

Moving Up Flow of Referrals and HMIS Workflow

Detroit CoC PSH Providers Participating in Moving Up

AFG, Cass, CCIH, CHS, COTS, DCI, DRMM, Mariners Inn, Ruth Ellis, Wayne Metro, WCNLS, NSO, SWCS, TASMD

Role: Identify potential consumers for Moving Up, secure consumer willingness, complete and submit assessment to the Moving Up Review Team

Each agency has signed the Detroit CoC Moving Up MOU with the Moving Up Lead Agency (HARA) and the Homeless Action Network of Detroit (HAND)

- PSH provider completes moving up assessment for review
- PSH Review Team reviews the assessments, makes decision to place person/family on the Moving Up waitlist or to keep in PSH

Person/Family remains in the current PSH Unit

NO

Person/Family Approved for Moving Up?

YES

- Current PSH provider is informed.
- Current PSH provider works with the client to complete the HCV pre-application and secure the necessary supporting documentation
- Current PSH provider records the Moving on Subsidized housing application assistance service transaction in the HMIS
- Current PSH Provider creates Housing > Apply for Subsidized Housing Section 8 Goal and adds Case notes
- Current PSH provider submits the pre-application packet to the Moving Up Lead Agency (HARA)

- Moving Up Lead Agency (HARA) places the person/family on the HCV waitlist with Moving Up preference.
- Moving Up Lead Agency records the date placed on waitlist in the summary tab of the consumer's HMIS record.

- MSHDA Pulls name off waitlist and notifies the Moving Up Lead Agency.
- Moving Up Lead Agency records the date pulled in the summary tab of the consumer's HMIS record.
- Moving Up Lead Agency notifies the Current PSH provider of the MSHDA decision to approve or disapprove.

- Current PSH provider assists person/family with completing additional paperwork, housing search, moving (if needed)
- Current PSH provider records the appropriate Moving on service transaction(s) in the HMIS
 - Financial Assistance for Moving On (e.g., security deposit, moving expenses)
 - Non-financial assistance for Moving On (e.g., housing navigation, transition support).
 - Housing referral/placement
- Current PSH Provider updates Housing > Apply for Subsidized Housing Section 8 Case notes while the client is still in the PSH program

AFTER PLACEMENT

- Current PSH Provider provides after-care and contacts tenants once a month for 6 months
- Current PSH Provider completes follow-up review and update case notes accordingly

- Current PSH Provider exits the client from the PSH program once after-care requirements are completed.