# CHF Housing Assessment Guide

## CHF Housing Assessment Guidelines

The CHF housing assessment is a tool that allows us to track housing information, payment information, and information around evictions. This assessment is designed to collect high-level information, so programs can monitor an individual's housing journey.

## What Has Changed & Why?

This assessment has been adapted to make it easier to navigate. It has been designed to ask pertinent questions about the current state of housing for the individuals our partner agencies are serving. The new iteration of this tool makes it possible to understand the types of homes people are living in (rooming house, bachelor suite, etc.) and whether they are standard market rentals or non-market rentals that are supported by a non-profit agency. With the new assessment, we are also able to see at-scale what types of leases are being signed by people today, understand evictions at a system-wide level and will be able to monitor these changes over time.

## EDA

EDA is an acronym for 'Enter Data As'.  All HMIS user profiles are attached to one program within an agency. This serves as their default provider, meaning when they log into their HMIS profile they will automatically be set to enter data into that program. Some agency users may work with individuals in multiple programs within their agencies, thus having a need to enter data in multiple programs in the HMIS. (ex. Shelter and Housing programs or Prevention and Diversion programs.) To switch back and forth between the necessary programs available on their HMIS user profiles, the user will utilize the Enter Data As function and select the correct program. Ensure you are entering data as the correct program before you fill out the CHF Housing Assessment.

## The Golden Rule

The Golden Rule of Data Entry refers to the rule that when entering data on a client's record in the HMIS, you must follow the sequential order of the tabs. No data shall be entered on a tab until all data points in the previous tabs are completed. For the CHF Housing Assessment, ensure all relevant tabs to the left of the assessment tab are filled out prior to entering any data in the CHF Housing Assessment.

## Third-Party Payments

In a third-party arrangement, funds are transferred directly from the income source (Alberta Works, AISH, etc.) into the landlord's account. The client has no direct contact with the payment process once they sign a third-party payment agreement.

## Non-Market Rental Housing

Non-Market rental housing refers to housing that is typically made affordable through public and/or non-profit ownership of housing units through rent supplements that allow low-income households to access housing in the private market.

## When should I complete a CHF Housing Assessment?

Depending on your client's situation, you will only fill out specific sub-assessments in the CHF Housing Assessment.

Please fill out the entire CHF Housing Assessment any time:

- You fill out the Housing First Move-In Assessment.
- You answer, 'YES' to the question 'Were you rehoused in the last 3 months?" found in the HF Quarterly Follow-up Assessment.
- Your client moves into long-term care/hospice/treatment, etc. and **REMAINS** in your program.

Please fill out the Housing Information Sub-Assessment any time:

- Your client moves into a new home.
- Your client moves out of their home.

Please fill out the Payment Information Sub-Assessment any time:

- Your client signs a new lease.

Please fill out the Eviction Information Sub-Assessment any time:

- Your client receives an eviction notice.

## When should I not complete a CHF Housing Assessment?

- Your client moves into long-term care/hospice/treatment, etc. and **DOES NOT REMAIN** in your program.