

Coordinated Entry Case Conferencing

Case conferencing can be utilized for those who have a VI-SPDAT score entered into the Coordinated Entry Workflow in ClientTrack, but their vulnerability is not clearly reflected in the standard VI-SPDAT assessment. Case-conferencing will be used in cases where a change in the client score would impact the type of housing intervention they are eligible to be referred into.

Process

The assessor that administered the initial coordinated entry assessment or the system navigator will fill out a standard case-conferencing form that will be submitted to the Atlanta Continuum of Care lead agency, Partners for Home. Assessor or navigator may work jointly with client's case management team to get the most accurate and clear information on the client. Partners for Home will hold a weekly case conferencing meeting on Monday of each week via conference call. The assessor or navigator will be notified within 48 hours of that case conferencing meeting if the request was approved. If the request is denied, the assessor, navigator, or case management team can appeal the decision by contacting the coordinated entry manager at Partners for Home.

Case Conferencing Committee

The case conferencing committee will be made up of the following roles:

- Outreach worker
- Clinical social worker
- Housing provider for PSH and RRH
- Administrator from Partners for Home

Case Conference Denials through Coordinated Entry

If a housing provider rejects a referral for a client through Coordinated Entry, the housing provider will follow up with the Coordinated Entry manager and the assessor/navigator both through ClientTrack and through an email communication informing both parties that they are not going to move forward with this client. Housing providers can reject 3 clients per year. The client will then be case-conferenced to determine what program will meet the client's needs. The assessor who enrolled the client into coordinated entry or the system navigator will be responsible for filling out the case conferencing document for the client.

If in the event a rapid rehousing provider determines that the client requires a higher level of care, the RRH provider will case-conference the client and "provider reject" with a note that says "case-conference for higher level of care."