

Youth Navigator Cheat Sheet

QUESTIONS ABOUT..

- Resources
- Flex Fund Spending
- Agency Paperwork
- Case Management Procedure
- Agency-Specific Intake
- PTO
- Number/Wording for SAGE Reporting
- Flexible Spending Distribution
- Work Station
- Crisis/Emergency

Ask your supervisor!

QUESTIONS ABOUT..

- Matchmaking
- VOH Documents
- VOD Documents
- Assessment completion
- Matchmaking
- Client reassignment per YHDP manual
- Client termination

**Ask CAFTH Youth CES Staff!
Ashton@CAFTH.org**

QUESTIONS ABOUT..

- Language access plan
- Policy-related YHDP
- Required documents for reimbursement
- YHDP paperwork
- Expectations for Sage reporting
- Quarterly monitoring
- Monitoring Score
- COC required training

**Ask CAFTH CoC Staff!
Natalie@CAFTH.org**

QUESTIONS ABOUT

- Client Profiles
- Can't see uploaded files
- Can't see HMIS notes
- Inability to see assessment
- Duplicate profiles
- Community Queue
- Client listed in wrong navigation program
- Client reassignment in HMIS

**Ask CAFTH HMIS Staff!
Helpdesk@CAFTH.org**