

**DEFINING &
DOCUMENTING
“CHRONICALLY
HOMELESS”
PART 2**

THREE COUNTY CONTINUUM OF CARE

PRESENTED BY

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PART 2 OF 2

- The last 15 minutes will be reserved for Q&A
- Both presentations and recordings will be sent out at the completion of Part 2 of these trainings.

PRESENTATION OUTLINE

- Part 1 – Identifying and documenting chronic homelessness
 - History of the definition of “Chronically Homeless”
 - The Definition “Final Rule”
 - Summary of Major Changes
 - Recordkeeping Requirements
 - Documentation
 - Q&A
- Part 2 – documenting chronic homelessness, reporting, & Referral in HMIS.
 - CH Definition Review
 - HMIS Implications
 - How to Record Prior Living Situation, Approximate Date Homelessness Started, and Disabling Conditions for CH
 - How to Accept Referrals From CE
 - Q&A

REMINDER: DEFINITION OF CHRONIC HOMELESSNESS

- (1) A “homeless individual with a disability,” as defined in the Act, who:
 - Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - Has been homeless (as described above) continuously for at least 12 months or on at least 4 separate occasions in the last 3 years where the combined occasions must total at least 12 months
 - Occasions separated by a break of at least seven nights
 - Stays in institution of fewer than 90 days do not constitute a break

HOW CHRONIC HOMELESSNESS IS RECORDED IN CLARITY HMIS

- **Prior Living Situation**
 - Prior living situation entered determines whether the system thinks the individual was experiencing homelessness or not prior to enrollment
 - Follow up questions are to determine if someone meets length of time homeless requirements or is at imminent risk of homelessness
 - Situation and length of time are collected for both eligibility and data analysis
 - Branching structure of questions to answer depending on someone's prior living situation
- **Disabling Conditions**
 - HMIS will NOT consider someone to be chronically homeless unless they have a long-term disabling condition

HMIS IMPLICATIONS

- Affects system wide HUD reports that calculate the average length of time people experience homelessness
- Data entered at client enrollment in a CoC funded program is reviewed by our HUD rep each year to check if everyone served met eligibility requirements, including CH for PSH
- Helps to ensure we're prioritizing those who are chronically homeless for PSH resources through coordinated entry

RECORDING PRIOR LIVING SITUATION

PRIOR LIVING SITUATION

Type of Residence	Select	▼
Length of Stay in Prior Living Situation	Select	▼
Approximate Date Homelessness Started	<input type="text" value="__/__/____"/> 	
Number of times on the streets, in ES, or Safe Haven in the past three years	Select	▼
Total number of months homeless on the streets, in ES, or Safe Haven in the past three years	Select	▼

- To be considered CH, type of residence must be either shelter or unsheltered.
- Length of stay should be total length of stays in the same type of situation.
- Approximate date homelessness started should be the date the most recent homeless situation began.
- Total number of months must be ≥ 12 for CH

WHEN PRIOR LIVING SITUATION IS AN INSTITUTIONAL CARE FACILITY

- For someone to be considered experiencing homelessness, they must have entered the facility from a literally homeless situation and the stay must have been for less than 90 days

PRIOR LIVING SITUATION	
Type of Residence	Hospital or other residential non-psychiatric medical facility
Length of Stay in Prior Living Situation	One week or more, but less than one month
Length of Stay Less Than 90 Days	Yes
On the night before - stayed on the streets, ES or Safe Haven	Yes
Approximate Date Homelessness Started	02/15/2022 
Number of times on the streets, in ES, or Safe Haven in the past three years	Four or more times
Total number of months homeless on the streets, in ES, or Safe Haven in the past three years	More than 12 Months

WHEN PRIOR LIVING SITUATION IS A TEMPORARY OR PERMANENT SITUATION

PRIOR LIVING SITUATION	
Type of Residence	Staying or living in a family member's room, apartment or house 
Length of Stay in Prior Living Situation	Two to six nights 
Length of Stay Less Than 7 Nights	Yes 
On the night before - stayed on the streets, ES or Safe Haven	Yes 
Approximate Date Homelessness Started	02/15/2022 
Number of times on the streets, in ES, or Safe Haven in the past three years	Four or more times 
Total number of months homeless on the streets, in ES, or Safe Haven in the past three years	More than 12 Months 

- For someone to be considered experiencing homelessness still, they must have been in the temporary or permanent situation for 7 nights or less and have been literally homeless immediately prior

RECORDING 'APPROXIMATE DATE HOMELESSNESS STARTED'

- Record the actual or approximate date this homelessness situation began, not including any breaks or changes in exact location
- For example, if someone entered an emergency shelter in January, left and slept outside for a while and then returned to the shelter in December, their approximate date homelessness began is in January
 - This remains the same if they stayed in a hospital or other institutional facility for a few weeks at points in time or spent a few nights occasionally in a hotel/motel or with family/friends.
 - However, if they spent more than 90 days in an institutional facility or 7 days with family/friends (consecutive), that marks the end of that episode of homelessness

DETERMINING 'APPROXIMATE DATE HOMELESSNESS STARTED'

- Determine if someone was entering the program from an Emergency Shelter or from an unsheltered situation.
- If yes, when was the last time they were in stable housing, including staying with friends/family or in their own rental?
- How many nights did they stay at the location of stable housing?
- If it was for less than seven days, where did they stay before that?

