Coordinated Entry Intake

Purpose of Form

This form is to be used by the Coordinated Entry Specialist to collect initial information about family demographics, residency status, and needs as well as determine the family’s tier.

How This Information Will Be Used

The information will be used to determine the next step referral needs of the family. The Coordinated Entry Specialist will determine whether there is domestic violence that must be immediately addressed and, if not, triage the family as Tier I, Tier II, or Tier III.

If there is domestic violence, the family will immediately be referred to an appropriate provider.

Tier I families will be referred by the Coordinated Entry Specialist to the Housing Resource Specialist and Tier II families will be referred to the Navigator. The Housing Resource Specialist will provide Tier III families with assistance navigating the washingtonconnection website for public benefits and make referrals to outside services as appropriate.
Family Assessment

Purpose of Form

This form will be used by the Housing Resource Specialist (with Tier I families) and by the Navigator (with Tier II families) to collect more in-depth information about each family’s housing situation. The form will also be used by the Navigator to collect additional information about family composition, age and income data, child care status, education, employment and training needs, other needs, strengths, and circumstances.

How This Information Will Be Used

The information collected will be used by the Navigator and family to determine the family’s current status in each life domain, identify next step referral needs of the family, and prepare an Action Plan for the family.
Navigator Life Domain Assessment

Purpose of Form

This form will be filled out by the Navigator in partnership with the family to identify family strengths and needs in key domains. An initial rating will be completed by the Navigator and family and help guide the sequence of actions to be taken in the family’s Action Plan.

How This Information Will Be Used

The information will be used by the Navigator and family to determine the family’s most critical needs by life domain and serve as the foundation for development of the family’s Action Plan which is sequenced based on those needs and the family’s readiness to address them. The rating will be reviewed to determine how similar it is to the Pre Level assessment conducted by the agency to which the family is referred to determine the extent to which the various service systems are assessing client circumstances similarly and to determine whether there may need to be changes in data collection tools to more accurately make an initial determination of family need.
Action Plan

Purpose of Form

This form will be filled out by the Navigator in partnership with the family and is intended to provide a road map for the family to establish goals and actions in key life domains identified through the intake and assessment process. This is a living document and will be updated by the Navigator and family over time to reflect the progress and changing circumstances of each family.

How This Information Will Be Used

The information will be used by the Navigator and define gaps in services, document the Navigator’s and family’s plan for addressing those gaps, track progress, recognize family successes, and identify where the system is or is not working well to support the family.
Referral and Consent Form

Purpose of Form

This is a three part form.

The **Referral** portion of this form will be completed by the Housing Resource Specialist or Navigator and used to refer families to agencies both within and outside of the Pilot Project Partnership. The information in the Referral portion of the form will be used to identify the referral partner information and the life domain for which referral is being made.

The **Consent** portion of the form will be reviewed by the Housing Resource Specialist or Navigator and shared with the family to ensure that the family knows how information will be shared among the Pilot Project partners and with the agency to which the family is being referred and provide an opportunity to consent to the release of this information. In those cases where the services to which the family is being referred are covered by HIPPA, the additional consent information on the reverse of the form will be reviewed with the family and informed consent obtained or non-consent/limited consent obtained and documented. In cases where the services to which the family is being referred involve legal counsel, an additional consent will need to be obtained by the legal services organization before information may be released back to the Housing Resource Specialist or Navigator.

**NOTE:** Until documents for the sharing of data and information among Pilot Project partners has been approved by Snohomish County counsel, the consent to release information in this form must also be used to release information between and among partners.

The **Referral Status** portion of the form will be completed by the agency to which the family is referred and includes information about the status of the referral.

**How This Information Will Be Used**

The information will be used to coordinate and assess the status of referrals and determine if other steps are necessary to serve the family. For example, if the family is placed on a wait list that is not likely to receive services at the time needed, other alternate referrals and change in the Action Plan may need to occur. Additionally, if the family is not eligible for services, the Housing Resource Specialist or Navigator may decide there is a need to revise the referral system to screen for these criteria. Furthermore, if the Housing Resource Specialist or Navigator learns that the participant has not contacted the agency, s/he will follow up with the family in a timely manner.
Provider Feedback Report

Purpose of Form

This form will be filled out by each service delivery provider to which a family is referred and used to determine the family strengths and needs in key life domains at different times. The ratings on this form will provide “snapshots” of the family’s status over time and will be reviewed by the Navigator and family to determine if any modifications to the Action Plan are indicated.

How This Information Will Be Used

The information will be used by the service delivery provider and the Navigator to determine how the family is progressing over time and will likely lead to discussions about how to better prioritize, streamline, and align resources and supportive services. It will also be utilized in conjunction with other information to understand some of the systemic factors propelling or hindering family success.
Family Quarterly Reporting Form

Purpose of Form

This form will be filled out by the family and submitted to the Navigator. The form will provide the Navigator with updated contact and residency status information as well as any changes to family composition, income sources, employment status, education, and training status.

How This Information Will Be Used

The information will be used by the Navigator and family to make next step referrals, track progress toward achieving Action Plan goals, and identify emerging needs related to changes in the family’s status (e.g., the birth of a baby or return of a child to the family).
Exit Form

Purpose of Form

This form will be filled out by the Navigator. It includes information about the family composition, reason for exiting, and post program housing at the point of family’s exit from the Investing in Families system. It also provides end of program information about family education and employment, income, benefit, savings, childcare status, and information about other life domains.

How This Information Will Be Used

The information will be used by all system partners to determine the end of program circumstances of the family and to make system improvements as determined necessary. This information will also lead to discussions that showcase effective practices and service gaps as well as guide advocacy, funding, program planning, and service coordination efforts.
Landlord Information Sheet

Purpose of Form

This form will be filled out by the Housing Consortium of Everett and Snohomish County or the Housing Resource Specialist as landlords are recruited. It includes contact information about landlords, property management companies, and property units and provides information about rental unit location, types, ranges, costs and screening criteria.

How This Information Will Be Used

The information will be used by the Housing Resource Specialist to match families to potential rental opportunities based on the family’s need for access to specific services, child care, schools, and/or certain types of assistance (e.g. utility assistance, bus passes etc.). More broadly, the pool of landlords will be analyzed in light of the needs of families to identify next step priorities for recruiting landlords.