**DV Assessment and Referral Instructions**

**Step 1**: Assess person for RRH eligibility using assessment tool. Inform the household that DV provider must have up to date contact information to reach them should a housing opportunity become available. For households who wish to be contacted directly from LICH for broad spectrum RRH opportunities, connect them with virtual access point found at [www.lihomeless.org](http://www.lihomeless.org)

**Step 2:** Provide necessary deidentified information in spreadsheet to be submitted to Gabrielle Fasano at LICH, [gfasano@addressthehomeless.org](mailto:gfasano@addressthehomeless.org) by the end of the first week of each month, capturing the previous months assessed households (ex: send January referrals by end of first week of February).

**Step 4:** Be available to facilitate connection between DV-RRH Provider and client if a vacancy becomes available.

**Notify CE Manager of plan to take Household from Referral Spreadsheet  
\*\*Allow 2 Business Days to Receive Updated Spreadsheet from CE Manager\*\***

**DV Intake Instructions**

**Step 1:** Reference referral spreadsheet sent by CE Manager. Households currently being served will be highlighted. Reach out to the next client who is not highlighted on the list. Contact the DV shelter to which the client is connected; DV shelter contact info is listed in the second tab of the workbook. To ensure referral spreadsheet accuracy, providers must update CE Manager which households they are engaging/when a household is no longer in need of services so that they may be highlighted/removed from the referral spreadsheet.

**Lost contacts:** Providers must coordinate with the referral agency to make at least 3 meaningful attempts to contact a household who is prioritized for services. This can include: phone contact, the referring agency contacting collaterals for which they have consent, or any other preferred method of contact the client indicated to the referring agency. If a household is not able to be located after 3 meaningful attempts to contact, providers may notify the CE Manager that this household is considered a “lost contact.”

**Step 2:** Complete and return the appropriate acceptance/decline form; use the deidentified household ID found on the attached spreadsheet.

All households listed on the referral spreadsheet must be accepted into the project as per CES/Housing First MOU signed by all CoC-funded projects. Further, RRH provides tenant-based rental assistance, meaning that unique units are located based on client preferences. While projects utilize landlord connections and “banks” of units, clients cannot be forced to choose an available unit that the project has identified. A client may decline a unit that a project has identified; it is the project’s responsibility to identify a unit more amenable to the client.

**Recordkeeping Requirements**

Providers are expected to uphold all HUD recordkeeping requirements. Additionally, providers must provide documentation of when they accepted a client into housing (acceptance form) and residential move-in date. This data will be utilized for ranking criteria in the CoC funding round comparing intake date to move-in date. Projects are expected to move households into housing within 60 days of project intake.