



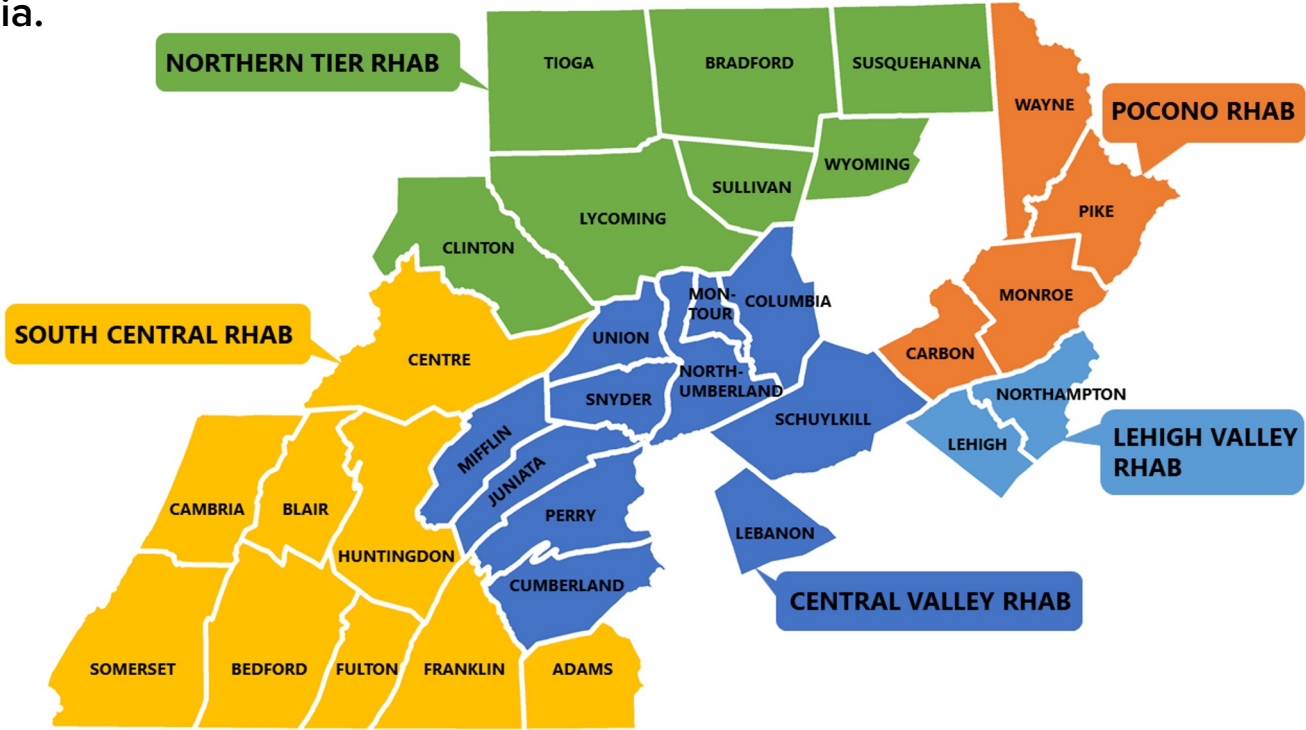
Coordinated Entry Training:

Identifying the Head of Household for Coordinated Entry Project Enrollment

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Eastern Pennsylvania Continuum of Care

The mission of the Eastern PA Continuum of Care (CoC) is to end homelessness throughout its geographic region, which encompasses thirty-three (33) counties in the eastern part of Pennsylvania.



Eastern Pennsylvania CoC Coordinated Entry Overview

- Coordinated Entry is the process by which anyone who is unhoused and experiencing literal homelessness (or is at imminent risk of becoming homeless) can access all the services and housing available offered by the Eastern Pennsylvania CoC network of service providers.
- In the Eastern Pennsylvania CoC region, Coordinated Entry may be accessed in any of the following ways:
 - Calling or texting 211 toll-free from anywhere within the CoC region.
 - Scheduling an appointment with one of over thirty Coordinated Entry Access Sites located in communities throughout the CoC region (some allow walk-ins).
 - Access points at participating Domestic Violence service providers partnering with the CoC.

The Coordinated Entry intake, assessment, referral, and Housing By Name List placement is identical regardless of whether a person calls 211 or visits an Access Site.

Eastern Pennsylvania CoC Coordinated Entry System

- Households must be enrolled in Coordinated Entry to access any HUD-funded services and housing in the Eastern PA CoC service region, including:
 - **Street Outreach** (if the household was living unsheltered or in a place not meant for human habitation the previous evening and not already engaged with Street Outreach).
 - **Emergency Shelter** (if the household was living unsheltered or in a place not meant for human habitation the previous evening).
 - **Rapid Re-Housing** (if the household meets the HUD Category 1 or 4 definitions of homelessness).
 - **Permanent Supportive Housing** (if the household meets the HUD Category 1 or 4 definitions of homelessness).
 - **Homelessness Prevention** (if the household meets the HUD Category 2 definition of imminent risk of homelessness).
- Coordinated Entry can also make referrals to other community-based services and housing programs that choose to partner with the CoC, including non-HUD funded shelters, code blue shelters, veterans' services, domestic violence and human trafficking services, and eviction prevention services, among others.

