enter where your client goes when leaving your program
- Search for program name, e.g. Goodwill, or for description, e.g. family
- Search for housing type
 - Permanent
 - Transitional
 - Institutional
 - Other


Exit Destination Helper


http://vesta/Secure/Flexiwiz/Exit.aspx?wrk_file=Wiz1exit.xml&client_id=77686&ClientId=77686&pro - Windows Internet Explorer

VESTA Exit Pembroke Pellagra

Bold fields are required.

EXIT DETAILS

Exit date: 

Exit reason 

Exit destination

Housing status at exit

Outcomes matter! > **USE THE EXIT DESTINATION HELPER**

Destination address - street

Destination address - city

Destination address - state


Destination address - ZIP

Shared in moving expense

Completed evaluation

Progressed toward independence?

LIFE SKILLS PROGRAM DATA

Date entered 

Sessions attended

Positive response

Click here to open Exit Destination Helper

Save Cancel Previous Next

Click on the “USE THIS” button when you see the exit destination desired

http://vesta/Secure/Flexiwiz/Exit.aspx?wrk_file=Wiz1exit.xml&client_id=77686&ClientId=77686&pro - Windows Internet Explorer

VESTA exit destination helper

Use this helper to find the correct categories for common exit destinations.
For best results, use a specific organization name if one is available, e.g. **Caracole** instead of **apartment**.

Search by program name or description:

Or, search by housing type:

200 results found.

SEARCH EXAMPLES (CLICK ONE TO SEARCH)
Excel
Caracole
Shelter Plus Care
nursing home
leasing pool
family
friends

Name	Exit destination	APR category
<input type="button" value="Use this"/> 3/4 way houses	Rental by client, with other (non-VASH) housing subsidy	
<input type="button" value="Use this"/> Addy Square Project Based Section 8	Rental by client, with other (non-VASH) housing subsidy	
<input type="button" value="Use this"/> Advent III Project Based Section 8	Rental by client, with other (non-VASH) housing subsidy	
<input type="button" value="Use this"/> AHEPA 127-II Apartments Project Based Section 8	Rental by client, with other (non-VASH) housing subsidy	
<input type="button" value="Use this"/> Alameda Apartments Project Based Section 8	Rental by client, with other (non-VASH) housing subsidy	
<input type="button" value="Use this"/> Allegheny Apartments dba Shiloh Adventist Gardens Project Based Section 8	Rental by client, with other (non-VASH) housing subsidy	
<input type="button" value="Use this"/> Alms Hill Apartments Project Based Section 8	Rental by client, with other (non-VASH) housing subsidy	
<input type="button" value="Use this"/> Antioch Manor Project Based Section 8	Rental by client, with other (non-VASH) housing subsidy	
<input type="button" value="Use this"/> Arrow Apartments Project Based Section 8	Rental by client, with other (non-VASH) housing subsidy	
<input type="button" value="Use this"/> Ashwood Apartments Project Based Section 8	Rental by client, with other (non-VASH) housing subsidy	
<input type="button" value="Use this"/> Avalon/915 Dana Avenue Project Based Section 8	Rental by client, with other (non-VASH) housing subsidy	
<input type="button" value="Use this"/> Baldwin Grove-CMH Senior Housing	Rental by client, with other (non-VASH) housing subsidy	



Any Questions?
Now is a great time to ask!

Homelessness Certification

Basic principles of homeless certification

1. Persons who are certified homeless meet the McKinney-Vento definition of homelessness
 - Living on the streets or other places not meant for human habitation
 - Living in an emergency shelter
 - Living in a transitional housing facility

McKinney-Vento Homeless Assistance Act 1986

Basic principles of homeless certification

2. Once certified, a homeless individual or family is eligible to receive services within the Continuum of Care
3. The certification process does not circumvent HUD rules of eligibility, but rather allows for consistent implementation of the rules throughout the CoC

There are 5 types of programs that work with homeless certification:

Outreach Programs

Emergency Shelters

High Volume ES

Transitional Housing Programs

Permanent Supportive Housing Programs

Intake & Exit

- Certifications work based on an intake into a program and exit from a program
- In order for a program to receive HUD funding for a client taken into their program, that client must be homeless upon intake according to the McKinney-Vento Act
- When you exit a client, that person no longer receives funding through your program
- This is consistent throughout the CoC

Another way to look at it...



