Do Good Multnomah: Findley Commons RLRA-SRO (PSH) ServicePoint Handout

Questions? Contact the ServicePoint Helpline at <u>servicepoint@multco.us</u> <u>http://multco.us/servicepoint</u>

Version 1.1

This handout provides step-by-step instructions for entering Veteran-By Name List Participants onto the Findley Commons PSH waitlist.

VERIFY COORDINATED ACCESS ROI

Required for the Member included in Program Entry

Verify that the proper Coordinated Access ROI has been transacted in SP for the client being referred to Findley Commons and for the appropriate window of time. This ensures that the information being added will be properly shared.

Clients should already have a properly transacted ROI from entry into Coordinated Access and/or the Veteran-By Name List.

For reference - a Video on How to Transact an ROI here: <u>https://www.youtube.com/watch?v=A6YYacA-sd4</u>

When successfully transacted, it should look like this under the ROI tab. At the very least, the participant needs to have a transacted ROI for the OR-501: Coordinated Access Entry Provider and the entry should fall within the period.

lient Information						Service Transactions				
Summary	Client Profile	Households	ROI	Entry /	Exit	Case Managers	Case Plans	Activities	Assessments	
Release	of Information									
Provid	ler			P	ermission	5	Start Date	End Date		
🧷 🗑 OR-50	1: Coordinated Access			Y	'es	:	12/15/2021	12/15/2028	ŵ.	
Add Release	of Information					Showing 1-1 of	1			

* Email or call the ServicePoint Helpline if you cannot locate the proper ROIs and you are unsure what to do: 503-970-4408 or servicepoint@multco.us

CLIENT PROFILE

Every Client must have 3 questions answered in the Client Profile Tab. Verify the information before proceeding.



ADD COORDINATED ENTRY EVENT SUB-ASSESSMENT VIA INTERIM UPDATE

 Locate the open Coordinated Access program entry for the participant from the Summary or Entry/Exit tabs.

	Client Information	Service Transactions							
From the Entry/Exit	Summary Client Profile	Households ROI	Entry / Exit	Case Managers	Case Plans	Measurements A	ctivities	Assessm	ents
tab, select the		Reminder: Household men	bers must be esta	blished on Households	tab before creating	g Entry / Exits			
Interims icon next to	Entry / Exit								
the OR-501:	Program	Туре		Project Start Date	Exit Date	Interims	Follow Ups	Client Count	
	OR-501: Coordinated Access (7326) Basic	1	09/01/2020	2		E.	8	ŵ
Coordinated Access	Add Entry / Exit			Showin	1-1 of 1)		

	Interim Reviews		×			
	Interim Reviews Associated with this Entry / Exit					
	Review Date Review Type		Client Count			
Colock Add Interim	Add Interim Review	No matches.				
Review						
			Exit			

	Interim Review Data	
Interim Review Type:	Entry / Exit Provider	OR-501: Coordinated Access (7326)
Update	Entry / Exit Type	Basic
	Interim Review Type *	Update 🗸
Review Date: date	Review Date *	10 / 01 / 2020 🥂 💙 🤯 11 🕶 : 22 🕶 : 12 🗸 AM 🕶
Click Save & Continue		
		Save & Continue Cancel

Select Sub-Assessment – HUD Coordinated Entry Questions

Select the OR-501: HUD Coordinated Entry Questions Assessment

Select an Assessment			
SEE INSTRUCTIONS BELOW	OR-501: HUD Coordinated Entry Questions	OR-501: Coordinated Access for Adults	OR-501: Coordinated Access for Families with minor children
OR-501: Veterans	OR-501: Recovery Housing Questions		

Add New Coordinated Entry Event

	OR-501: HUD Co	ordinated Entry Que	stions Entry	Date: 01/14/2022 🔒 10:29:03 AM 🔒					
	HUD Required Coordina	ted Entry sub-assessm	ents						
	Q Current Living Situation								
	Start Date *	End Date	Information Date	Current Living Situation					
	Add								
Select Add under the Coordinated Entry Event	Coordinated	Entry Assessment							
	Date of * End	Date Assessment Location	Assessment Asses Type Level	sment Prioritization Status					
	Add								
	Coordinated	Entry Event							
	Start Date * Da	ite of Event* Event*	Referral Res	ult Date of Result					
	Add								

