

# COORDINATED ENTRY CHECKLIST

How to complete a One Way Home (OWH) Assessment

1

## One Way Home Assessment

Enter the client into **FL505 - HHA - One Way Home (CE) (3955)**

2

## VI-SPDAT Questions

For literally homeless clients complete the VI-SPDAT questions for **individuals** OR **families**

3

## Coordinated Entry Assessment

Complete the **Coordinated Entry Assessment** at the bottom of the One Way Home Assessment and select:

- **Housing Needs Assessment** for households that are literally homeless (make sure to add to the **Prioritization List** as the prioritization status)

OR

- **Crisis Needs Assessment** for prevention households

4

## Coordinated Event

Complete the **Coordinated Event** at the bottom of the assessment and select:

- **Referral to Scheduled Coordinated Entry Housing Needs Assessment** for households that are literally homeless

OR

- **Referral to Crisis Needs Assessment** for prevention households

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## Referral to Housing Related Coordinated Entry

Go to **Services** and complete a **Referral to Housing Related Coordinated Entry**.

Use the following referral information:

- **Service Provider:** FL-505 Homelessness & Housing Alliance 3349
- Enter the **VI-SPDAT** score
- **Follow-Up User:** FL-505 Homelessness & Housing Alliance 3349
- Select **Dawn Brackney**
- Check **Notify Provider by Email**
- Check the white box labeled **Referred to Provider**