=

HOMELESS
CERTIFICATION

Giving the client a bed for the night equals homeless certification or all certificates are valid as long as the client sleeps in the bed provided

Certifications move between programs

- Once generated, a certificate can move from one program to another
- Certification automatically moves in one direction
 - Outreach to ES or Drop Inn to TH to PSH
- You can skip a component – Outreach to TH is ok.

For example:

An emergency shelter intakes a client and generates the homeless certification then...



A transitional housing program accepts the client and issues the homeless certification based on the previous intake



Two exceptions

- Outreach programs do not have a bed to give out. They certify a person homeless that they meet on the street or place not meant for human habitation.
- Drop Inn Center Men's Dorm – these clients come and go and receive a bed to sleep in for the night, but do not necessarily sleep in the same bed every night.

New Rules Governing Homeless Certificate Issuance

- New Homeless Cert rules follow current HUD guidance
- Using HMIS to verify eligibility requires following those guidelines
- HMIS Advisory Committee review of VESTA certification rules

We will look at the rules as they relate to the 5 types of programs that work with homeless certification:

Outreach Programs

Emergency Shelters

High Volume ES

Transitional Housing Programs

Permanent Supportive Housing Programs

Outreach Programs

Before February 1, 2010

- Outreach workers enter individuals on the streets as soon as they encounter them with as much information as they have to generate a homeless certificate.
- Information is updated as they engage with the client.
- Certification lasts 3 months from initial contact and may be renewed by the Outreach worker.

February 1, 2010 and thereafter

- SAME AS BEFORE
- PATH team will have the ability to not certify.
- Other outreach programs will auto-certify upon intake into VESTA.
- All certifications will be valid for 90 days and can be renewed

Emergency Shelters

Before February 1, 2010

- An intake into an Emergency Shelter automatically generates homeless certification.
- Certification is valid from intake to exit.

February 1, 2010 and thereafter

- This does not change – as long as they are in the shelter bed they have a homeless certificate.
- Certification is valid from intake to exit.

High Volume Emergency Shelter

Before February 1, 2010

- A bed night at the Drop Inn shelter automatically generates a homeless certificate.
- Drop Inn Clients use a scan card to document each bed night.

February 1, 2010 and thereafter

- A bed night will still automatically generate a homeless certificate.
- Scan cards will still be used.

High Volume Emergency Shelter

Before February 1, 2010

- Certification is valid for 30 days from the client's last bed night at the shelter.

February 1, 2010 and thereafter

- Consistent with all the other shelters - as long as they are in a bed they have a certificate. A bed night = a homeless cert.
- Certification ends when they are no longer sleeping at Drop.

Transitional Housing

Before February 1, 2010

- An intake into a Transitional Housing program automatically generates a homeless certificate if the client had an existing certification from an Outreach or Emergency Shelter program at the time they entered the program.

February 1, 2010 and thereafter

- TH programs will still auto-certify if the client has an existing certification from an outreach or emergency shelter.