Complete Coordinated Entry Event

Start Date & Date of	Coordinated Entry Event						
Event – Use date of Findley Commons	Start Date* 01 / 14 / 2022 🔊 🖏 G 🖛						
referral	End Date / / / Ø 🖏 🔿 🦓 G						
	Date of Event* 01 / 14 / 2022 2 3 0 G						
Event – Select	Event* Referral to PSH project resource opening						
"Referral to PSH project resource	If 'Event' answer was 'Problem Solving/Diversion/Rapid Resolution intervention or service result', please answer the following question:						
opening"	Problem Solving/Diversion/Bapid						
'Event' answer was Referral to an ES, TH,	Resolution intervention or service result - Client housed/re-housed in a safe alternative						
PSH, or Other PH	If 'Event' answer was 'Referral to post-placement/follow-up case management result', please answer the following question:						
opening – Use the Lookup feature to select Do Good – Findley Commons	Referral to post- placement/follow-up case management result - Enrolled in Aftercare project						
(PSH) (8421)	If 'Event' answer was a Referral to an ES, TH, Joint TH-RRH, RRH, PSH, or Other PH opening, please answer the following question:						
Referral Result – Leave blank at this	Location of Crisis Housing or Permanent Housing Referral Do Good Multnomah Findle Lookup Clear G						
stage of referral	If 'Event' answer was a Referral to an ES, TH, Joint TH-RRH, RRH, PSH, or Other PH opening, please answer the following question:						
Date of Result –	Referral Result -Select-						
Leave blank at this stage of referral	If 'Event' answer was a Referral to an ES, TH, Joint TH-RRH, RRH, PSH, or Other PH opening, please answer the following question:						
	Date of Result						
Save	Save Save and Add Another Cancel						

Save & Exit Record Changes

		🔍 Coordinated Entry Event							
			Start Date*	Date of Event*	Event*	Referral Result	Date of Result		
Save & Exit	/	5	01/14/2022	01/14/2022	Referral to PSH project resource opening				
		Add Showing 1-1 of 1							
					Save	Save & Evit	Evit		
					Jave	Save & Exit	Exit		

	Interim Reviews			×					
	Interim Reviews Associated with this Entry / Exit								
Interim Review	Review Date	Review Type		Client Count					
Confirmation & Exit	/ 🗋 01/18/2022	Update							
prompt. This screen	Add Interim Review	Sho	wing 1-1 of 1						
shows that your]							
interim was									
successfully saved									
				Exit					
Interim Keview									
Transacted – The blue	Entry / Exit								
number indicator	Program	Туре	Project Start Date E	Exit Date Interims Follo					
shows again that your	0R-501: Coordinated Access (7326)	Basic	01/14/2022	Lo E					
Interim was successful.	Add Entry / Exit		Showing 1-1 of 1	\					
The number will grow									
with each interim									
added									
c									
Successful	Upon successful refer	al to Findley Commons,	access the same Coordi	nated Entry Event					
Successtul	Upon successful refer using exactly the pro	al to Findley Commons, ess and instructions abo	access the same Coordive. Complete the Referr	nated Entry Event al Result, End Date					
Successtul Referral	Upon successful refer using exactly the pro- and Date of Result fie	ral to Findley Commons, ess and instructions abo lds as identified below o	access the same Coordi ve. Complete the Referr ind save the Entry using	nated Entry Event al Result, End Date the same process.					
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Successful Referral Complete End Date – Use the date of referral result Complete Referral Result – Use successful for client	Upon successful refer using exactly the prov and Date of Result fie Coordinated Entry Start Date* End Date Date of Event* Event* If 'Event' answer was 'Prol please answer the followin Problem Solving/Diversion/Rapid Resolution intervention or service result - Client housed/re-housed in a safe alternative If 'Event' answer was 'Refe answer the following quest Referral to post- placement/follow-up case management result - Enrolled in Aftercare project	ral to Findley Commons, ress and instructions abo lds as identified below of revent 01/14/2022 20 20 20 6 01/14/2022 20 20 20 6 Referral to PSH project resource ope lem Solving/Diversion/Rapid Resc o question: -Select- V G	access the same Coordi ve. Complete the Referr and save the Entry using	nated Entry Event ral Result, End Date the same process.					
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Complete Date of Result – Use date of referral result

Location of Crisis Ho or Permanent Housi Referral	Do Good Multnom	ah Findle Lookup	Clear G	
If 'Event' answer was answer the following	a Referral to an ES, TH, question:	Joint TH-RRH, RRH,	PSH, or Other PH	opening, please
Referral Result	-Select-		G	
If 'Event' answer was answer the following	a Referral to an ES, TH, question:	Joint TH-RRH, RRH,	PSH, or Other PH	opening, please
Date of Result		🔊 🖏 e 👞		
	Sa	ve Save a	nd Add Another	Cancel



If you come across any complications or questions that prevent you from using this process, please reach out to JOHS Staff @ servicepoint@multco.us