



Entering PSH and RRH Transfer Clients in HMIS

When preparing to record a client who has been accepted by your RRH or PSH project for housing from another RRH or PSH provider, please reference the transfer form provided by CAM. When creating an entry for your project, be sure to reference this form. Information completed in the client's homeless history interview section should match what was recorded on this client by the initial PH housing provider. This ensures that the client's prior living situation and chronicity details are ported over to your project.

If you cannot see the client's initial entry OR the profile used by their previous RRH or PSH provider, please reach out via www.handetroit.org/helpdesk and provide the HMIS ID# included on the transfer form provided by CAM. The HMIS team will be able to review what is causing their initial entry not to be visible and assist you.

Page 10 of our CoC's Policy and Procedures Manual (released in 2017) notes the following regarding transfer clients:

Transferring of Client's in PSH Units

Internal Transfers:

- PSH providers will notify CAM by email if a case is transferred from one PSH program to another within an agencies programs. (see designated form for details)
- The notification will include reason, both program names, date of transfer and contact person for follow-up.
- All vacancies created because of a transfer must be reported at the subsequent vacancy reporting deadline

External Transfers:

- PSH providers will notify CAM and the CoC Lead Agency by email if a case is transferred from one PSH agency to another PSH agency in the Detroit CoC. (see designated form for details)
- The notification will include reason, both program names, date of transfer and contact person for follow-up. The explanation should include the efforts that the provider agency has taken to keep client housed in addition to the rationale why it is in the best interest of the client to have needs met by a different provider.
- All vacancies created because of a transfer must be reported at the subsequent vacancy reporting deadline

A copy of the PSH transfer form appears on the next page



DATE: _____

HMIS#: _____

CLIENT NAME: _____

TYPE OF TRANSFER:

- INTERNAL
- EXTERNAL

PREVIOUS PROGRAM: _____

NEW PROGRAM: _____

PSH MATCH DATE: _____

REASON FOR THE TRANSFER: (an explanation detailing the reason for the transfer must be given.)

AGENCY SUBMITTING CHANGE: _____

STAFF NAME: _____

Please submit this form to Lauren Licata at llicata@swsol.org.

DATE NOTIFIED: _____
(THIS SECTION FOR USE BY CAM ONLY)

*PSH PROVIDERS PLEASE DELETE HMIS REFERRAL BEFORE SUBMITTING FORM
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According to the Rapid ReHousing Policies and Procedures manual adopted in 2018, pages 14 and 15 note the following policy:

Rapid Rehousing Program Transfers

Rapid Rehousing Standard: Rapid Rehousing Program transfers are to be granted on the basis of agency/program financial purposes. Rapid Rehousing programs that no longer possess the funds to continue Rapid Rehousing services will be considered for review by the Detroit CoC Rapid Rehousing Committee. **Due to eligibility requirements, clients can only be transferred INTO City of Detroit ESG programs. CoC eligibility does not allow for transfers from ESG programs.** Program participant initiated transfer requests will undergo processes as outlined in the Appeal Procedures section.

Additional appeal guidance is as follows:

- All transfer requests will be reviewed by the Detroit CoC Rapid Rehousing Committee. Transfers will be granted on an individual case basis. Transfers will be considered for the following circumstances:
 - funding is no longer available through the participant's current Rapid Rehousing program/provider (MSHDA, ESG or CoC funded)
 - program does not have the financial resources to meet the client's needs.

The following documentation must be used in the transfer process:

- Must use City of Detroit Rapid Rehousing transfer form
- Move in date must be tracked in HMIS
- Transfer form must be uploaded into client's HMIS record
- Client must recertify for assistance within 5 business days of transfer regardless of recertification due date

A copy of the transfer form for RRH, posted at www.handetroit.org/cocrapidre-housing collects the following information:

**Temporary Financial Assistance Program(s)
Program Transfer Request Form**

Program Participant _____

HMIS No _____

Initial/Current Program: _____

Grant Year: _____

Transfer Program: _____

Housing Status at Intake

- Category 1 Literally Homeless
- Category 2 Homeless Prevention
- Category 4 Fleeing Domestic Violence

Move in date: _____

Recertification Complete

- Yes
- No

Date: _____

Attach the following recertification documentation to the request for grant transfer:

- Verification of Homelessness (Rapid Re-housing/Prevention program verification)
- Verification of Income
- Temporary Financial Program(s) Form 8 and 10 (Income Calculation)
- Re-certification/Transfer Case note (Include "but for" rationale for continued assistance/case transfer)

Rationale for Transfer (Provide supporting documentation)

Approved by:

Staff Signature: _____

Supervisor/Program Manager: _____