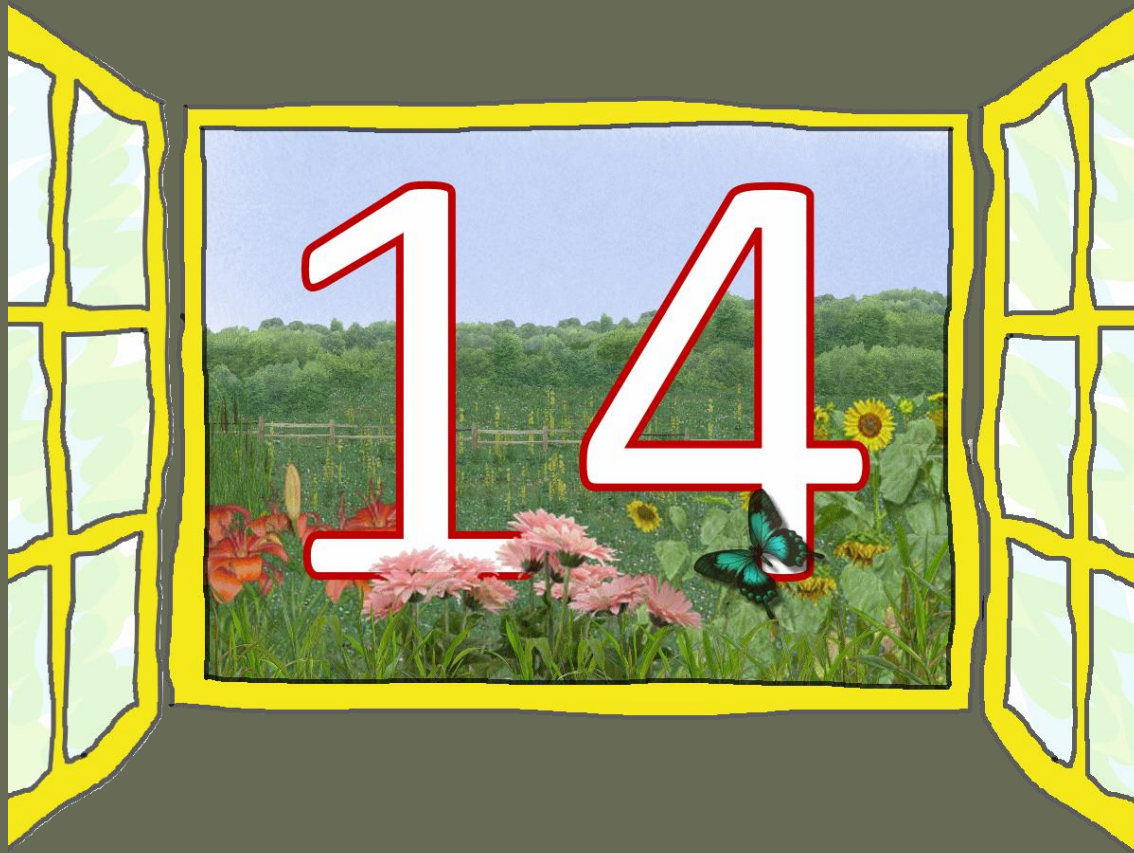
A huge improvement here!!!

Before February 1, 2010

- HUD did not recognize any time as allowable between exit from outreach / shelter to housing

February 1, 2010 and thereafter

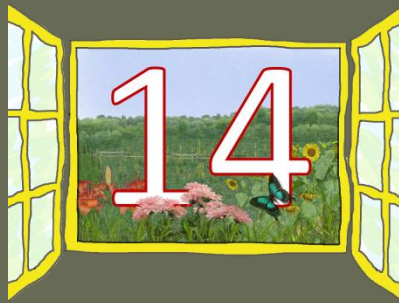
- The Partnership Center worked with HUD to understand that at times there are housing delays
- You now have a 14 day window from the day a client exits an Outreach or ES program where they still may be eligible for your Transitional Housing Program.



14 Day window of eligibility

For example:

An emergency shelter intakes a client and generates the homeless certification then...



A transitional housing program accepts the client and issues the homeless certification based on the previous intake



Homeless Certification from ES to TH

	1	2 Bed night	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 Bed night	18	19	20
21	22	23	24	25	26	27
28						

- If client stays one night on February 2nd at the Drop Inn Center, his certificate expires on the 3rd
- Client is eligible for intake by the 17th in order to have certification move from ES to TH

Transitional Housing

Before February 1, 2010

- Certification is valid from the date of intake into the Transitional Housing program and expires on the date of exit.

February 1, 2010 and thereafter

- Certification is still valid from date of intake until date of exit.

Transitional Housing

Before February 1, 2010

- For clients who do not have existing certificates, VESTA permits the worker to document how the client meets the eligibility criteria and generates a homeless certification based on this data.

