

## Confidential CES Application - Prioritization Inclusion Form Instructions

We recognize the highly sensitive nature of information gathered from individuals experiencing homelessness. We have developed the following protocols that ensure Homeless Service Providers and their clients are included in the Coordinated Entry/Assessment process while adhering to the confidentiality preferences of the households that they serve.

- Homeless Service Provider Navigators will read a statement to clients at the point of entry into housing/homeless services system as to whether the household consents to their information and application to be housed in HMIS.
- The Coordinated Entry team will handle housing referrals from Homeless Service Providers who have households who wish to remain confidential differently. Households who wish to have their information remain confidential and not entered into HMIS will complete the process with the following steps:
  1. Homeless Service Provider Navigator will complete the paper Coordinated Entry Assessment with the client, including the VI-SPDAT assessment. This information shall be kept on file by the Homeless Service Provider. This information will be needed by the housing provider when the housing referral is made.
  2. After the assessment is completed, the Homeless Service Provider will fill out the CES Confidential CES Application-Prioritization Inclusion Form that will be sent to [CES@chipindy.org](mailto:CES@chipindy.org) for prioritization into CES.
  3. A Client/Family Identifying Number should be assigned on the Prioritization Form. Please create any unique 5 or 6 digit number to assign to this household for use on the Prioritization Inclusion Form. **The Homeless Service Provider MUST keep track of this number.** When a housing match is made, the Coordinated Entry Team will inform the Homeless Service Provider using this unique identifying number.
  4. When the Coordinated Entry Team determines that the client is the next appropriate match for available housing and services, the referring Homeless Service Provider will be contacted to connect the client with the program they are being referred to and provide them with the paper application and VI-SPDAT assessment.