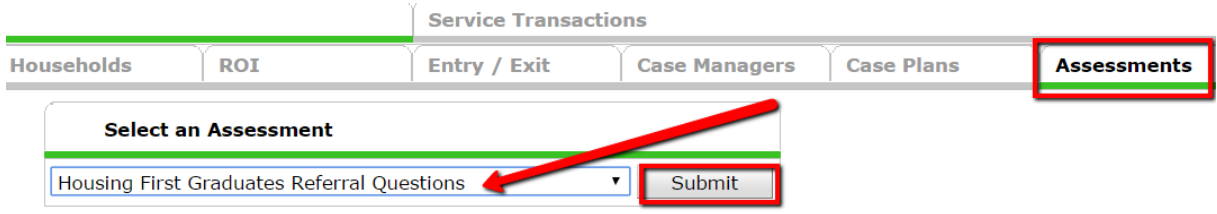


## Housing First Graduates – HMIS Steps

**STEPS - Refer your client to the “Housing First Graduates” program;**

1. Open the client profile.
2. Upload a valid, signed and witnessed CAA ROI.
3. Answer the questions in the “Housing First Graduates Referral Questions” assessment.



The screenshot shows a navigation bar with tabs: Households, ROI, Entry / Exit, Case Managers, Case Plans, and Assessments. The 'Assessments' tab is highlighted with a red box. Below the tabs is a section titled 'Select an Assessment' with a dropdown menu. The dropdown menu is open, showing 'Housing First Graduates Referral Questions' selected. A red arrow points to the dropdown menu. To the right of the dropdown is a 'Submit' button, which is also highlighted with a red box.

4. Answer the questions in the “GRSP Application” assessment.
5. Create a service referral to “Housing First Graduates” program identifying “housing/shelter” as the term. The exact steps and how-to can be found at the end of this document.
6. Send an email to: [hmis@calgaryhomeless.com](mailto:hmis@calgaryhomeless.com) to notify the HMIS Team of the referral and include the client ID in the email.

**\*\* To ensure your referral is accepted, please make sure you have completed each step listed above and answered all the applicable questions in the “Housing First Graduates Referral Questions” assessment \*\***

## Housing First Graduates – Client Information

### Who will my clients' information be shared with?

Your client's First Name, Last Name, Demographics as well as information entered into the "Housing First Graduates" assessment will be provided in a triage list for all of Placement Committee members to see.

If your client is triaged to a program which uses ServicePoint, this information will then be shared with them.

### Who has access to Housing First Graduates in HMIS?

CHF's System Planners and HMIS Team

Main contacts for the graduate programs (such as staff from the GRS CUPS program) will have access to the information mentioned above.

At this time, no one from CHC has access to ServicePoint.

### Why are we using the CAA ROI?

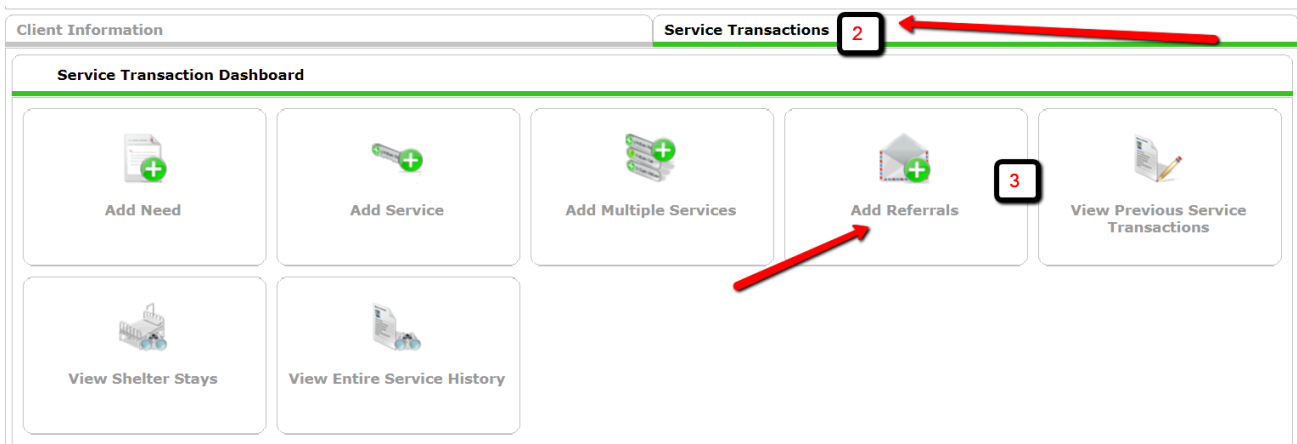
The CHC staff have signed confidentiality forms for CAA at this time and as no data will be shared electronically with CHC, the current ROI meets all requirements legally.

CHF is currently editing the CAA ROI with a lens to many things including plain language, literacy and changes of partner participation for CAA.