Transitional Housing

Persons being evicted

- TH programs may serve people who have a court-ordered eviction notice dated within the week before intake.
- In the case of a family member evicting a potential client, a statement should be signed and dated by the family member

Transitional Housing

Persons coming from an institution after a short-term stay

- If a person was homeless in one of the following three conditions:
 - a place not meant for human habitation such as cars;
 - an emergency shelter;
 - in Transitional housing (TH) for homeless persons where the person had originally come from the streets or emergency shelter,
- **immediately prior to entering a publicly funded institution** (including jails, mental health and hospital facilities)
- in which the person has been a resident for **90 days or less**
- he/she qualifies as coming from one of these three categories and maintains their homeless status
- You must have documentation of prior homelessness in the person's file

Transitional Housing

Persons fleeing domestic violence

- Person provides written documentation that he/she is fleeing a domestic violence situation
- If a person is unable to prepare verification, the intake worker may prepare a written statement about the person's previous living situation for the participant to sign and date

Permanent Supportive Housing

Before February 1, 2010

- An intake into a Permanent Supportive Housing program automatically generates a homeless certification if the client had an existing certification from an Outreach, ES , or TH program at the time they entered the program.

February 1, 2010 and thereafter

- This does not change

Permanent Supportive Housing

- PSH certification does not move and is issued for supportive services only
- You cannot move certification backwards – PSH certification not acceptable as eligibility for a TH program.

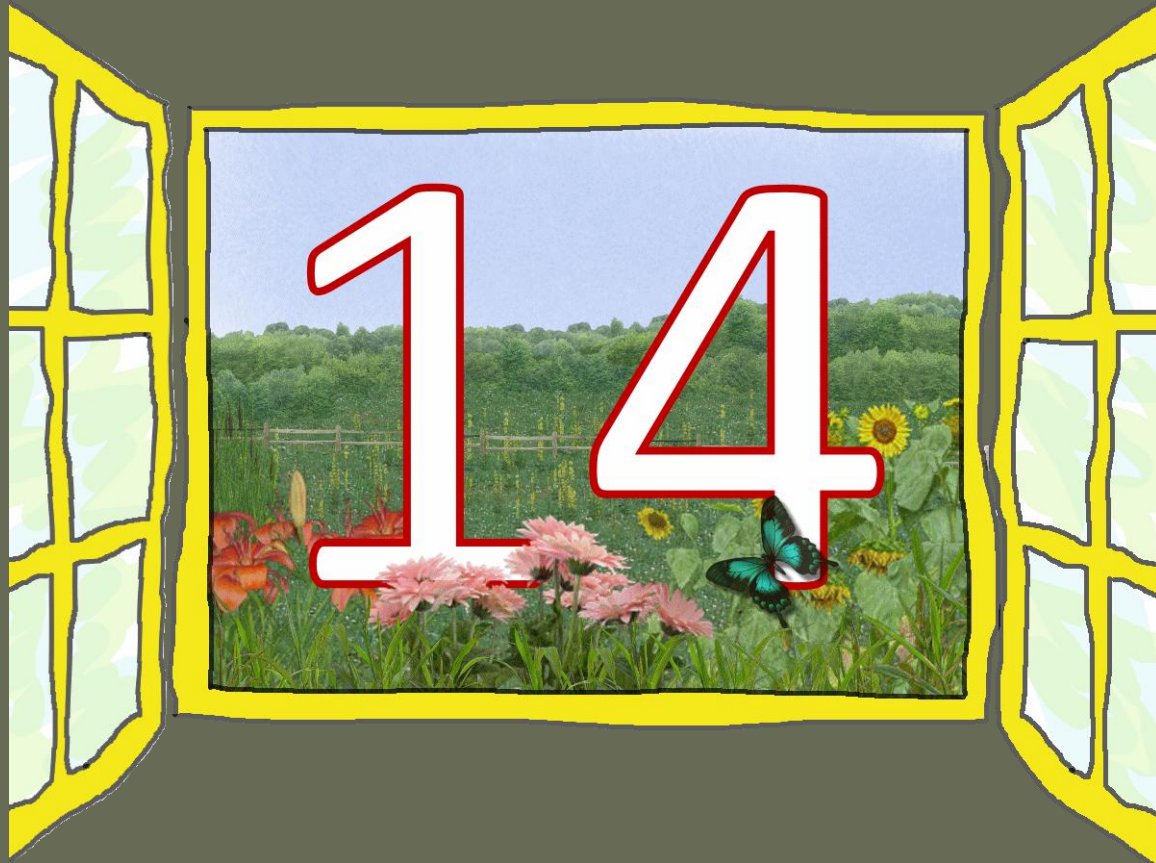
Permanent Supportive Housing

Before February 1, 2010

- Certification is valid from the date of intake into the Permanent Housing program and expires two years from that day

