

# Checklist for Housing First Graduate Programs

## Client is ready to graduate

Complete Application forms

- Calgary Housing Company Form – On paper
- GRSP Application Assessment– In HMIS
- Housing First Graduates Referral Questions – In HMIS

Basic HMIS steps

- Ensure there is an up to date CAA ROI form
- Create a referral in the referrals tab to “Housing First Graduates” program
- Email [HMIS@calgaryhomeless.com](mailto:HMIS@calgaryhomeless.com) stating the referral is entered

*If you do not receive a confirmation email in return ensure to follow-up*

## Triage and referral

The triage table will review if spots are available

Client will receive referral to HF grad Program **CUPS** or **CHC**

### CUPS Accepts Client

- Warm Transfer to CUPS program
- Housing First program will exit client – completed program

*Once client is in the CUPS program CUPS is to complete grad follow-up assessments*

### CHC Accepts Client

- Warm Transfer to CHC Housing
- Housing First program will exit client – completed program
- Housing First program enters client into the **NEW** – Housing First Graduate Program
- Housing First program completes 3, 6, 12 month Graduate follow-up assessments