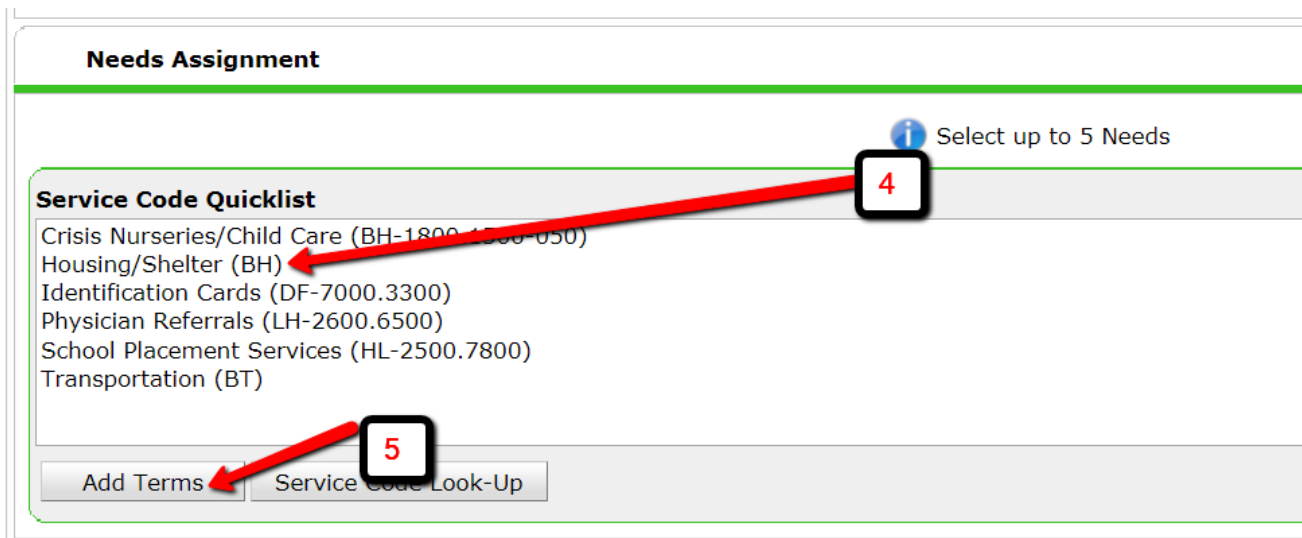
# Housing First Graduates Referral

## How to create a referral

1. Open the client profile
2. Click on the Service Transactions tab
3. Click Add Referrals



4. Choose Service Code Housing/Shelter
5. Click Add Terms



- In the Search Results, click on the letter H, you will have to go to the next page of the H results

**Search Results** 6 a

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
Provider	Type	Phone	Location	Distance	Matched Needs																						
Abbeydale - The Alex	Level 3	403-264-2252	CALGARY, AB T2A5X9	N/A	1/1																						
Adaptive Case Management - Aspen	Level 3	403-219-3477	CALGARY, AB T2E 7E4	N/A	1/1																						
Adaptive Case Management - Children's Cottage Society	Level 3	Unknown	Unknown	N/A	1/1																						
Adaptive Case Management - Closer to Home	Level 3	403-543-0550	CALGARY, AB T3E 0B6	N/A	1/1																						
Adaptive Case Management - CUPS	Level 4	Unknown	CALGARY, AB T2R 0B7	N/A	1/1																						
Adaptive Case Management - Discovery House	Level 3	Unknown	CALGARY, AB T2A 7R7	N/A	1/1																						
AHRP - Calgary John Howard Society	Level 4	403-266-4566	CALGARY, AB T2G 0S5	N/A	1/1																						
Alpha Housing - Alpha House	Level 3	403-234-7388	CALGARY, AB T2G 1G4	N/A	1/1																						
Aura - Boys and Girls Clubs Calgary	Level 3	403-828-4673	CALGARY, AB T2E 1C8	N/A	1/1																						
Aurora - Alpha House	Level 3	Unknown	Unknown	N/A	1/1																						

Bed Availability Showing 1-10 of 97 First Previous Next Last

6 b

- Click on the green plus sign next to Housing First Graduates

**Search Results** 7

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
Provider	Type	Phone	Location	Distance	Matched Needs																						
Housing First Graduates	Level 3	Unknown	Unknown	N/A	1/1																						
Housing Plus - Mustard Seed	Level 3	403-269-1319	CALGARY, AB T2G 0X5	N/A	1/1																						
Housing with Intensive Supports - The DI	Level 3	Unknown	, T2G 0P8	N/A	1/1																						

Bed Availability Showing 11-13 of 13 First Previous Next Last




- Select the check box and ensure the Housing/Shelter box is checked (as per the screenshot)

**Refer to Providers**




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**Referral Data**


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**Needs Referral Date \*** 08 / 25 / 2017    10 : 52 : 21 AM

Referral Ranking -Select-

Projected Follow Up Date  /  /    

Follow Up User -Select-  
-Select-

  [Check to notify ServicePoint Providers by Email.](#)

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**Referrals**

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Referred-To Provider	Housing/Shelter
Housing First Graduates (267)	<input checked="" type="checkbox"/>

9. Scroll down to the bottom of the page and click Save ALL

Save Needs ONLY   Save ALL   Clear ALL   Cancel

You should now see the Referral has been made.

If you selected [Check to notify ServicePoint Providers by Email](#). (see screenshot above) an automatic notification will be sent to the HMIS team. The referral will be processed and pulled into the Housing First Graduates list for the applicable placement committee. Feel free to contact the HMIS team to check on the status of the referral.