February 1, 2010 and thereafter

- Certification is valid from date of intake to date of exit



14 Day window of eligibility

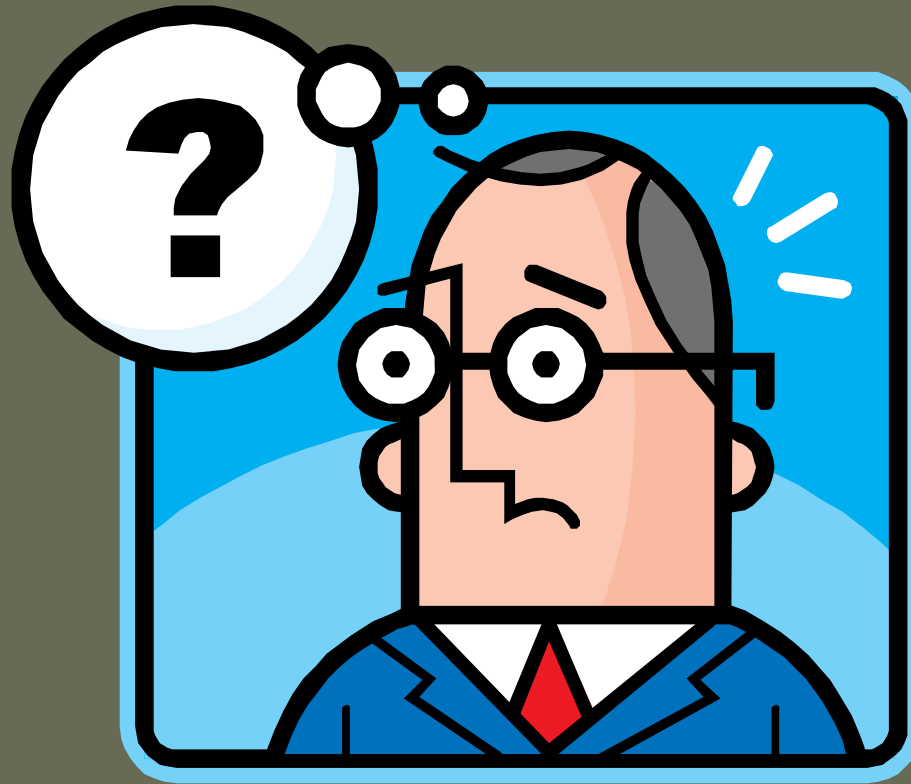
Permanent Supportive Housing

Before February 1, 2010

- For clients who do not have existing certificates, workers could document how the client met the eligibility criteria and generated a homeless certification based on this data.

February 1, 2010 and thereafter

- Permanent Housing programs are no longer able to certify homelessness without a valid homeless certificate from an Outreach, Emergency Shelter, or Transitional Housing program. This includes those being evicted and persons coming from an institution, and fleeing domestic violence.



Any Questions?
Now is a great time to ask!

New Homeless Certificate

- The new homeless certificate is set up so that it can be easily read and understood by a number of people, including CoC agencies, clients, and landlords.
- Some elements from the old certificate were kept and many new elements added.

New Homeless Certificate

Out with the old...



Cincinnati/Hamilton County Continuum of Care for the Homeless

HOMELESS CERTIFICATION

Certification date: 07/10/2009

Expiration date: 1/29/2010

Homeless individual's name: Pebbles Peeples

Public ID: Pebbles6589

Single individual (yes/no): Yes

Family of: 1 persons

Homeless certification details:

The individual/family named above was a resident of a Cincinnati/Hamilton County **Transitional Housing** for the Homeless facility.

