

Simcoe County Housing First Program Referral Process

For Agencies Using HIFIS

- You have a relationship with a client.
- You discuss and decide to make a referral to Housing First (HF) based on your knowledge of the client's situation and the client's understanding of the HF program.
- You continue providing service to the client after referring them to HF.

Client is already in HIFIS and on the By-Name List (BNL):



- ✓ #17-19 completed
- ✓ Client signature



- ✓ Summary sheet



1. Update information in HIFIS
2. Upload to Sharepoint Folder



**Client is added to the
Prioritization List for Housing First.**

THEN



Every 30 Days:

- Confirm with the BNL Data Manager you are still actively working with the client, with no changes.
OR
- Submit a BNL Update Form with any significant changes that could change the client's acuity/priority



Upload to Sharepoint Folder

Questions? Contact the By-Name List Data Manager at bnl@communityconnection.ca.

Simcoe County Housing First Program Referral Process

For Agencies Not Yet Using HIFIS

- You have a relationship with a client.
- You discuss and decide to make a referral to Housing First (HF) based on your knowledge of the client's situation and the client's understanding of the HF program.
- You continue providing service to the client after referring them to HF.

1. Contact your local Housing Resource Centre and meet with a Housing Access Worker, together with your client.*
2. If you use them, bring the client's Common Consent Form, Common Intake Form, and VI-SPDAT. If these documents are not already completed, the Housing Access Worker will complete them during your appointment.



3. The Housing Access Worker will add the client to HIFIS and to the BNL and submit the documents to complete the Housing First referral.
4. Client will be added to the Prioritization List for Housing First.



5. Stay in contact with your client and provide updates to the referring Housing Resource Centre **every 30 days**. The Housing Resource Centre will submit these updates to the BNL.

* Housing First referrals can go through another agency already using HIFIS instead of the Housing Resource Centre, if you have a relationship with a HIFIS-trained agency and they are willing.

Questions? Contact the By-Name List Data Manager at bnl@communityconnection.ca.