**Dane CoC Written Standards Checklist- Street Outreach**

**Agency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Standards** | **Yes** | **No** | **Comments/Plan for Improvement** |
| 1. Support services provided must be focused on:    1. Getting participants housed (permanent housing, shelter, transitional housing, doubled up, etc.)    2. Linking participants to mainstream benefits and resources    3. Maintaining benefits for which the participants are eligible |  |  |  |
| 1. Participant engagement – outreach workers will locate, identify, and build relationships with people experiencing homelessness, prioritizing people who are unsheltered, and engage them to provide immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. |  |  |  |
| 1. Services are not facility-based. Outreach workers will go where services are needed. |  |  |  |
| 1. Programs will address urgent physical needs, such as providing meals, blankets, clothes, or toiletries. |  |  |  |
| 1. Outreach staff will remain connected to participants until they obtain permanent housing or are linked to other supportive services. These may include shelter case management, CCS services or services offered through a housing program. If the worker has initiated contact regularly with a participant and has not had contact for 90 days, the participant must be exited from the program in HMIS. |  |  |  |
| 1. Street outreach workers will be certified by the Coordinated Entry System Manager to act as mobile assessment hubs for the Coordinated Entry System. Once certified, street outreach workers will conduct the VI-SPDAT assessment and make appropriate referrals to the housing priority list. |  |  |  |
| 1. Street outreach workers will participate in bi-monthly outreach meetings. |  |  |  |
| 1. Street outreach workers will gather documentation of a participant’s history of homelessness, income and disability status, and collect the Participant Interest Form in order to confirm eligibility for permanent housing placement. Completed documentation will be sent to the Coordinated Entry System Manager. |  |  |  |
| **Coordinated Entry Section pertaining to Street Outreach** |  |  |  |
| 1. If CE staff communicate with Outreach about someone requesting services, outreach will make contact with the person within 48 hours. |  |  |  |
| 1. If a household refuses the assessment CES staff will continue to work to engage with them. The household is placed on the priority list even when the assessment isn’t complete. |  |  |  |
| 1. When requesting an exception, the Outreach worker must submit an Exception Request form to the Coordinated Entry Manager. |  |  |  |

Suggested Updates:

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