

## Housing Pre-Screen Tip Sheet

### Glossary

Diversion	Redirecting individuals applying for entry into the shelters to keep their current housing arrangement or remain housed (Example: continue staying with friends/relatives)
Homeless Prevention (HP)	Preventing someone from entering the homeless system (shelters) through referrals or rental assistance; targets individuals at imminent risk of homelessness (Example: rental assistance or financial referrals)
Rapid Re-Housing (RRH) (Literally Homeless)	Assisting participants to quickly obtain and sustain stable, permanent housing (Example: DuPagePADS)
Transitional Housing (TH)	Providing individuals and families with interim housing and supportive services, for up to 24 months (Example: Bridge Communities)
Permanent Supportive Housing (PSH) (Literally homeless with a disability)	Long-term housing for chronically homeless individuals and families (Example: DuPagePADS, Catholic Charities SHIFT)
VI-SPDAT	Pre-screening/risk assessment tool to triage housing need among individuals, families, and youth

### Where did you sleep last night?

Homeless	<ul style="list-style-type: none"> <li>• Place not meant for human habitation</li> <li>• Emergency shelter (includes hotel/motel paid for with agency voucher)</li> </ul>
Institutional	<ul style="list-style-type: none"> <li>• Foster care home or foster care group home</li> <li>• Hospital or other residential non-psychiatric medical facility</li> <li>• Jail, prison, or juvenile detention facility</li> <li>• Long term care facility or nursing home</li> <li>• Psychiatric hospital or facility</li> <li>• Substance abuse treatment facility or detox center</li> </ul>
Transitional/Permanent Housing	<ul style="list-style-type: none"> <li>• Hotel or motel paid for without emergency shelter voucher</li> <li>• Owned by client, NO ongoing housing subsidy</li> <li>• Owned by client, with ongoing housing subsidy</li> <li>• Residential project/halfway house with NO homeless criteria</li> <li>• Staying or living with a friend</li> <li>• Transitional housing for homeless persons (including homeless youth)</li> </ul>

### Where the Pre-Screen Goes: Coordinated Entry System Contacts

Agency	CES Contact	E-mail
Catholic Charities	Amy Palumbo	a.palumbo@cc-doj.org
DuPage County Community Services	Anna Varona-Doromal	anna.varona-doromal@dupageco.org
DuPage Veterans Assistance Commission	Steve Fixler	dupagevac@dupageco.org
Outreach Community Ministries	Bridget Adegbenro	badegbenro@outreachcommin.org
People's Resource Center	Tonya Latson	tlatson@peoplesrc.org

## Housing Pre-Screen Tip Sheet

### Geographic Boundaries for Publicly-Funded Homeless Prevention Providers

DuPage County Community Services (DCCS)	<ul style="list-style-type: none"> <li>• Aurora*</li> <li>• Bartlett*</li> <li>• Bloomingdale</li> <li>• Glen Ellyn</li> <li>• Glendale Heights</li> <li>• Hanover Park*</li> <li>• Hinsdale</li> <li>• Keeneyville</li> <li>• Lemont* (unincorporated)</li> <li>• Lisle</li> <li>• Naperville</li> <li>• Ontarioville</li> <li>• Roselle*</li> <li>• Wayne</li> <li>• West Chicago</li> <li>• Westmont</li> <li>• Wheaton</li> <li>• Willowbrook</li> <li>• Winfield</li> </ul>
Catholic Charities (CC)	<ul style="list-style-type: none"> <li>• Addison</li> <li>• Bensenville*</li> <li>• Bolingbrook*</li> <li>• Burr Ridge*</li> <li>• Clarendon Hills</li> <li>• Darien</li> <li>• Downers Grove</li> <li>• Elmhurst*</li> <li>• Itasca</li> <li>• Lombard</li> <li>• Medinah</li> <li>• Oak Brook</li> <li>• Oakbrook Terrace</li> <li>• Villa Park</li> <li>• Wood Dale</li> <li>• Woodridge</li> </ul>
Outreach Community Ministries (OCM)	<ul style="list-style-type: none"> <li>• Carol Stream</li> <li>• Glen Ellyn</li> <li>• Warrenville (and surrounding unincorporated areas)</li> <li>• Wheaton</li> </ul>
People's Resource Center (PRC)	<ul style="list-style-type: none"> <li>• All PRC clients in DuPage County</li> </ul>
360 Youth Services (360)	<ul style="list-style-type: none"> <li>• Transitional housing only, for single females aged 18-21 and single males aged 18-24</li> </ul>
Veterans Assistance Commission (VAC)	<ul style="list-style-type: none"> <li>• Veterans in DuPage County</li> </ul>

