

Transfers

Transfer Policy for Hennepin CoC

Through Coordinated Entry, a process has been established for assessing, prioritizing and referring people who are experiencing homelessness to homeless designated housing interventions. In order of intensity of support, the interventions covered by this document are:

- Rapid ReHousing (RRH)
- Transitional Housing (TH)
- Permanent Supportive Housing (PSH)

There are cases when the type of housing intervention may not meet the needs of the household post-program entry. Transfers are appropriate for households with the following circumstances:

- The household has a current HMIS program entry for a homeless-dedicated housing program that reports to Hennepin County CES.
and
- The needs of the household have changed since program entry; or
- The understanding of the needs have changed since program entry.

In such cases there can be legitimate reasons for seeking a transfer to another housing program. In considering the types of transfer that may be requested, the following decision rules will be applied:

Transfer type	Y	N
Single ↔ Families (for same intervention type)	X	
PSH ↔ PSH	X	
PSH → TH	X	
Single RRH/TH → Families PSH		X
RRH/TH → PSH (for same client group)	With CES approval and documentation	

Transfers are not appropriate for reasons related to protected class status only, including race, color, national origin, religion, sex, disability, age, genetic information, marital status, sexual orientation, gender identity, and being a member of a local human rights commission.

RRH/TH to PSH Transfer Eligibility

- Vacancies to RRH/TH programs are filled by client preference and/or being at the top of the priority list when an RRH/TH opening was reported.
- Transfer requests from RRH to PSH are appropriate when the following criteria have been met:
 - o The housing provider has diligently met and worked with the client to search for/obtain housing, provided case management services, and done everything possible to stabilize the household in housing while in the RRH program.
 - o Despite best efforts, the housing provider and household identify needs impacting housing stability that will not be met within 24 months of RRH services and/or the household will become homeless once RRH services end.
 - o Household must meet one of the two benchmarks/criteria outlined below:
 - Client was housed through RRH, has reached at least 18 months of RRH services, and will need additional assistance with housing and services to remain in housing.
 - Housing provider has been working with household to find housing for at least 5 months and identified other barriers supporting the need for more intensive PSH services.
 - o The household must have a disability to qualify for PSH.
 - o Household must be either LTH or Chronic
 - o The current housing provider has tried to find another provider/program of the appropriate typology that is willing to accept the household and all coordination. However, if another appropriate provider/program cannot be found, the CES team will add the approved household to a transfer list and wait for the next appropriate vacancy.

Transfer Procedure (Please see RRH to PSH transfer procedure below)

If 'N': Transfers are not allowed under any circumstances

If 'Y': A transfer request form is required for all transfer requests and will be reviewed by the CES team. The transfer form should be sent to the CES inbox (ces.hennepin@hennepin.us). Include a CES Release of Information if one is not present in HMIS. The current housing provider is responsible for identifying another provider/program of the appropriate typology that is willing to accept the household and all coordination. Upon agreement of the two providers, the transfer request form is to be sent to the CES inbox (ces.hennepin@hennepin.us) for review and approval. Upon approval:

1. Current program will provide all eligibility paperwork to the program accepting the transfer
2. Current program will request a new referral from the appropriate system (singles/families) upon completion of transfer.

Receiving provider is responsible for confirming eligibility. If no willing provider/program can be found, no transfer is possible.

CES Leadership Committees will receive periodic updates on the number of transfers requested. The CES Leadership Committee will also be consulted if there is a transfer request that does not fall within the guidelines outlined in this document.

Please see Appendix E for Transfer Request Form.

RRH to PSH Transfer Procedure

Transfers from Single RRH to Family PSH: are not allowed under any circumstances

Transfer requests for RRH to PSH: A transfer request form is required for all transfer requests and will be reviewed by the CES team. The transfer form should be sent to the CES inbox (ces.hennepin@hennepin.us).

All transfer requests must include:

- Narrative regarding efforts made with the household to help them stabilize their housing using RRH.
- Narrative including the need for PSH services.
- CES Release of Information if one is not present in HMIS.

Upon approval:

1. Current program will provide all eligibility paperwork to the program accepting the transfer
2. Current program will request a new referral from the appropriate system (singles/families) upon completion of transfer.
3. Receiving provider is responsible for confirming eligibility.

CES Leadership Committees will receive periodic updates on the number of transfers requested.

Please see Appendix E for Transfer Request Form.