RECORDING DISABLING CONDITION

- For the system to recognize someone as CH, disabling condition (on enrollment) must = Yes
- A specific condition must also = Yes, some then ask if the condition is long term. For these conditions, long term must = Yes for the individual to be considered CH

DISABLING CONDITIONS AND BARRIERS			
Disabling Condition	Yes		
Physical Disability	Yes	▼ Long Term	Yes ▼
Developmental Disability	Select	▼	
Chronic Health Condition	Select	▼	
HIV - AIDS	Select	▼	
Mental Health Disorder	Select	▼	
Substance Use Disorder	Select	▼	
Domestic Violence Victim/Survivor	Select	▼	

CHRONIC HOMELESSNESS CASE STUDIES

CASE STUDY #1

Tony was living and working in Maine in 2012. By early January 2013 he had to quit his job because the symptoms of his Schizophrenia became too difficult to manage. With no income, he was unable to pay his rent and moved into a friend's garage in March 2013, where he stayed for 6 months. In September 2013 he returned to Massachusetts to live with his mother and stayed with her for a month. In October 2013 he left his mother's home and lived out of his truck for two months. By December 2013 he returned to his mother's home for a brief stay of about two to three weeks. HMIS records for 2014 shows that Tony was living in an emergency shelter in January 2014, and that his total time at the shelter was two months. According to Tony, he left the shelter and moved in with friends but was kicked out after just a few weeks. After leaving his friends, he lived out of his truck again for three months. Currently, Tony is living in a Transitional Housing program. He has been in this program since July 2014 and needs to make housing plans as his stay is coming to an end.

CASE STUDY #1 - NOT CHRONICALLY HOMELESS

- 6 month stay in a place not meant for human habitation (garage) - March– Aug 2013
- 1 month break staying with mother – Sept 2013
- 2 month stay in a place not meant for human habitation (truck) - Oct-Nov 2013
- 2-3 week break staying with mother – Dec 2013
- 2 month stay at an emergency shelter for homeless individuals - Jan-Feb 2014
- 2 week break staying with friend – March 2014
- 3 month stay in a place not meant for human habitation (truck) – April-June 2014
- 10 month stay in a transitional program for homeless veterans - July 2014- March 2015

While Tony has 4 distinct episodes of homelessness totaling at least 12 months cumulative time and the episodes are divided by 3 episodes of being housed for a period of at least 7 days, he is currently living in a transitional housing program which makes him ineligible to be classified chronically homeless.

CASE STUDY #2

Marcus is 47 years old, has never been married, and has no children. He was laid off from his job and received unemployment for one year. When that ran out he could no longer afford to pay the rent on his apartment. The apartment complex let him terminate his lease rather than evict him for non-payment. For 5 months, Marcus was living with church friends, but in February 2015, feeling he had overstayed his welcome, Marcus went to a local emergency shelter. He stayed at the shelter for three months, and then he slept in his car for the following month. In June 2015, the township trustee paid for Marcus to stay in a motel. When that month ended, he returned to the emergency shelter. A month into his stay at the shelter, Marcus was taken to the hospital for an emergency medical procedure. After a hospital stay of 4 weeks, Marcus returned to the shelter in September 2015, where he remained for another two months. In November 2015, Marcus left the shelter and spent the next 30 days sleeping outside until the township trustee paid for him to return to the motel for the following 30 days. In January and February 2016, Marcus was back in residence at the emergency shelter. Marcus suffers from sleep apnea, stomach problems, epilepsy, and is diagnosed with Major Depression.

