

25 Cities / Coordinated Assessment and Housing Placement (CAHP) Initiative Key Job Descriptions

There are two primary roles for agencies before someone is matched with a housing provider:

1. Assessing individuals using the VI-SPDAT (Vulnerability Index-Service Prioritization Decision Assistance Tool) to determine their priority for Permanent Supportive Housing and Rapid Rehousing.
2. Helping individuals as “Housing Navigators” once they are identified as high priority to get "document ready" for housing as quickly as possible.

Assessing individuals means completing the VI-SPDAT and entering their scores in HMIS so that a joint committee can review the top scores and pull names from the list. Once a client is selected by the committee to be matched with available housing, “Housing Navigators” will help them collect all basic documents needed to be placed in housing. This ensures that if a housing match is made, the person is ready to move in almost immediately. Your agency would be providing these services to individuals who you are already serving or would already serve.

Role of the Assessor:

The VI-SPDAT tool will help identify the service needs of individuals you are working with as well as their appropriateness for PSH. Therefore, there will be an opportunity for assessors to help connect someone with various services available in the city. Ideally assessors would use the tools provided by the VI-SPDAT to offer case management and supportive services options. Your agency’s capacity to do this will determine how involved you are in this process.

Role of the Housing Navigator:

The Navigator serves as the main point of contact for each targeted individual. They help collect all documents needed to be placed in housing and coordinate the entry of information about the person’s status into a shared data platform (i.e. check boxes for each document type required). After the housing match is made, the housing navigator may provide additional support necessary to finalize the housing placement. The housing navigator may provide referrals, offer coordination, or provide in-person support to clients for their mental health, physical health, entitlement enrollment, and other service needs. The level of support provided is based on a client’s independence and an agency’s capacity to provide supportive services; at a minimum, the housing navigator will serve as the main point of contact for the individual and help identify available supports in the community.

Basic documents to be considered “housing ready” include:

1. Birth Certificate
2. Social Security card
3. Government issued photo ID
4. Proof of any income or zero income statement
5. Verification of homelessness
6. DD-214 if the person is a Veteran