



CoC FL 507

Rapid ReHousing Case Conference Request Procedure

Case Conferencing is generally used for hard to serve participants who are in a Rapid Re-Housing (RRH) housing project, assigned by Coordinated Entry System (CES) at Homeless Services Network of Central Florida (HSN). Case Conferencing can occur via telephone, in person, with the participant present or absent, with peer providers, and other community providers. It really depends on the participant, the case manager and the situation at hand.

All Case Conferencing requests must follow the below procedure:

- 1) Complete a Rapid Re-Housing Case Conference Request Form
- 2) Email the Request Form to the CES team via email at: case.conference@hsncfl.org
 - a. If the reason for the Case Conference is to request an extension in the program for a client, please also include the Extension Request form.
- 3) Please allow CES 7 business days to coordinate

Before a Case Conference takes place the Housing Stability Case Manager must:

- 1) (If Shelter Case Manager) coordinate with Housing Stability Case Manager
- 2) Complete and email a Rapid ReHousing Case Conference Request Form
- 3) Ensure all HMIS case notes are up to date
- 4) Get participant consent to the Case Conference and/or consent for the community partner providers to participant, by completing the Consent to Release and/or Obtain Confidential Information Form

The Coordinated Entry System representative will complete the following;

- 1) Review the Rapid ReHousing Case Conference Request Form and coordinate
- 2) Coordinate and connect with Partner Agencies who HSCM has requested attendance
- 3) Complete a thorough review of the case notes in HMIS
- 4) Check on housing status and search with Housing Locator Team
- 5) Conduct follow up activities and check in's with Housing Stability Case Manager



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Rapid ReHousing Case Conference Request Form

Person Requesting Case Conference: _____

Housing Stability CM Name: _____

Housing Stability CM Agency: _____

Shelter Case Manager Name: _____ (if applicable)

Participant HMIS #: _____ RRH Entry Date: _____

Current Housing Status: Shelter Bridge Housing Literally homeless Housed in RRH unit
 Other

Will the client be present at the Case Conference: Yes No

Is this Case Conference in person or via telephone? _____

If in person, what is the preferred location? _____

Please give 3 dates and times you'd like to have the Case Conference (must be 7 business days out from today's date):

- 1) Preferred date _____ time: _____
- 2) Preferred date _____ time: _____
- 3) Preferred date _____ time: _____

Purpose of Case Conference:

What is the objective of the case conferencing? (If permanent housing, please elaborate on how you think a case conference could assist)



What specific goals have been set for the participant that they are achieving?

What specific goals have been set for the participant that they are NOT achieving?

- Has the person requesting the case conference coordinated with other community partners?
 Yes No If Yes, please list providers:

- Has the RRH participant found their own housing leads? (If in search mode)
 Yes No
If Yes, please list how many per week (on average): _____

- Has the CM explained the types of units that are appropriate for RRH to participant? (If in search mode)
 Yes No

- Has a Housing Needs Form been completed? (If in search mode)
 Yes No

- Has the RRH participant declined units in the past? (If in search mode)
 Yes No
If Yes, please list how many: _____



What are the current barriers the RRH participant is facing finding housing?

Partner Agency Request for Participation in Case Conference:

Please indicate which types of Providers you'd like present at the Case Conference, the CES Team will do it's best to invite partner agencies to assist in coordinating care. If you have a specific partner that the participant has worked with in the past, please provide their contact information, on the line provided below.

It will be the responsibility of the Housing Stability Case Manager to get the participants signed consent to having the below partner agency attend the Case Conference.

- Coordinated Entry Systems Staff
- Department of Children and Families (DCF)
- Mental Health
- Substance Abuse
- General Health\Wellness
- Domestic Violence
- Employment
- Education
- Immigration
- Child Care
- Crisis Services
- SOAR or Disability: _____
- Other: _____
- Other: _____
- Other: _____

(HSN INTERNAL USE ONLY) Case Conference Follow Up:

- Case Conference date and time confirmed
- Partner Agencies contacted and confirmed attendance
- Communication with HSCM
- Signed releases uploaded into HMIS prior to Case Conference
- Case Conference Outcomes From submitted to participating parties within 5 business days of case conference



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Rapid ReHousing Case Conference:

Consent to Release and/or Obtain Confidential Information to External Partners (not in HMIS)

Participant HMIS #: _____

I, _____ authorize _____ to
(RRH participant name) (RRH Agency Name)
release and or obtain the following information to/from _____
(external partner agency)

The specified information is limited to:

(check all that apply)

- Obtaining and maintaining housing
- Those in my household, ie: my partner, my children
- General housing stability goals
- My case plan
- General health and wellness
- Childcare
- DCF
- Domestic violence
- Other: _____
- Other: _____
- Other: _____
- Other: _____
- Other: _____

The purpose \ need for disclosure is to hold a case conference regarding the RRH participant, listed above. These case conferences are important to connect the RRH participant, listed above, to other services in the community and coordinate care plans.

My signature below authorizes the disclosure of the specified information between the parties' noted above. This authorization can be canceled anytime in writing. The cancellation will not affect any services offered in the RRH Program. HSN CES Staff will be included in all case conferences.

Participant Name: _____

Participant Signature: _____ Date: _____

CM Name: _____

CM Signature: _____ Date: _____

This release will expire 30 days after the case conference takes place, which will be: _____