CASE STUDY #2 - CHRONICALLY HOMELESS

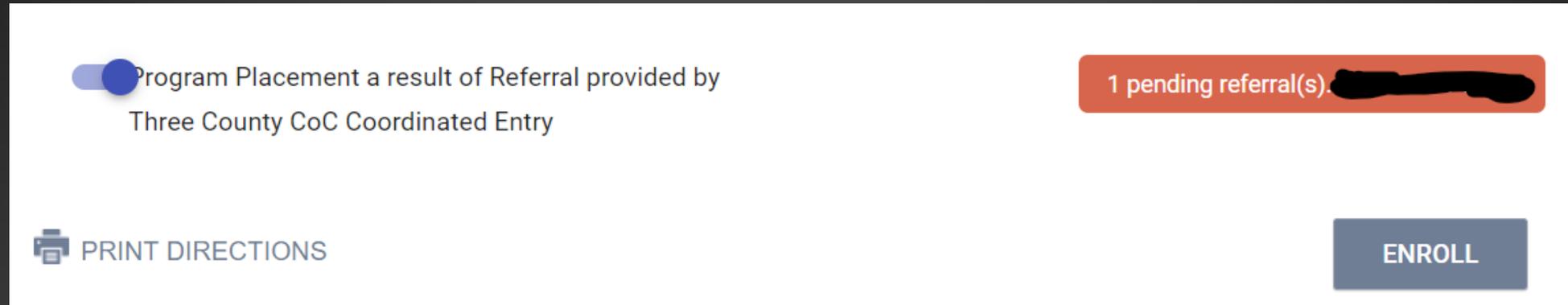
- 3 month stay at an emergency shelter for homeless individuals – Feb-April 2015
- 1 month stay in a place not meant for human habitation (car) – May 2015
- 1 month stay in a motel paid for by an emergency voucher – June 2015
- 1 month stay at an emergency shelter for homeless individuals – July 2015
- 4 week stay at a hospital – August 2015
- 2 month stay at an emergency shelter for homeless individuals – Sept-Oct 2015
- 1 month stay in a place not meant for human habitation (outside) – November 2015
- 1 month stay in a motel paid for by an emergency voucher – December 2015
- 2 month stay at an emergency shelter for homeless individuals – Jan-Feb 2016

While it may appear that Marcus does not have 12 consecutive months of homelessness, the new guidelines state that stays in an institution of fewer than 90 days do not constitute a break and therefore Marcus is eligible to be classified as chronically homeless.

HOW TO ACCEPT REFERRALS FROM CE

ACCEPTING REFERRALS FROM CE

- Accepting referrals from CE only requires enrolling the person in the program
- Key difference is that there should be an option as shown below turned on, it is on by default:



Program Placement a result of Referral provided by
Three County CoC Coordinated Entry

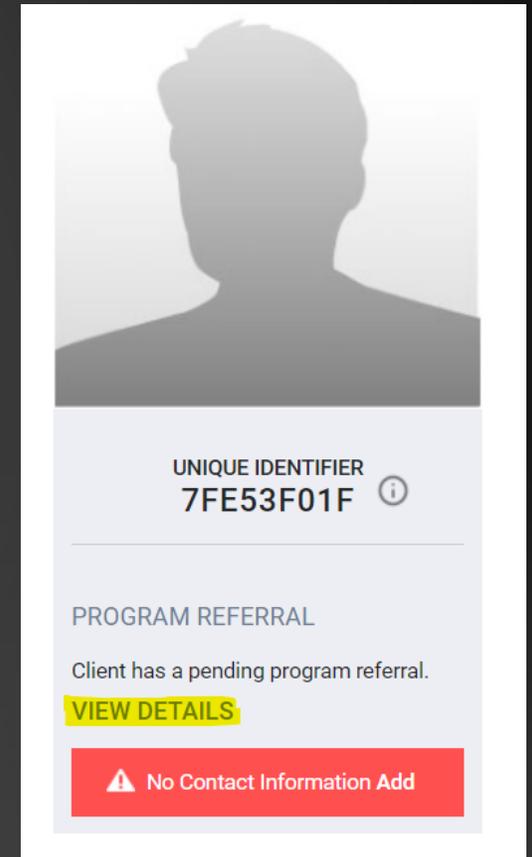
1 pending referral(s)

 PRINT DIRECTIONS

ENROLL

DENYING REFERRALS FROM CE AND OTHER OPTIONS

- If the referral is not going to be accepted, a denial should be recorded and the individual should be added to the community queue again if appropriate.
- Can record a provider denial, client denial, or 'in process' status
- 'Pending- in process' should be used to indicate that someone is going to be entering the program but additional time is needed to prepare.
- Remember to notify the CoC of any referral denials



UNIQUE IDENTIFIER
7FE53F01F ⓘ

PROGRAM REFERRAL

Client has a pending program referral.

[VIEW DETAILS](#)

 No Contact Information Add

HOW TO DENY A REFERRAL

Status	Denied	▼
Send to Community Queue	Yes	▼
Denied By Type	Provider	▼
Denied Reason	Lack of Eligibility	▼

- Select "Denied" and send the referral back to the Community Queue if the client still needs housing. *If the client has found housing, do not send the referral back to the Community Queue.*
- Enter whether the client or provider demoed the referral and select the reason from the list of options.

Q&A