

OUT-WAYNE COUNTY CONTINUUM OF CARE

NONCONSENT AND KNOWN LOCATIONS POLICY & PROCEDURE

MARCH 2023

POLICY

It is the policy of the Out Wayne CoC to identify and engage with all persons experiencing homelessness in Out Wayne County. Maintaining a complete and accurate account of who in our community is experiencing homelessness is essential to our ability to reach functional zero, where homelessness is rare, brief, and one time for all Out Wayne County residents.

We recognize not all persons experiencing homelessness may want or be able to consent to services or assessment upon initial engagement(s). In order to achieve an accurate picture of homelessness within our community at all times, our system developed a process which allows our system to maintain an accurate count of who is experiencing homelessness in our community while also respecting individuals' wish for privacy. Continued attempts to engage should, whenever possible, be attempted by the Outreach or Coordinated Entry staff with whom the individual is most comfortable.

PROCEDURE

When a CoC funded-agency staff member engages with a household experiencing homelessness who at the time is unwilling or unable to consent to an assessment or services, that staff person will complete the online "Nonconsent" form, which will add the household to the Nonconsent spreadsheet.

The staff person the household is most comfortable with will designate themselves as the household's point of contact. The staff person will share updates about the household at each By Names List meeting so the Coordinated Entry Manager can update the sheet accordingly.

To avoid duplication, all providers within the CoC Sharing Plan will have viewing access to the spreadsheet, which they should reference prior to completing the form. The spreadsheet will live on a tab within the existing By Names List spreadsheet.

If at any point an households consents and engages in services, the point of contact will notify the Coordinated Entry Manager, who will move the household to the By Names List master sheet. If at any point the household subsequently revokes their consent, the Coordinated Entry Manager will move them back to Nonconsent sheet. Further, if at any point the household reinstates their consent, they will be added back to the master sheet.