**COORDINATED ENTRY SYSTEM (CES) POLICY AND PROCEDURES
CES-PP-18-03: BY NAME LIST AND PRIORITIZATION POLICY AND
PROCEDURES APPROVED May 30, 2018**

PURPOSE: To establish local prioritization standards for supportive housing resources within the Continuum of Care (CoC).

POLICY: The Threshold CoC CES will operate a By-Name List (BNL) that is inclusive of all households known to be experiencing homelessness. This BNL will be divided into separate pools based upon prioritization and engagement within the CES. The Priority Pool within the CES will align prioritized households with the specific intervention needed to obtain permanent housing and stability. Dynamic Prioritization will be utilized to identify the most vulnerable households based on the number of anticipated housing placements across all resources occurring within the next 60 days.

Threshold CoC will operate a Coordinated Entry System (CES) that prioritizes individuals for supportive housing resources in accordance with the HUD Coordinated Entry Notice and in alignment with the HUD Order of Priority for individuals experiencing chronic homelessness. The CES will utilize a Progressive Engagement approach, whereas a prioritized household is provided the least amount of assistance necessary to stabilize in permanent housing. Supportive housing resources will be adjusted to meet the unique needs of each individual household and additional resources will be provided when necessary.

PROCEDURE I: The By-Name List (BNL)

A. Definition
   1. The BNL consists of all households known by the community to be experiencing literal homelessness or fleeing domestic violence (Categories 1 & 4 of the HUD homelessness definition).
      a. All households identified as homeless or fleeing domestic violence will be asked to consent to inclusion in the BNL through the CES Release of Information (ROI).
      b. Households refusing to release information to the BNL will still be considered for services.
   2. The BNL includes all population types and acuity levels. The BNL is categorized into subgroups, referred to as "pools", further outlined below.

B. BNL Pools
   1. Priority Pool for RRH
      a. Includes households that meet the prioritization criteria for RRH (Procedure IIIB below) and will be permanently housed through the CES within 60 days.
      b. These households work with local providers, outreach workers, and housing navigators to remain connected with the CES and obtain all necessary documentation and verifications, by third parties when able, for supportive housing eligibility ready. (These requirements require further development around types of documentation and the role of housing navigators).
      c. The Priority Pool is dynamic and adjusts as acutely vulnerable households enter and exit the homeless system. See Dynamic Prioritization section below for additional information.

2. Active Pool
   a. Includes all households experiencing literal homelessness, but do not meet the prioritization threshold for the priority pool.
   b. Households may be in shelters, unsheltered, or in other places not meant for human habitation (i.e. vehicles, abandoned buildings, etc.).
   c. Most of the individuals within the Active Pool will need to obtain housing outside of the CES, as there is a limited amount of supportive housing resources available. Case workers should explore other housing options outside of the CES.
3. Transitional Housing (TH) Pool
   a. Includes all households currently residing in TH projects.
   b. In most cases, these individuals will not be considered in the priority pool, as the goal of TH is to exit households to permanent housing.
   c. TH project case workers should support the household in exploring permanent housing options outside of the CES.
4. Inactive Pool
   a. Includes all households who have been identified as experiencing literal homelessness, but have not interacted with the homeless service system within the last 30 days.
   b. Inactive households are assumed to have self-resolved or moved out of the community.
   c. As contact with the homeless system reoccurs, households move back into the Active Pool of the BNL and are prioritized according to current need and situation.

PROCEDURE II: *Prioritization Approach*

A. Progressive Engagement
   1. Progressive engagement is an approach that provides the minimum amount of assistance necessary to resolve a household's homeless situation.
   2. Progressive engagement allows for interventions to increase or decline based on the household's unique needs and ensures the CES is providing a "right-sized" approach to supportive housing services.

B. Dynamic Prioritization
   1. Dynamic Prioritization is a method used to identify the most vulnerable households, whereas the size of the prioritization pool is adjusted to match the number of anticipated housing placements that will occur within the next 60 days.
   2. The number of individuals and the specific individuals within the Priority Pool adjusts as additional households enter and exit the homeless service system and according to the available housing stock.
   3. Housing referrals will be offered to those households within the pool based on the prioritization policy.

PROCEDURE III: *Dynamic Prioritization*

A. Rapid Rehousing (RRH) Prioritization
   1) General Prioritization
      a) Priority Categories:
         i) Priority 1: Veterans who are not eligible for VA funded supportive housing programs (per HUD definition of "veteran")

         i) Priority 2: Chronically Homeless Households
         ii) Priority 3: Non-chronically Homeless Households

      b) Within each of these categories households will be prioritized by:

      i) Length of time homeless (longest to shortest)- Cumulative in the past 3 years
      ii) Length of current homeless episode (longest to shortest)

2) Subpopulation Set-Asides
   a) The CES currently has established a number of RRH set-aside units for young adults (ages 18-24) and households with children (families) that would not be otherwise included in the priority pool. The purpose of this set aside is to ensure that these populations are not excluded from access to RRH and to ensure that progress toward ending homelessness for youth and families.
   b) These subpopulation set-asides will be prioritized within each category as follows:
      i) Length of time homeless (longest to shortest) – Cumulative in the last 3 years
      ii) Length of current homeless episode (longest to shortest)

B. Permanent Supportive Housing (PSH) Prioritization

1. Case Conferencing Review
   a. The HRT/case conferencing process identifies households to be prioritized for PSH. Households on the HRT Case Conferencing list include:
      i. Households who will not successfully exit RRH
      ii. Households who are literally homeless and have been unsuccessful in previous housing placement within the last two years (see Assessment Policy for detail).
   b. Prioritization by HRT is based on the following:
      i. Priority 1: Chronically homeless veterans (non-VA eligible)
      ii. Priority 2: Chronically homeless non-veterans
   c. If, openings occur and there is no eligible household in the priority pool, households in the active list will be considered for the opening. If this occurs the normal prioritization criteria will be applied in filling the vacancy.
   d. Priority Criteria:
      i. DLA 20 results (ranking to be determined)
      ii. Severity needs identified through HRT and presenting agency documentation

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<u>Additional Resources</u>:
Dynamic Prioritization Visual
<u>Progressive Engagement Guide</u>