

## Rapid Rehousing: Participant Form and Assessment List

<b>RRH Docs &amp; Forms</b>	<b>All intake documents must be signed and uploaded into HMIS</b>
<b>INTAKE PART I – Items below are <b>mandatory</b> to complete in the initial face to face meeting with participants</b>	
<b>Welcome Booklet Roles &amp; Responsibilities</b>	Complete the RRH Acknowledgement Form with all adults in the household at <b>initial intake only.</b>
<b>HMIS ROI</b>	Complete HMIS ROI with all adults in the household at <b>initial intake only</b> - save to participant file and upload in HMIS
<b>HMIS Project Entry Assessment</b>	Complete in HMIS Assessment at Entry
<b>Housing Needs Form</b>	Complete the House Needs Form online at <b>initial intake only</b> and submit to HLT to start the matching process
<b>INTAKE PART II – Schedule a follow up meeting <b>within 30 days of initial intake</b> to complete the task below:</b>	
<b>Self Sufficiency Matrix (SSM)</b>	Complete initial SSM assessment at Intake II meeting and every 3 months following
<b>Housing Stability Case Plan</b>	Complete the initial Housing Stability case plan at Intake II meeting

**Below are additional participant forms that **MUST** be completed on an on-going basis**

RRH Docs and Forms	Monthly	Quarterly	At Follow Up	Final Program Exit
<b>Housing Stability Case Plan</b>		Complete with participant and upload into HMIS		
<b>Budget</b>	Complete with participant and upload in HMIS			
<b>Rent Calculation</b>	Complete, submit to HLTFinance and save copy to hard file			
<b>Self Sufficiency Matrix</b>		Complete in HMIS		
<b>Extension Request</b>			OCRRH – Submit at 10 <sup>th</sup> month HUD - Submit at 11th month Upload the Approval in HMIS	
<b>Rental Termination/ RRH Program Exit Letter</b>				Upload to HMIS and save in participant file
<b>Landlord Rental Termination Letter</b>				Send to HLTFinance and Upload copy into HMIS

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RRH Docs & Forms	All intake documents must be signed and uploaded into HMIS	
Breakdown of documentation and what forms can be highlighted for participants during the intake phase		
<b>Welcome Booklet Roles &amp; Responsibilities</b>	<p>Includes the following:</p> <ul style="list-style-type: none"> <li>• New Participant Handbook for Rapid Rehousing</li> <li>• Tax Credit Acknowledgment Form</li> <li>• HUD VAWA document</li> <li>• Participant Acknowledgment Form</li> </ul>	<ul style="list-style-type: none"> <li>• New Participant Handbook               <ul style="list-style-type: none"> <li>○ Welcome Page</li> <li>○ Guidelines</li> <li>○ Finding a Home</li> <li>○ Roles and Responsibilities</li> </ul> </li> <li>• Tax Credit Acknowledgment Form               <ul style="list-style-type: none"> <li>○ Defines a Tax Credit Property, and</li> <li>○ Participants eligibility for rehousing if they are approved for a tax credit property</li> </ul> </li> <li>• HUD VAWA Document explains               <ul style="list-style-type: none"> <li>○ Participants rights if they become a victim of domestic violence during their RRH enrollement and gives guidance around rehousing if they need to leave their unit as a result of the situation.</li> </ul> </li> <li>• Participant Acknowledgement Form               <ul style="list-style-type: none"> <li>○ Affirms the participant has been made aware of the intake documents, they understand and agree to the information shared during their enrollment</li> </ul> </li> </ul>
<b>HMIS ROI</b>	The Navigator may have uploaded an ROI into HMIS already, however, during intake you must also complete an HMIS ROI for each adult in the household and upload each document into the HMIS profile.	
<b>HMIS Project Entry Assessment</b>	<b>*IMPORTANT*</b> Complete the full Project Entry for each household member to avoid “bad data” being saved in HMIS. “Bad Data” occurs when a provider blindly saves information already in the system without making updates to the profile.	
<b>Housing Needs Form</b>	Housing Needs Forms (HNF) are vital to a participants housing search and helps them to be matched to units meeting their preferred needs.	
<b>Self Sufficiency Matrix (SSM)</b>	SSM shows where a participant is currently in their life; their capabilities and skill set to meet the needs of themselves and families.	
<b>Housing Stability Case Plan</b>	HSP lays out future plans and uses their current skill sets and strengths to help them achieve a vision for themselves and families.	