VCRHYP PAPERWORK MANUAL

Table of Contents

VCRHYP Intake Assessment

Use when:

- A new client enters a project
- A previously-served client enters a project and it has been a **full month or more** since they were last exited
- A client previously served by a BCP project enters a TLP project, **regardless of how much time has passed** since the client's exit from BCP

Do not use when:

- A client is reentering the same project they exited from **less than one month ago**
  - *See Project Reentry Form on pg. 6*
- A client is switching between projects due to changes in circumstances, eligibility, etc.
  - *See Project Switch Form on pg. 7*

This form:

- Includes questions you are required to ask by FYSB, and by DCF, as well as questions VCRHYP suggests asking
  - All questions required by FYSB need to be answered completely
    - Check the "Data Not Collected" box if you did not ask a FYSB-required question
  - Non-FYSB required questions are italicized
    - Check "declined to answer" or leave question blank if you did not ask a non-FYSB required question
- Should be sent to the data entry clerk to be entered into HMIS

Things to remember:

- All member agencies, except for Spectrum, will choose VT-500 Vermont Balance of State CoC for "Client Location"
- Documentation of disabilities is not required: a youth's self-report is considered sufficient to answer "Yes"
- Dr. Dynasaur should be marked off as "Medicaid" in the Health Insurance section
- Monthly income only needs to be gathered for youth in TLP or State TLP
- If a youth/family cannot answer the questions about current or past DCF involvement and sign a Release of Information, it is your responsibility to follow-up with your DCF district office to try and get this information; if you are successful in getting it, pass it onto VCRHYP so we can update the youth's data in HMIS

VCRHYP Resiliency Assessment

Use when:

- A new client enters a project
- A previously-served client enters a project and it has been a **full month or more** since they were last exited
- A client previously served by a BCP project enters a TLP project, **regardless of how much time has passed** since the client's exit from BCP
- Client has been served in a project for **6 months**

Do not use when:

- A client is reentering the same project they exited from **less than one month ago**
- A client is switching between projects due to changes in circumstances, eligibility, etc.

This form:

- Should be completed at entry and every six months the youth is being served
- Needs to have a box checked for each statement
- Can have a response written for each follow-up question
- Should be used to inform Plan of Care creation and updates
- Must be kept in client files, as VCRHYP no longer collects them for entry into HMIS

VCRHYP Quarterly Update

Use when:

- Each three month quarter is coming to end (Quarter 1: September, Quarter 2: December, Quarter 3: March, Quarter 4: June)

Do not use when:

- A client first enters a project
- A client is switching between projects
- A client is exiting a project

This form:

- Must have answers for the four questions in the Employment and Enrollment Status section
- Should indicate what is true for the client at the time of review
- Needs to indicate a review date, as well as the quarter being reviewed
- Should indicate any services provided to a client during the quarter
- Should be sent to the data entry clerk to be entered into HMIS
    - The Disability Addendum does not need to be sent to the data entry clerk unless there have been changes to a client's disability status

Things to remember:

- You can write "No Changes" above any section on the form that remains the same for the client (except for the Employment and Enrollment Status section, which must have answers)
- VCRHYP will send a reminder to complete Quarterly Updates in the last month of each quarter, along with a list of youth who have been served during the quarter
    - A Quarterly Update must be submitted for all youth served during the quarter, even those who have exited
        - However, for youth who have exited during the quarter, the only sections that need to be completed are Employment and Enrollment Status and Brokered Housing

VCRHYP Exit Assessment

Use when:

- A client is exiting from a project

This form:

- Should include answers in the TLP Outcomes section if a client is receiving TLP services, regardless of if they are listed as being in TLP or in State TLP
- Includes a Services Provided section to ensure that all services provided to the client during project enrollment are entered into HMIS
- Should be sent to the data entry clerk to be entered into HMIS
    - The Disability Addendum does not need to be sent to the data entry clerk unless there have been changes to a client's disability status

Things to remember:

- A client should be exited from a project if a full month passes without any engagement

VCRHYP Project Reentry Form

Use when:

- A client is reentering the **same** project they exited from **less than one month ago**

Do not use when:

- A client is entering a **different** project than the one they exited from, **regardless of how much time has passed** since the client's exit
    - *See Project Switch Form on pg. 7*
- A client's circumstances have changed drastically and a full Intake Assessment would better reflect a client's current situation than this form

This form:

- Is a shortened version of the Intake Assessment
- Includes questions you are required to ask by FYSB, and by DCF, as well as questions VCRHYP suggests asking
    - All questions required by FYSB need to be answered completely
        - Check the "Data Not Collected" box if you did not ask a FYSB-required question
    - Non-FYSB required questions are italicized
        - Check "declined to answer" or leave question blank if you did not ask a non-FYSB required question
- Should be sent to the data entry clerk to be entered into HMIS

VCRHYP Project Switch Form

Use when:

- A client is switching between projects due to changes in circumstances, eligibility, etc.

Do not use when:

- A client is switching from any BCP project to a TLP project
    - *See Intake Assessment on pg. 2*
- A client is reentering the **same** project they exited from **less than one month ago**
    - *See Project Reentry form on pg. 6*

This form:

- Is a combination of the Exit Assessment and the Intake Assessment
- Includes questions you are required to ask by FYSB, and by DCF, as well as questions VCRHYP suggests asking
    - All questions required by FYSB need to be answered completely
        - Check the "Data Not Collected" box if you did not ask a FYSB-required question
    - Non-FYSB required questions are italicized
        - Check "declined to answer" or leave question blank if you did not ask a FYSB-required question
- Should be sent to the data entry clerk to be entered into HMIS