GVPHC SERVICE COORDINATION AND ASSESSMNET NETWORK (SCAAN)

CHECK LIST

REFERRING AGENCY

- ✓ Complete VI-SPDAT on single adult(s)
- ✓ Submit completed VI-SPDAT(s) and SCAAN Release of Information (ROI) and HMIS ROI for review and inclusion on the SCAAN Registry by noon on the Monday prior to the SCAAN meeting via:
  - Email: GVPHCintake@theplanningcouncil.org, or
  - Fax: (757)257-2346 Attn: Upper SCAAN or Lower SCAAN
- ✓ Retain a copy of completed VI-SPDAT and ROIs for your own records.
- ✓ Present client at next SCAAN meeting.
- ✓ IF a referral is made during the SCAAN meeting, please contact client and advise of pending referral.

RECEIVING AGENCY

- ✓ Report vacancies using Daily Vacancy Survey
- ✓ Attend bi-weekly SCAAN meetings to receive referrals for vacancies and/or check with SCAAN Administrator for referrals made during the off weeks.
  - Attempt to contact all referrals within 48 hours of receipt
  - If unable to connect with client, contact primary case manager
- ✓ Provide the SCAAN Administrator with a disposition on all referrals within 7 business days.

RESPONSIBILITIES OF SCAAN ADMIN LEAD

- ✓ Send reminder email to submit VI-SPDATs and ROIs from participants by noon on the Monday prior to the SCAAN meeting.
- ✓ Enter all VI-SPDATs and ROIs into HMIS under designated program.
- ✓ Prioritize VI-SPDATs based on veteran status in score order from highest to lowest, followed by non-veterans to facilitate discussion.
- ✓ Generate a list of clients to be presented, including presenting agency, VI-SPDAT score, veteran status, and to which program the client will be referred.

- ✓ VI-SPDATs are presented at SCAAN meeting by the referring agency or case manager who completed the assessment or have an understanding of the case and to which housing or service program they should be referred.
- ✓ Maintain a record of where each client is referred on the list.
- ✓ Solicit dispositions from each agency that accepted a referral at the meeting.
- ✓ If a client is denied, the client remains on the agenda for the next meeting. The admin lead will also maintain a record of clients who are pending acceptance into a program, have been placed into housing, or are still in need of a referral.

RESPONSIBILITIES OF SCAAN CHAIR

- ✓ The SCAAN Chair will use the following script when presiding over SCAAN meetings:
  - o Review the ground rules for presentation (RESPECT)
    - **R**esponsibility – You are responsible for navigating your clients through the housing process.
    - **E**xpectations - Remain professional and respectful at all times
    - **S**uccess - It is contingent on your participation, follow through, and implementation of Housing First practices
    - **P**resentation – Present only information on immediate housing needs, including: shelter, food, etc.
    - **E**ngagement- It is expected that referring agencies will stay engaged with client throughout the housing process
    - **C**onfidentiality – Only present on those with an ROI
    - **T**ask – Stay on task and adhere to the agenda
  - o Conduct introductions
  - o Announcements pertaining to the functionality of SCAAN (funding resources, service resources, etc)
  - o SCAAN outcomes (number of cases discussed, placed in housing, etc)
  - o Review program vacancies