The purpose of this certificate is to verify client eligibility for a Cincinnati/Hamilton County Continuum of Care for the Homeless, HUD-funded program.

This certificate, if not expired, indicates the individual/family named in this certificate is eligible for housing and/or services from a Continuum of Care for the Homeless (CoC) funded organization.

This certification does not serve as any indication to a landlord that the client has applied for or has received any specific financial assistance, rental subsidy, or housing placement services. Some CoC programs do provide housing subsidies and housing support services. If the individual named in the certificate indicates to a landlord that that is the case – the landlord should contact the agency the client is working with to coordinate and verify that assistance.

Intake date: 7/10/2009

This homeless certification was generated by VESTA. To verify that the certificate is valid, please email VESTA Technical Support at david@theplc.net or call 513-263-2780 x5 .

...in with the new!



HOMELESS CERTIFICATION

VESTA®, the Homeless Management Information System (HMIS) software used by the Cincinnati/Hamilton County Continuum of Care for the Homeless (CoC), has generated homeless certification for the individual named on this certificate. The purpose of this certificate is to verify client eligibility for a CoC/HUD funded housing or service program.

Homeless Individual's name: Pumpkin Pie

Public ID: Pumpkin1234

Certification Code: VESTA automated number

Single individual (yes/no): YES/NO

Number of persons in the household at the time of certification: #

Date of intake into certifying program: xx/xx/xxxx

Date of exit from certifying program: xx/xx/xxxx –or– still in program at the time this certificate was printed

Date certification was printed: xx/xx/xxxx

Certification active at the time of printing: YES/NO

Program type generating this certificate: Street Outreach/Emergency Shelter/Transitional Housing Program/Permanent Supportive Housing Program

VESTA generates homeless certification:

- If a street outreach program certifies homelessness, the individual has had to have had contact with their street outreach worker within the last 90 days.
- If an emergency shelter, transitional housing program, or permanent supportive housing program certifies homelessness, the certification lasts from the date of entry into the shelter/housing program to the date of exit from the shelter/housing program.

Notice to CoC agencies – Homeless Certification Rules:

- All clients who are entering a services only program must have active homeless certification on the date of intake into the service program.
- All clients who are entering transitional or permanent housing must have active homeless certification on the date of intake into housing, or where there is a housing placement delay, within 14 days of exit from their previous CoC street outreach or residential program.
- Certification generated by Permanent Supportive Housing may only be used to access “services only” programs and may not be used to change housing types.
- If the homeless certification is not found in VESTA after a search for the client and this paper certificate is presented as documentation, verify the validity of this certificate by entering the Certification Code above into VESTA.

Notice to clients: This certification means you may be eligible to receive housing or supportive services. To see if you are eligible you must work with your street outreach worker or case manager at the agency that generated this certificate.

Notice to landlords: This certification does not serve as any indication to a landlord that the person named on it has applied for or has received any specific financial assistance, rental subsidy or housing placement services. Some CoC programs do provide housing subsidies and housing support services. If the individual named on this certificate identifies to the landlord that they will be receiving support from an agency, then the landlord should contact the agency with which the client is working to coordinate and verify that assistance.



HOMELESS CERTIFICATION

VESTA®, the Homeless Management Information System (HMIS) software used by the Cincinnati/Hamilton County Continuum of Care for the Homeless (CoC), has generated homeless certification for the individual named on this certificate. The purpose of this certificate is to verify client eligibility for a CoC/HUD funded housing or service program.

Homeless Individual's name: Pumpkin Pie

Public ID: Pumpkin1234

Certification Code: VESTA automated number

Full name and VESTA ID will be listed on the Certificate.

NEW TO THE CERTIFICATE:

A VESTA automated number will be generated for each certificate created. This number will have to be entered upon intake to a transitional housing or permanent supportive housing program if VESTA does not auto-certify the person.

