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United Way of the Chattahoochee Valley
Home for Good (HFG), a program of United Way of the Chattahoochee Valley
Department of Housing and Urban Development (HUD)
Continuum of Care Muscogee/Russell (COC) Program
Coordinated Entry System (CES)/2-1-1, a program of United Way of the Chattahoochee Valley

Memorandum of Understanding (MOU) between United Way of the Chattahoochee Valley's Home for Good (HFG) program, Muscogee/Russell Continuum of Care (COC) and Coordinated Entry System (211) and _____ (Project Applicant)

PURPOSE

The Department of Housing and Urban Development (HUD)'s new regulations requires that all Continuums of Care (COCs) develop and implement a Coordinated Entry and assessment system for all COC funded programs. A Coordinated Entry System (CES) is a centralized or coordinated process designed to coordinate program participant intake, coordinate assessments, and coordinate the provision of referrals to housing. The CES will enable clients to move quickly through the system and be matched to the best intervention strategy that will permanently and effectively end their homelessness. The CES will also reduce duplication of efforts, reduce returns to homelessness, and assist with ending homelessness.

In order to accomplish effective coordination with homeless services, documentation in the program eligibility matrix, including but not limited to, client eligibility, intake procedures, service provision expectations, and dedicated program staffing resources will be updated annually or at the request of the CES. Use of the program eligibility matrix will ensure that all providers including the CES are using the system in an open, transparent, and consistent way.

GENERAL PROVISIONS

(HFG) will:

- 1) Serve as the Lead Agency in the Continuum of Care (COC);
- 2) Maintain the Homeless Management Information System (HMIS), including the CES Workflow;
- 3) Coordinate the system of homeless and homelessness prevention services in the Muscogee/Russell COC area;
- 4) Provide lead staff to guide the CES Workgroup and any relevant subgroups;
- 5) Coordinate, integrate, and leverage resources to maximize impact of services for individuals who are experiencing homelessness;
- 6) Develop and implement policies and procedures on how the CES will be operated;



- 7) Provide guidance and supervision to CES staff;
- 8) Evaluate performance and progress of the CES and make adjustments as necessary.
- 9) Oversee the Case Conferences and Appeals process as necessary.

Project Applicant will:

- 1) Comply by the Coordinated Entry Policies and Procedures Manual developed for and by the CES committee of the CoC.
- 2) Accept client referrals for PSH and/or RRH services through the CES only;
- 3) Enter and maintain timely client data in HMIS;
- 4) Update all CES referrals within 3 business days;
- 5) Name a designated staff contact for the CES.

CONFIDENTIALITY

All parties agree that they shall be bound by and shall abide by all applicable Federal or State statutes or regulations pertaining to the confidentiality of client records or information, including volunteers. The parties shall not use or disclose any information about a recipient of the services provided under this agreement for any purpose connected with the parties' contract responsibilities, except with the written consent of such recipient, recipient's attorney, or recipient's parent or guardian.

EQUAL OPPORTUNITY

All parties agree to be bound by and abide by all applicable anti-discrimination statutes, regulations, policies, and procedures as may be applicable under any Federal or State contracts, statutes, or regulations, or otherwise as presently or hereinafter adopted by the agency.



TERMS OF AGREEMENT

This MOU shall be effective upon adoption by each signatory agency and entity.

This MOU shall be reviewed and revised as needed to further implementation of strategic and long-term goals of the project.

This MOU can be expanded, modified, or amended, as needed, at any time by the consent of all agencies.

This MOU shall be in effect unless terminated by mutual agreement in writing.

By:

Name:

Title:

Date:

Home For Good, a program of United Way of the Chattahoochee Valley

By:

Name:

Title:

Date: