

# Partner Invitation Checklist

*Get people to the table who can help house clients this week*

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**Each person at the case conferencing table should leave with action steps that will move clients toward housing.**

**Use this resource to check if you have the stakeholders needed to design and execute a 360° plan for quickly and sustainably housing every homeless household in your community.**

## **Functions of stakeholders in your meeting**

- **Outreach Coordination:** When a client goes missing, or isn't brought into the housing process, it can be a significant barrier to speedily resolving their housing crisis. Community outreach staff are experts in engaging the homeless population, and are often able to leverage their relationships with other homeless households to advocate for your homeless service system.
- **Housing Preparedness:** After successfully engaging with a client, it's important to make sure that they have the necessary vital documents required for most permanent housing programs. Assisting in housing preparedness could mean leading a client through the process to secure their social security card, acquire disability documentation, or other necessary steps to ensure that when a client is matched to a program, they are ready to quickly move through the intake process.
- **Service Coordination:** The homeless services system can be difficult to navigate, so it's helpful to have a service coordinator to assist in simplifying the process for the client. This means connecting them with agencies to assist in income maximization, or housing navigation, as well as connecting them with supportive services to increase their overall wellbeing. Supportive services might include helping to establish ongoing medical care, substance abuse treatment, mental health counseling, involvement in social groups, or volunteer opportunities.
- **Housing Stability:** If a client lacks the income needed to sustain independent housing, it's important to work to maximize their income in order to create stability. If a client is able to work, that might mean working with an agency that can help them

find a job that works to their strengths. If a client is disabled, they might need to get connected to social security benefits. They might also need an ongoing subsidy like a voucher to ensure that they have enough money to pay their rent, and also have autonomy to spend their money on food, social activities, or whatever else might increase their quality of life.

- **Housing Navigation:** Even once clients secure funding and social stability, they still have to identify a safe unit within their price range and in a convenient location, that they are able to feel at home in. Housing navigators are able to keep track of what units are open in the community in order to narrow the client's housing search and advocate on their behalf with landlords or property managers.

## Population-Specific Partners

### Population: Veterans

Program	Staff Role	Value	Additional Value
PATH	Outreach Specialist	Outreach Coordination	Housing Preparedness
VA	Outreach Specialist	Outreach Coordination	Housing Preparedness
VA	HUD-VASH Case Manager	Housing Stability	Service Coordination
VA	SSVF Case Manager	Housing Stability	Service Coordination
CoC	Coordinated Entry Specialist	Housing Stability	Community Buy-In
VA	GPD Case Manager	Housing Stability	Service Coordination
Any	Housing Navigator	Housing Navigation	
VA	HCHV Case Manager	Service Coordination	
VA	SSVF Employment Specialist	Housing Stability	
DOL	DVOP Specialist	Housing Stability	
VA	Coordinated Entry Specialist	Community Buy-In	

### Population: Chronically Homeless

Program	Staff Role	Value	Additional Value
PATH	Outreach Specialist	Outreach Coordination	Housing Preparedness
CoC/ESG	PSH Case Supervisor	Housing Stability	Service Coordination
CoC/ESG	RRH Case Supervisor	Housing Stability	Service Coordination
Medicaid	Case Manager	Service Coordination	Housing Stability

Any	SOAR Case Manager	Housing Stability	
DOL	Employment Specialist	Housing Stability	
CoC	Coordinated Entry Specialist	Housing Stability	Community Buy-In
Any	Housing Navigator	Housing Navigation	
CABHI	Case Manager	Housing Stability	Service Coordination
Local Gov't	Legal Aid	Housing Navigation	

## Population: Youth

Program	Staff Role	Value	Additional Value
PATH	Outreach Specialist	Outreach Coordination	Housing Preparedness
CoC/ESG	PSH Case Supervisor	Housing Stability	Service Coordination
CoC/ESG	RRH Case Supervisor	Housing Stability	Service Coordination
YHDP	Case Manager	Housing Stability	Service Coordination
Any	SOAR Case Manager	Housing Stability	
DOJ	Juvenile Justice Contact	Service Coordination	
DOL	Youth Employment Specialist	Housing Stability	
CoC	Coordinated Entry Specialist	Housing Stability	Community Buy-In
Any	Housing Navigator	Housing Navigation	
DOE	Homeless Liaison	Service Coordination	Outreach Coordination
DOE	McKinney-Vento Liaison	Service Coordination	Outreach Coordination
CABHI	Case Manager	Housing Stability	Service Coordination
PHA	FUP Coordinator	Housing Stability	

## Population: Families

Program	Staff Role	Value	Additional Value
DCS	Case Manager	Service Coordination	Service Coordination
CoC/ESG	PSH Case Supervisor	Housing Stability	Service Coordination
CoC/ESG	RRH Case Supervisor	Housing Stability	Service Coordination
Any	SOAR Case Manager	Housing Stability	

Any	Family Shelter Case Manager	Service Coordination	
DOL	Employment Specialist	Housing Stability	
TANF	Case Manager	Housing Stability	
CoC	Coordinated Entry Specialist	Housing Stability	Community Buy-In
Any	Housing Navigator	Housing Navigation	
DOE	Education Stakeholders	Service Coordination	Outreach Coordination
PHA	FUP Coordinator	Housing Stability	

## Population: All Single Adults

Program	Staff Role	Value	Additional Value
CoC/ESG	RRH Case Supervisor	Housing Stability	Service Coordination
Any	SOAR Case Manager	Housing Stability	
DOL	Employment Specialist	Housing Stability	
CoC	Coordinated Entry Specialist	Housing Stability	Community Buy-In
Any	Housing Navigator	Housing Navigation	
HHS	Program Coordinator	Housing Stability	
BCBS/UH	Case Manager	Case Management	

## Program Descriptions

- **PATH:** Projects for Assistance in Transition from Homelessness
  - References the recipient of this type of SAMHSA grant.
- **VA:** U.S. Department of Veterans Affairs. Includes multiple programs, such as,
  - HUD-VASH
  - Supportive Services for Veteran Families (SSVF)
  - Grant and Per Diem Transitional Housing (GPD)
  - Homeless Veterans' Reintegration Program (HVRP)
- **CoC:** Continuum of Care
  - References the collaborative applicant for HUD CoC grants.
- **ESG:** Emergency Solutions Grant
  - References the recipient of a HUD ESG grant.
- **DOL:** U.S. Department of Labor
- **Medicaid:** Centers for Medicare and Medicaid Services
- **CABHI:** Cooperative Agreements to Benefit Homeless Individuals
  - References the recipient of this type of SAMHSA grant.
- **YHDP:** Youth Homelessness Demonstration Program

- References the recipient of a YHDP grant.
- **DOJ:** U.S. Department of Justice
- **PHA:** Public Housing Authority
- **DCS:** Local Health and Human Services Department of Children's Services
  - May be titled something different in your community.
- **TANF:** Temporary Assistance for Needy Families
  - References the recipient of this type of HHS grant.
- **DOE:** U.S. Department of Education
- **PHA:** Public Housing Authority
- **HHS:** Health and Human Services
- **BCBS/UH:** Blue Cross Blue Shield/United Healthcare