Coordinated Entry Client Rights and Acknowledgement

Coordinated Entry is intent to provide equal and easy access to all resources within the community based on client needs. A Vulnerability Index(VI-SPDAT) is a screening tool used to quickly assess and prioritize clients, but other priorities, such as homeless history, disability, veteran status, family size etc. will also be considered in the prioritization. Completing the VI-SPDAT and meeting the eligibility does not guarantee you housing. It also depends on the availability of housing at any moment.

Your rights include:

1. Being treated with respect.

2. Having the Coordinated Entry process explained to you.

3. Placement on the prioritization list no matter which participating agency you contact.

4. Being served as a family (if requesting services as a family). Your gender identity, marital status, sexual orientation will be accepted as you present them. (24 CFR part 576.102(b)) a. Female-headed households with children and male-headed households with children will be treated equally. b. Programs will not send you to other services or agencies in order to not serve you based on your gender identity, marital status, family make-up or sexual orientation. C. Proof of gender identification and/or sexual orientation will not be required for any program.

6. Referral to appropriate services for your individual situation.

7. The ability to remove your name from the Prioritization List upon request.

8. The option to file a grievance regarding the Coordinated Entry System. If you wish to do so, your first step would be contacting \_\_\_\_\_\_\_\_(name & phone number)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I have been informed of my rights and acknowledge the following conditions related to Coordinated Entry System:

\_\_\_\_\_\_\_\_(Initial)Completing the VI-SPDAT does not guarantee me housing.

\_\_\_\_\_\_\_\_(Initial)I am expected to search for housing/apartment.

\_\_\_\_\_\_\_\_(Initial)Being eligible for a program DOES NOT guarantee me housing. It will depend on availability at the moment.

\_\_\_\_\_\_\_\_(Initial)\_\_\_\_\_(name)\_\_\_\_\_\_\_\_from\_\_\_\_\_\_\_(agency)\_\_\_\_\_will be my navigator and advocate for my coordinated entry application. I will maintain contact with him/her until decision of my placement being made.

\_\_\_\_\_\_\_\_(Initial)Individuals shall not be permitted or obligated to provide gratuity in any form for the services provided through the Coordinated Entry Process.

Service Recipient Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_

Agency Staff Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_