



## Tip Sheet: Coordinated Assessment System Documentation of Unsheltered Homelessness

The Coordinated Assessment System for the Dallas Continuum of Care includes a standardized assessment tool as a part of the Documentation of Priority Status. This tip sheet includes guidance on the documentation of episodes of unsheltered homelessness.

Here are some things to keep in mind when documenting unsheltered homelessness:

1. According to HUD, the preferred method of documentation is the **Case Worthy Record**. The service history that is maintained in the records of check-ins at day centers and shelters for showers, services, and meals and can be used to substantiate homelessness. The service history can be used as part of documentation of priority status process.
2. Third party letters, for example from an outreach worker or case manager at a shelter, can also be used to document episodes of unsheltered homelessness. The letter should be clearly written and include a) client name and case worthy number identifier; b) a clear statement of the dates or date range during which time you have provided services for this individual; c) an address or description of where he or she has been sleeping. *It is a best practice to include a description of services rendered and the number of service encounters.* Reminder!!!! Per HUD guidance, third party letters that lack a service history date range are only good for the month which the letter is written.
3. When submitting an affidavit to document an episode of unsheltered homelessness, please note that **only 3 months can be documented via self-report** (HUD Notice CPD-14-012). Thus, a DOPS request that included a properly dated self-report documenting 3 months of unsheltered homelessness would need to also include documentation of 9 additional months of homelessness to receive priority status as a chronically homeless individual.
4. Photographs of your client's campsite, vehicle, or other "place not intended for human habitation" are considered a best practice and are strongly recommended.

In summary, when documenting unsheltered homelessness, only three months can be documented via self-report. Thus, in documenting a 1 year period of homelessness, at least 9 months must be documented through Caseworthy or a detailed 3<sup>rd</sup> party letter. More information is available on the HUD Website:

<https://www.hudexchange.info/resources/documents/Notice-CPD-14-012-Prioritizing-Persons-Experiencing-Chronic-Homelessness-in-PSH-and-Recordkeeping-Requirements.pdf>

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