\*Check to make sure client is in DuPage County

# Pre-Screen Tool for Housing Calls

1. Access Point:

2. Caller Consent (please read statement):

*"We share information with our partnering agencies in order to coordinate requested services to support you/your household. Do we have permission to share this information with the partnering agency?"*

Consent?

Yes

No

3. Date:

4. Name:

5. Date of Birth (request age if client refuses):

6. Gender:

Male

Female

Transgender Male to Female

Transgender Female to Male

Does Not Identify

7. Primary Language Spoken:

8. Have you or any member of your household served in the military?

Yes

No

## **Contact Information**

1. Phone 1 (Primary):

2. Phone 2:

3. Phone 3:

4. E-mail:

5. Between the hours of 9:00am to 5:00pm, Monday through Friday, when is the best time for the agency to contact you?

Morning, 9:00am to 12:00pm

Afternoon, 12:00pm to 5:00pm

Anytime, 9:00am to 5:00pm

Unavailable

6. If the agency is unable to reach you, is this a safe phone number to leave a voicemail or message with someone?

Yes          No

If no, please explain:

7. What city are you located in now?

8. How many people are living in the household, or will be living with you?

a. Number of adults in household (aged 18 and over)

a. Number of children in household (under age 18)

9. What is the household's total monthly gross income (past 30 days)?

10. Where did you sleep last night?

11. Do you have a place to sleep tonight?

Yes. (Continue to Homeless Prevention/Rapid Re-Housing questions.)

No, but housing has been identified. (Provide shelter referrals and continue to Homeless Prevention/Rapid Re-Housing questions.)

No, and housing has not been located. (End assessment and explore alternative options with client before referring to an emergency shelter)

*Advise the client that the shelters will be able to assess for additional resources, including coordinated access to housing programs. If client refuses to use a shelter, advise them of the DuPagePADS Street Outreach Program at 866-682-3846 x2275. Advise client that they can request for Street Outreach to come and meet with them at their location.*

If no, and housing has not been located, was the DuPagePADS Street Outreach phone number provided?

Yes

No

## **Homeless Prevention/Rapid Re-Housing**

1. If housing has been located or you are currently in housing, what city is the housing located in?

2. How long can you stay in this location?

3. Is your name on a lease/mortgage?                      Yes                      No

4. Have you received an eviction notice or court order to vacate?

Yes                      No

5. Describe what brought on your housing crisis:

Loss of income/job

Natural disaster/fire

Car repair

Funeral expenses

Medical expenses

Displacement by government

Condemnation

Foreclosure

Release from institution

Homeless

Other

6. When did the above circumstance(s) take place (past 90 days)?

7. Amount of assistance requested:

Rent amount:

a. Monthly rent amount:

b. Number of bedrooms

Deposit amount:

Mortgage amount:

8. Have you received assistance from any agency within the last 12-24 months?

Yes      No

If yes, please list agency or agencies:

9. Have you used People's Resource Center before?

Yes      No

**End of assessment. Refer to an agency as designated in the geographic break-out.**

Please read statement: *"Please be patient, [referral agency] will call you within 3-5 business days."*

For office use only. Referred to:

Catholic Charities (CC)

DuPage County Community Services (DCCS)

Veterans Assistance Commission (VAC)

Outreach Community Ministries (OCM)

People's Resource Center (PRC)

360 Youth Services (transitional housing only)

Other