



## Coordinated Entry Case Conferencing Procedures

Effective Date: April 18, 2018

### PURPOSE

The purpose of these procedures is to outline the parameters of Case Conferencing for persons on the Coordinated Entry Prioritization List.

### PROCEDURES

#### Reasons for a Case Conference

The following would be circumstances around which a case conference could be requested by an agency making a referral to the Prioritization List.

1. The VI-SPDAT score and subsequent Prioritization score for a person is not consistent with their perceived level of need, and the person will likely not be prioritized for the most appropriate housing intervention (Referring Case Manager would be asked to provide supporting documentation if granted a Case Conference to show higher need of person)
2. A person who was unsuccessful in a Rapid Re-Housing or Permanent Supportive Housing program and is referred back to the Prioritization List.
3. Persons who have been on the List for 45 days, and the referring Case Manager requests that the situation be reviewed to determine barriers to housing and appropriate next steps

A case conference is not intended as a mechanism to advocate for a person to be placed into the next available unit when the person is not at the top of the Prioritization List.

#### Requesting a Case Conference

1. Email Case Conference Request Form to Ryan McIntosh at CCSI, [rmcintosh@ccsi.org](mailto:rmcintosh@ccsi.org)
2. Upon receipt of Request Form, CCSI will follow-up with Requestor to obtain any additional information that may be necessary. The time/date of case conference will then be provided to the requestor.

#### Frequency of Meetings

- Meetings will be scheduled for the last Wednesday of each month to be held at CCSI at 9:00 AM. In the event of an urgent, time-sensitive situation, a case conference meeting may be scheduled on a Wednesday prior to the usual meeting day.
- If no case conferences are requested during the month, the standing Coordinated Entry work group meeting will still be held, but there will be no case conferencing discussion.



### Case Conference Request Form

#### Requestor Information

Name	
Agency	
Phone	
Email	

#### Client Information

Name	
HMIS #	

Please provide a summary for why a case conference is being requested.

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What steps have been taken to address the concerns noted in the "Reason for Request"?

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Contact Ryan McIntosh with questions or for more information. Please submit completed forms to the email address below.

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