

Transfer Policy for Hennepin CoC CES

Transfer Policy/Procedure for Hennepin CoC CES

The HC CES Team created the transfer policies with feedback from the housing provider community. Please read the transfer policies below thoroughly and reach out to the HC CES Team if you have any questions.

Through Coordinated Entry, a process has been established for assessing, prioritizing, and referring people who are experiencing homelessness to homeless designated housing interventions. However, there are cases when the type of housing intervention and/or model may not meet the needs of the household.

When the household referred through CES requests a transfer to another homeless dedicated housing unit, the current housing provider and head of household may work together to locate another available homeless dedicated housing unit and begin the transfer process.

Eligibility for transfers through Hennepin CES:

- The household must have been referred by Hennepin CES to the current homeless dedicated housing program/provider
- The household has a current HMIS program entry for a homeless-dedicated housing program that reports to Hennepin County CES
- The needs or understanding of the needs of the household have changed since program entry

Steps to complete transfer through Hennepin CES:

- Confirm the household requesting the transfer was referred through Hennepin CoC CES to the current housing provider or program. If there is any question regarding whether the household was referred through CES initially, please contact the Hennepin CES team to verify.
- Confirm the household has an active HMIS program entry/enrollment for the current homeless-dedicated housing program
- Find new provider- The household and or current provider has identified another homeless dedicated housing unit for which they are eligible. If support and assistance is needed in locating a new provider:
 - Email CES.Hennepin@hennepin.us to Request a list of HC CES housing providers
 - If the housing provider has done their due diligence and detailed all efforts/resources to find an available unit for the transfer, the CES Team can be contacted to assist with the identification of a new housing unit for the transfer
- Confirm Program Eligibility-The new housing program has confirmed the opening and verified the household's eligibility for transfer.
- CES ROI- Upload HC CES Release of Information if one is not present in HMIS
- Notify CES Team- The current housing provider, working with the household to initiate the transfer, must complete and submit the [Transfer Notification form](#) to the Hennepin CoC CES team within 30 days of initiating the transfer.
- Current program will request a new referral to fill the vacancy created by the transfer from the appropriate system (singles/families) upon completion of transfer

Pre-CES and HMIS- *If the household requesting a transfer was housed in a homeless dedicated housing unit prior to November 1, 2017 (before HC CES was established), the household can still be transferred to another homeless dedicated housing unit if current program entry is present in HMIS. This should be documented on the Transfer Notification Form submitted to the HC CES Team.

Transfers are not appropriate for reasons related to protected class status only, including race, color, national origin, religion, sex, disability, age, genetic information, marital status, sexual orientation, gender identity, and being a member of a local human rights commission.

Emergency Transfer Policy/Procedure

CES will attempt to address the safety needs of domestic violence, dating violence, sexual assault, and stalking survivors who have been housed in Hennepin County homeless dedicated housing programs through Coordinated Entry. Throughout this process wherever possible, household information will be de-identified and kept confidential.

If no immediate, viable transfer is available through the current Housing Provider, the Housing Provider should follow the Emergency Transfer Procedure to initiate assistance from the Coordinated Entry System.

A Housing Provider may initiate the Emergency Transfer Policy as soon as possible by submitting the [Transfer Notification Form](#) to CES.Hennepin@Hennepin.us indicating that an Emergency Transfer is needed. The Housing Provider should indicate household's ideal and needed housing setting for the purposes of safety and security. The household will then be prioritized for the next available housing vacancy. While CES will prioritize the household for the next available vacancy that would meet the indicated need, CES cannot guarantee a housing placement or timing. The current housing provider should continue to safety plan with household and follow best practices to ensure rapid, quick and safe resolution is met. If a match is able to be completed, CES Staff will collaborate with the Domestic Abuse Project's Program Supervisor to assist in safety planning and facilitating a warm hand off between the previous housing provider and new provider. The housing provider will need to complete and submit the [CES Connect referral outcome form](#) to the CES team reflecting the referral result, date housed, etc.