Certification Code

- Certification code will be a combination of letters and numbers
- 3 to 7 characters in length at this time
- Certification code allows you to confirm the validity of a homeless certificate
 - If person did not consent
 - If person is coming from the YWCA
 - If you cannot find the person in VESTA because the person was entered into VESTA with wrong SSN, date of birth, or spelling of his name

Certification Code entered on Search for Client page

HOME ACTIVE CLIENTS REPORTS HELP & MORE QUI

 Find a CARA - Shelter Plus Care client:

or

Clients in **light blue** are CHIP clients and have been **chronically homeless**

Search for a client

SEARCH CRITERIA SEARCH RESULTS

I want to...

- View a CARA - Shelter Plus Care client record
- View homeless cert
- Record a new intake

Dennis, please enter the social security number if you have it. For best results, also enter the last name and date of birth.

SSN (no dashes):

Last name:


DOB (m/d/yyyy):

Homeless certificate code:



Certification Code to be entered in Intake Wizard if VESTA cannot auto-certify

http://vesta/Secure/FlexiWiz/Intake.aspx?wrk_file=PTHintake.xml&client_id=0&ClientId=0&program_ - W



■ ADDITIONAL DOCUMENTATION

VESTA is unable to automatically certify homelessness for this client.

Additional documentation? Yes ▾

Client would be homeless if not for program participation Yes ▾

Documentation maintained in case file Yes ▾

Homeless documentation Homeless certification code from printed certificate ▾

--> Certification code

Enter Yes if you have the Certification Code and then correctly answer all the drop down fields



Single individual (yes/no): YES/NO

Number of persons in the household at the time of certification: #

Certificate will work for individuals or families.

Certificate will show number of persons in household, which may change as an agency works with a client.

Date of intake into certifying program: xx/xx/xxxx

Date of exit from certifying program: xx/xx/xxxx –or- still in program at the time this certificate was printed

Date certification was printed: xx/xx/xxxx

Certification active at the time of printing: YES/NO

Program type generating this certificate: Street Outreach/Emergency Shelter/Transitional Housing Program

Supportive Housing Program

- Printing the dates of intake and exit of the program allows client and agency to see quickly if the client is still participating in a CoC program
- If the printed cert says no after “Certification active at the time of this printing”, you cannot take the client into your program
- Certificate will show number of persons in household at the time the certificate was printed
- Program type generating the certificate allows you to see if you can accept it for your program

VESTA generates homeless certification:

- If a street outreach program certifies homelessness, the individual has had to have had contact with their street outreach worker within the last 90 days.
- If an emergency shelter, transitional housing program, or permanent supportive housing program certifies homelessness, the certification lasts from the date of entry into the shelter/housing program to the date of exit from the shelter/housing program.

- For most programs – certificate is valid from intake date to exit date
- For Drop Inn Center Men's Dorm, certificate is valid from bed night to day after last bed night

Notice to CoC Agencies – Homeless Certification Rules:

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- All clients who are entering transitional or permanent housing must have active homeless certification on the date of intake into housing, or where there is a housing placement delay, within 14 days of exit from their previous CoC street outreach or residential program.
- Certification generated by Permanent Supportive Housing may only be used to access “services only” programs and may not be used to change housing types.
- If the homeless certification is not found in VESTA after a search for the client and this paper certificate is presented as documentation, verify the validity of this certificate by entering the Certification Code above into VESTA.

• These rules have been covered earlier in this presentation.

Notice to clients: This certification means you may be eligible to receive housing or supportive services. To see if you are eligible you must work with your street outreach worker or case manager at the agency that generated this certificate.

Notice to landlords: This certification does not serve as any indication to a landlord that the person named on it has applied for or has received any specific financial assistance, rental subsidy or housing placement services. Some CoC programs do provide housing subsidies and housing support services. If the individual named on this certificate identifies to the landlord that they will be receiving support from an agency, then the landlord should contact the agency with which the client is working to coordinate and verify that assistance.

- This does not say that a client is eligible for services, but that he may be eligible. The client must check with the case manager that issued the certificate.



Any Questions?
Now is a great time to ask!

Do not forget that all 2009 data
is to be locked on February 1

Point-in-time count takes
place January 26 and all
data is to be collected
February 12