



Priority Home Partnership

Selected Forms and Tools

Alameda County's Priority Home Partnership uses a common set of program rules and forms to streamline referrals and ensure a similar level of service to households at each of the Housing Resource Centers. An Implementation Resource Book is used by each HRC and includes the screening and assessment tools, Homeless Management Information System (HMIS) forms, policies on eligibility verification and a guide to the use of each of the tools and forms. This folder contains selected forms and tools from the Resource Book. Included here are:

Summary of Program Steps: A one-page flow chart describing the key steps to accessing PHP assistance, and the forms and policies which apply to each step.

Basic Eligibility Screen: This form is used by the 2-1-1 phone line to initially screen callers who identify as having a housing crisis. It includes a preliminary eligibility determination based on income, housing status and targeting risk factors selected by the community for priority. The data on this form is entered into the Homelessness Management Information System (HMIS) and is available to the HRC when a referred household is contacted for Assessment.

Housing Situation and Financial Assessment: This form is used by the HRC's to explore the nature of the housing crisis, further determine eligibility, and assess whether the household is a good fit for the program. This determination includes a score based on income, housing and other circumstances. The recommended practice is to serve those who score in the middle – providing evidence that they are in real danger of becoming homeless but also have the potential to stabilize relatively quickly. Case managers at the HRC's have the ability to override the score's recommendation with an explanation. The data on this form goes into the HMIS.

Three month Reassessment: This form is used by HRC's to reassess the eligibility and continuing need of an assisted household for HPRP assistance. The information collected on this form is entered into HMIS.

Resource Book Table of Contents: The table of contents for the Resource Book including all of the policies, forms and tools used by all the HRC's in the PHP program

(updated 9/2010)