

How to Document Chronic Homelessness

Why document Chronic Homelessness?

Chronic homelessness is a HUD defined category of homelessness that often requires specific, targeted interventions and support services to meet an individual's housing needs.

When documentation is acquired at project entry, clients can move more quickly through the housing continuum and into the best housing intervention for their unique needs.



Click here to learn more about chronic homelessness!

What qualifies as documentaion?

3rd Party Documentation

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1

HMIS/ Comparable Database

- Must include project entry/exit dates

2

Written Observation/Referral

- Written observation from an outreach worker
- Written referral from another homeless service provider

3

Documentation from Institutions

- Ex: Hospitals, Jails
- Records must include length of stay
 - Signed by Clinical staff/other appropriate staff person

Self Certification

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Self Certification is a written account of homeless history directly from the client. This form of documentation is used in conjunction with other third party documentation or along with documentation from the intake worker outlining steps taken to obtain further evidence.

For each project:

All households served can use self certification for up to 3 months of the 12 month history



75% of households served must have 3rd Party Documentation for the remaining 9 months of history



25% of households served can use self certification to document any and all months of homeless history