Coordinated Entry does not and cannot guarantee access to any housing or crisis services.

Connect to Home Eastern PA Coordinated Entry Process



HUD Definition of Head of Household

The Head of Household is one member of a household to whom all other household members can be associated. A household is a single individual or a group of persons who apply together to a continuum project for assistance and who live together in one dwelling unit, or, for persons who are not housed, who would live together in one dwelling unit if they were housed.

There must be one Head of Household for each enrollment and there cannot be more than one Head of Household for any given enrollment.

HUD Definition of Head of Household (cont.)

- In a household of a single individual, that person must be identified as the head of the household.
- In multi-person households, the term “Head of Household” is not intended to mean the "leader" of the house. When a group of persons present together as a household or family unit, no matter the configuration or whether a minor is among the members, one of those persons must be designated as the Head of Household and the rest must have their relationship to the Head of Household recorded.
- If the group of people is composed of adults and children, an adult must be indicated as the Head of Household.

HUD Guidance: Changing the Head of Household

- If the Head of Household leaves the project while other household members remain, another member of the household currently participating in the project must be designated as the Head of Household (retroactively to the beginning of the household's enrollment).
- The other members' relationship to Head of Household should be edited to reflect each individual's relationship to the newly designated Head of Household (including the individual exiting the program) in the event that it differs from the relationship to whoever was previously identified as the Head of Household.
- Records of such changes are not necessary to retain in HMIS over the course of a project stay; the Head of Household is simply swapped out, backdating to the start of the household's enrollment.

HUD Guidance: Heads of Household Under Age 18

- Where two or more people under the age of 18 present at a project together and one of the people presenting is not the child of the other (e.g., brother and sister), each person should be entered as their own record in their own household.
- It is important to create separate records for people under 18 who present together to better understand homelessness among youth. Entering them separately is not permitted to be a barrier to or impact the receipt of future interventions.
- If two minors present together with a child, the two minors should be recorded in separate households. The child should be added to the household of the parent that the child would live with should the parents be separated for any reason.

HUD Guidance: Relationships to Head of Household

Field Name	Response/Data Type	Description
Relationship to Head of Household	Self (Head of Household)	Head of household may be alternatively thought of as the “primary client”, the “eligible individual” etc., rather than as a fixed designation.
	Head of Household's child	Children, including step-, adopted, and foster children of the Head of Household, regardless of their age.
	Head of Household's spouse or partner	Significant other of the Head of Household, whether in a marital or de facto relationship.
	Head of Household's other relation member (other relation to Head of Household)	Grandchildren, nieces, nephews, cousins, or other relatives, regardless of their age.
	Other: non-relation member	Groups of people may self-define their households or families, which may include other non-relations. However, if the group of persons are all children and youth (where none of the youth presenting are the child of another youth being served by a project), each youth should be entered as their own record in their own household.

Eastern PA CoC CE Guidance: Head of Household

Appropriate Heads of Household

- Adult in household meeting the criteria for chronic homelessness*
- Adult in household with a disabling condition
- Adult in household fleeing violence or human trafficking
- Veteran in a veteran household

Inappropriate Heads of Household

- Male adult simply because of their gender/gender identity
- Child(ren) in a household that also includes adults

****A child with a disability can qualify a household as chronically homeless if:
There is no adult present in the household; and
They meet all other criteria (e.g. length-of-time homeless)***

Learn More About Eastern PA CoC Coordinated Entry

- ❖ Connect to Home Eastern Pennsylvania Coordinated Entry System Overview, including 211 Call Center Contact Information and Access Site Locations and Hours

<https://pennsylvaniacoc.org/balance-stateeastern-pa-coc/connect-home-coordinated-entry-system-eastern-pa>

- ❖ Connect to Home Coordinated Entry Specialist Training Materials

<https://pennsylvaniacoc.org/connect-home-coordinated-entry-specialist-training-materials>

- ❖ Connect to Home Coordinated Entry Policies and FAQs

<https://pennsylvaniacoc.org/connect-home-eastern-pa-coordinated-entry-policies-and-faqs>

- ❖ Eastern PA CoC Written Standards For All Projects, including Coordinated Entry

<https://pennsylvaniacoc.org/eastern-pa-coc-written-standards>

- ❖ HUD Coordinated Entry Policy Brief

<https://www.hudexchange.info/resource/4427/coordinated-entry-policy-brief/>