

CES Checklist:

Encountering Homeless Youth Checklist



1. You Engage a person 18-24 who reports being unhoused
2. They give you consent to share their information, so you can obtain a Release of Information (ROI)
3. Search the person in HMIS:

THEY HAVE A HMIS PROFILE

- Ensure their ROI is up to date
- Do they have a YHDP assessment?

YES: put in a note "client presented to (your agency) on (date) reporting/requesting (client interactions)" **(STOP)**

NO: Complete a YHDP assessment

THEY DO NOT HAVE A HMIS PROFILE

- Complete ROI
- Create the client profile.
- Complete a YHDP assessment

4. Communicate the below regarding Youth CES following the above processes:

Introduction: *"I currently don't have any permanent housing options available through my agency. However, our community has a group of Youth Navigators who offer support to youth who are unhoused or at risk of becoming unhoused. There are 5 total, located at 5 different locations/agencies in town." Offer to look at the website with the youth, the website has all 5 Youth Navigators contact information, home agency information and picture.*

<https://www.cafth.org/meet-the-youth-system-navigators/>

*After calling one of the 5 system navigators shown below, you will be given a brief assessment to determine eligibility for the navigation program. If you are eligible, you will be assigned a navigator who will contact you as soon as possible (ideally within 1-2 days). The purpose of the Youth System Navigators is to assist you in obtaining secure and stable housing. The Navigator will connect with you in whatever way is more accessible to you – whether that is via text, phone call, email, or an in-person visit in a safe location of your choosing. The Navigator will help you identify resources and build a housing plan. If necessary, the Navigator will also administer the **MVA** to determine eligibility for specific housing options. Your navigator will be available to provide support and connection to resources until you have secured safe and stable housing.*