# [CAN] Coordinated Access Network (CAN)

**Reporting of Program Vacancy and CAN Referral Documentation Form**

# *Documentation for Reporting Program Vacancies*

Agency Name: Priority #

Program Name:

Program Type: [ ]  RRH [ ]  THP [ ]  PSH [ ]  Rapid Exit

Program is 100% dedicated to DedicatedPLUS individuals/families [ ]  Yes [ ]  No

Date Vacancy was Reported to CAN:

Date Vacancy Became or will Become Available:

# *Documentation of CAN Referrals to fill Program Vacancies*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Referral Name | HMIS ID | Date of CAN Referral:  | Verification of Chronic Homeless / DedicatedPLUS | Verification of disability uploaded to HMIS | Verification of homelessness uploaded to HMIS | Referral Type |
|  |  |  | Chronic Homelessness [ ]  Yes [ ]  NoDedicatedPLUS[ ]  Yes [ ]  No | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Literally Homeless[ ]  RRH to PSH [ ]  PSH to PSH |

 \*For non-DedicatedPLUS households referred to PSH, the CAN is attesting to the following:

[ ]  There is no verified DedicatedPLUS eligible individual/family on the BNL **OR**

[ ]  Any individual/family DedicatedPLUS verified on the BNL has either declined the opening or is ineligible for the current opening.

**AND**

[ ]  This PSH/RRH opening was identified on . At that time, there were no verified chronically homeless or DedicatedPLUS eligible individuals/families identified in the CAN who are eligible/willing to accept the current opening.

[ ]  The lack of DedicatedPLUS eligible individuals/families is identified using the CAN’s By Name List.

[ ]  The homeless outreach team reviews the By Name List data regularly, and the team works to identify any known individuals and families staying in places not meant for human habitation. Any individuals/families who have been verified as DedicatedPLUS eligible have been matched to a housing resource, and the team has been unable to verify any additional individuals/families as meeting DedicatedPLUS eligibility.

[ ]  This individual/ family was selected from the By Name List according to the priority established by HUD in HUD Notice CPD-16-11.

Should this unit/certificate become vacant again, the CAN will work to identify an individual or family meeting DedicatedPLUS eligibility. If no such individual or family can be identified, then HUD’s prioritization for non-DedicatedPLUS units will again be followed.

# *Documentation of Provider Response Time to CAN Referrals*

Disposition of CAN Referral(s):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Referral Name  | Date Approved  | Date Denied  | Reason for Denial  | Notes |
|  |  |  |   |  |

Housing Provider (Staff Name) Making Eligibility Determination:

Referral Form Given to (Staff Name):

# *Notes*

Meeting Facilitator (Signature) Date

For accompanying policies, refer to the following links

[CT Coordinated Access System Policies & Procedures](http://www.ctbos.org/wp-content/uploads/2019/09/CT-Coordinated-Access-System-Policies-and-Procedures-5.24.19-Google-Docs.pdf)

Balance of State - [Policies – Connecticut Balance of State (ctbos.org)](https://www.ctbos.org/policies/)

Opening Doors Fairfield County - [Opening Doors Fairfield County (openingdoorsfc.org)](file:///C%3A%5CUsers%5Clocal_callahanl%5CINetCache%5CContent.Outlook%5CBC48TEIG%5COpening%20Doors%20Fairfield%20County%20%28openingdoorsfc.org%29)