

DMH CES for Families Process and Protocol

Purpose:

To collaboratively assist families to access housing services and resources. This guide provides the process DMH providers will follow to connect families to CES for Families and to ensure families are assessed for the appropriate housing intervention and resources, such as Prevention, Diversion, Crisis/Bridge/Interim Housing, Rapid Rehousing and Permanent Supportive Housing.

Training:

All individuals conducting the Screening Tool and the Assessment must complete the following trainings, visit the LAHSA Training Site (<https://www.lahsa.org/training/catalog>):

- Clarity (HMIS) 10 – Policies and Procedures *[Required]*
- Clarity (HMIS) 100 – CES for Families *[Required]*
- NAEH Webinar – Making Rapid Rehousing Part of Your Community System *[Recommended]*

Tools & Assessment:

CES for Families Screening Tool identifies system eligibility as well as potential need for diversion resources. The “assessment” is the VI-FSPDAT which is used for prioritizing and identifying appropriate CES services and resources. The Screening Tool and/or the VI-FSPDAT will be conducted on all families being referred to CES for Families.

The VI-FSPDAT has a total score of 22

- Priority Score 1 = Scores between 0-3, these families should be considered for diversion. If diversion is not an option these families can be referred to CES for Families and placed into Rapid Rehousing (RRH).
- Priority Score 2 = Scores between 4-8, these families should be considered for diversion. If diversion is not an option, these families can be referred to CES for Families and placed into RRH. Families scoring in the upper level of Band 2 could be considered for PSH or Vouchers.
- Priority Score 3 = Scores of 9 or greater, these families will be considered for PSH or Vouchers. Families may be placed in RRH while waiting for a PSH unit or a voucher.

Who is Eligible for CES for Families:

1. Literally Homeless Families – those families staying in a place not meant for human habitation (car, on the street, abandoned building, etc) or in crisis/bring/interim housing
2. At Risk of Homelessness – those families that are at risk of losing their housing. This includes families that are doubled-up that need to exit, families staying in motels, families with an eviction notice, etc.
3. Must meet the definition of a family:
 - a. Households consisting of one or more minor children (17 or under) in the legal custody of one adult or two adults who are living together and working cooperatively to care for the children. This includes 2-parent and 1-parent families, including those with same sex

partners, families with intergenerational or extended family members, married or unmarried couples with children, families that contain adults who are not the biological parents of the children, and other family configurations. Households currently without minor children, in which the mother is in her second trimester of pregnancy, or mothers who have been medically diagnosed as having a “high risk” pregnancy shall qualify as a family.

- b. Documentation needed for Proof of Parentage (Not required at time of referral)
 - i. Copies of Birth Certificates (All children under 18 yrs. of age) or,
 - ii. Custody Order (50% or greater) or,
 - iii. Tax forms: Dependents (including qualified dependents) or,
 - iv. DPSS letter indicating custody/proof of parentage
- 4. At or Below 50% Area Median Income (see handout)

2017 – Family Area Median Income (AMI):

Year	Income Category	Family #							
		1	2	3	4	5	6	7	8
2017	50%	\$31,550	\$36,050	\$40,550	\$45,050	\$48,700	\$52,300	\$55,900	\$59,500
	30%	\$18,950	\$21,650	\$24,350	\$27,050	\$29,250	\$32,960	\$37,140	\$41,320

Visual Process Flow:

