

Documentation Requirements for Remote Monitoring: CoC & ESG Program Participant Records Rapid Rehousing (RRH)

Documents should be saved to the Participant Records folder in Microsoft Teams using the link provided by STEH, with separate subfolders for each participant. Each filename must contain the participant's first name or initials, and a clear description of the document's purpose (e.g. Tasha 3 income for June rent calc, GS 2 annual HQS).

| | | |
|---|-----------|---|
| ☑ | 1 | Participant Eligibility |
| | | Homeless documentation at intake |
| | | Homeless documentation at move-in |
| | | Coordinated Entry referral email |
| | 2 | Unit Eligibility (Current/Most Recent Unit) |
| | | Lease, and any addendums (include agency master lease for projects with leasing) |
| | | Rental Agreement |
| | | Request for Unit Inspection (RUI)/Request for Tenant Approval (RTA) Intent to Rent, or equivalent, if applicable |
| | | Any additional documentation that clarifies utility responsibilities |
| | | Rent reasonableness documentation |
| | | Initial HQS inspection report(s) of current unit |
| | | Most recent annual HQS inspection of current unit, if applicable |
| | | Any other HQS inspections completed in the past 12 months |
| | | Lead Based Paint Disclosure Form |
| | 3 | Rent Calculations & Income Documentation |
| | | Initial rent calculation worksheet (calculating rent for 4 th month in project), including any relevant documentation (e.g. documentation of dependents) |
| | | Most recent 3 rent calculation worksheets, including any relevant documentation (e.g. documentation of dependents) |
| | | If rent was waived, approved waiver |
| | | If rent was waived, budget document identifying special expense/debt |
| | | If rent was waived, documentation that waived amount was used to pay special expense/debt |
| | | Income documentation (including calculation worksheet, if applicable) to support each rent calculation |
| | | Income documentation (including calculation worksheet, if applicable) at annual assessment, if applicable |
| | 4 | Services |
| | | Initial Assessment |
| | | Most recent annual assessment (if applicable) |
| | | Current case plan |
| | | Evidence of monthly case management meetings (last three months) |
| | | Evidence of coordination with mainstream resources (ESG only) |
| | 5 | Termination |
| | | Evidence that participant received written copy of program rules at project start date |
| | | Evidence participant received written copy of termination procedure at project start date |
| | | Evidence that participant received written copy of grievance procedure at project start date (if this procedure is used in termination appeals) |
| | | Evidence that participant received written notice of termination including clear statement of reason (if applicable) |
| | 6 | VAWA |
| | | VAWA lease addendum |
| | | Evidence that participant received Notice of Occupancy Rights and Certification at intake (or annual assessment if intake predated VAWA implementation of 1/1/19) |
| | | Evidence that participant received Notice of Occupancy Rights and Certification at eviction and/or termination (if applicable) |
| | | (Rental agreement already requested as part of unit eligibility) |
| | 7. | Other |
| | | Child Abuse and Neglect Prevention Response Protocol signed by head of household (projects routinely serving families with minor children; intakes after 1/19/22 and households where a child joined after 1/19/22) |

Documentation Requirements for Remote Monitoring: CoC & ESG Program Participant Records
Permanent Supportive Housing (PSH)

Documents should be saved to the Participant Records folder in Microsoft Teams using the link provided by STEH, with separate subfolders for each participant. Each filename must contain the participant's first name or initials, and a clear description of the document's purpose (e.g. Tasha 3 income at annual assessment, George 2 annual HQS).

| | | |
|---|----|---|
| ✓ | 1 | Participant Eligibility |
| | | Homeless documentation at intake |
| | | Homeless documentation at move-in |
| | | Coordinated Entry referral email |
| | | Chronic homelessness documentation or certification of non-CH placement |
| | | Disability documentation |
| | 2 | Unit Eligibility (Current/Most Recent Unit) |
| | | Participant lease, and any addendums |
| | | Agency master lease and any addendums for projects with leasing |
| | | Rental Agreement |
| | | Request for Unit Inspection (RUI)/Request for Tenant Approval (RTA) Intent to Rent, or equivalent, if applicable |
| | | Any additional documentation that clarifies utility responsibilities |
| | | Rent reasonableness documentation |
| | | Initial HQS inspection report(s) of current unit |
| | | Most recent annual HQS inspection of current unit, if applicable |
| | | Any other HQS inspections completed in the past 12 months |
| | | Lead Based Paint Disclosure form |
| | 3 | Income & Rent Calculations |
| | | Income documentation (including calculation worksheet, if applicable) at annual assessment, if applicable |
| | | Income documentation (including calculation worksheet, if applicable) to support each rent calculation |
| | | All rent calculations completed in the past 12 months, including any relevant documentation (e.g. documentation of dependents) |
| | 4 | Services |
| | | Initial Assessment |
| | | Most recent annual assessment (if applicable) |
| | | Current case plan |
| | | Service notes: evidence of recurring services & ongoing assessment |
| | 5 | Termination |
| | | Evidence that participant received written copy of program rules at project start date |
| | | Evidence participant received written copy of termination procedure at project start date |
| | | Evidence that participant received written copy of grievance procedure at project start date (if this procedure is used in termination appeals) |
| | | Evidence that participant received written notice of termination including clear statement of reason (if applicable) |
| | 6 | VAWA |
| | | VAWA lease addendum |
| | | Evidence that participant received Notice of Occupancy Rights and Certification at intake (or annual assessment if intake predated VAWA implementation of 1/1/19) |
| | | Evidence that participant received Notice of Occupancy Rights and Certification at eviction and/or termination (if applicable) |
| | | (Rental agreement already requested as part of unit eligibility) |
| | 7. | Other |
| | | Child Abuse and Neglect Prevention Response Protocol signed by head of household (projects routinely serving families with minor children; intakes after 1/19/22 and households where a child joined after 1/19/22) |

**Documentation Requirements for Remote Monitoring: CoC & ESG Program Participant Records
Transitional Housing (TH)**

Documents should be saved to the Participant Records folder in Microsoft Teams using the link provided by STEH, with separate subfolders for each participant. Each filename must contain the participant's first name, and a clear description of the document's purpose (e.g. Tasha 3 income for June rent calc, George 2 annual HQS).

| | | |
|---|----|---|
| ✓ | 1 | Participant Eligibility |
| | | Homeless documentation at intake |
| | | Homeless documentation within 14 days prior to move-in |
| | | Coordinated Entry referral email |
| | 2 | Unit Eligibility (Current/Most Recent Unit) |
| | | Participant lease, and any addendums |
| | | Agency master lease and any addendums for projects with leasing |
| | | Rental Agreement |
| | | Request for Unit Inspection (RUI)/Request for Tenant Approval (RTA) Intent to Rent, or equivalent, if applicable |
| | | Any additional documentation that clarifies utility responsibilities |
| | | Rent reasonableness documentation |
| | | Initial HQS inspection report(s) of current unit |
| | | Most recent annual HQS inspection of current unit, if applicable |
| | | Any other HQS inspections completed in the past 12 months |
| | | Lead Based Paint Disclosure form |
| | 3 | Rent Calculations & Income |
| | | Most recent 3 rent calculation worksheets, including any relevant documentation (e.g. documentation of dependents) |
| | | If worksheets are not signed by the participant, evidence of alternative method of communicating the participant's rental portion to them, including the date of the communication. |
| | | Income documentation (including calculation worksheet, if applicable) to support each rent calculation |
| | | Income documentation (including calculation worksheet, if applicable) at annual assessment, if applicable |
| | 4 | Services |
| | | Initial Assessment |
| | | Most recent annual assessment (if applicable) |
| | | Current case plan |
| | | Evidence of monthly case management meetings |
| | 5 | Termination |
| | | Evidence that participant received written copy of program rules at project start date |
| | | Evidence participant received written copy of termination procedure at project start date |
| | | Evidence that participant received written copy of grievance procedure at project start date (if this procedure is used in termination appeals) |
| | | Evidence that participant received written notice of termination including clear statement of reason (if applicable) |
| | 6 | VAWA |
| | | VAWA lease addendum |
| | | Evidence that participant received Notice of Occupancy Rights and Certification at intake (or annual assessment if intake predated VAWA implementation of 1/1/19) |
| | | Evidence that participant received Notice of Occupancy Rights and Certification at eviction and/or termination (if applicable) |
| | | (Rental agreement already requested as part of unit eligibility) |
| | 7. | Other |
| | | Child Abuse and Neglect Prevention Response Protocol signed by head of household (projects routinely serving families with minor children; intakes after 1/19/22 and households where a child joined after 1/19/22) |

Documentation Requirements for Remote Monitoring: CoC & ESG Program Participant Records

Supportive Services Only (SSO)

Commented [SC1]: Do we need to ask for VI-SPDAT date?

Please note: If STEH is monitoring a participant record for both SSO and Emergency Shelter requirements. please, verify that you have uploaded all of the documents on both checklists. Documents that are required for both programs do not need to be uploaded twice.

Documents should be saved to the Participant Records folder in Microsoft Teams using the link provided by STEH, with separate subfolders for each participant. Each filename must contain the participant's first name, and a clear description of the document's purpose (e.g. Tasha 1 Income at intake, George 2 case plan).

| | | |
|---|----|---|
| ✓ | 1 | Participant Eligibility |
| | | Homeless documentation at intake (if street outreach, this should be documentation that the street outreach worker observed participant's sleeping location at or prior to intake) |
| | 2 | Income |
| | | Income documentation (including calculation worksheet, if applicable) at intake |
| | | Income documentation (including calculation worksheet, if applicable) at exit |
| | 3 | Services |
| | | Initial Assessment |
| | | Most recent annual assessment (if applicable) |
| | | Current case plan |
| | | Service notes: evidence of reoccurring services & ongoing assessment |
| | | Evidence of coordination with mainstream resources |
| | 4 | Termination |
| | | Evidence that participant received written copy of program rules at project start date |
| | | Evidence participant received written copy of termination procedure at project start date |
| | | Evidence that participant received written copy of grievance procedure at project start date (if this procedure is used in termination appeals) |
| | | Evidence that participant received written notice of termination including clear statement of reason (if applicable) |
| | 5. | Other |
| | | Child Abuse and Neglect Prevention Response Protocol signed by head of household (projects routinely serving families with minor children; intakes after 1/19/22 and households where a child joined after 1/19/22) |

Documentation Requirements for Remote Monitoring: CoC & ESG Program Participant Records Emergency Shelter

Please note: If STEH is monitoring a participant record for both SSO and Emergency Shelter requirements. please, verify that you have uploaded all of the documents on both checklists. Documents that are required for both programs do not need to be uploaded twice.

Documents should be saved to the Participant Records folder in Microsoft Teams using the link provided by STEH, with separate subfolders for each participant. Each filename must contain the participant's first name, and a clear description of the document's purpose (e.g. Tasha 1 Income at intake, George 2 case plan).

| | | |
|---|----|---|
| ✓ | 1 | Income |
| | | Income documentation (including calculation worksheet, if applicable) at intake |
| | | Income documentation (including calculation worksheet, if applicable) at exit |
| | 2 | Services |
| | | Initial Assessment |
| | | VI-SPDAT completion date |
| | | Current case plan |
| | | Service notes: evidence of reoccurring services & ongoing assessment |
| | 3. | Other |
| | | Child Abuse and Neglect Prevention Response Protocol signed by head of household (projects routinely serving families with minor children; intakes after 1/19/22 and households where a child joined after 1/19/22) |

Documentation Requirements for Remote Monitoring: CoC & ESG Program Participant Records
Homelessness Prevention

Documents should be saved to the Microsoft Teams folder using the link provided by STEH, with separate subfolders for each participant. Each filename must contain the participant's first name, and a clear description of the document's purpose (e.g. Tasha 3 June income, George 2 habitability).

| | | |
|---|---|---|
| ✓ | 1 | Participant Eligibility |
| | | At Risk of Homelessness documentation at intake |
| | | Staff Certification form (no conflict of interest) |
| | | Coordinated Entry referral email |
| | 2 | Unit Eligibility (Current/Most Recent Unit) |
| | | Lease, and any addendums (include agency master lease for projects with leasing) |
| | | Rental Agreement |
| | | Request for Unit Inspection (RUI)/Request for Tenant Approval (RTA) Intent to Rent, or equivalent, if applicable |
| | | Any additional documentation that clarifies utility responsibilities |
| | | Rent reasonableness documentation |
| | | Initial habitability inspection report(s) of current unit |
| | | Any other inspections completed in the past 12 months |
| | | Lead Based Paint Disclosure form |
| | 3 | Income |
| | | Income documentation (including calculation worksheet, if applicable) at intake |
| | | Income documentation (including calculation worksheet, if applicable) from the past 3 evaluations |
| | 4 | Services |
| | | Initial Assessment |
| | | Most recent quarterly assessment (if applicable) |
| | | Current case plan |
| | | Evidence of monthly case management meetings |
| | | Evidence of coordination with mainstream resources |
| | 5 | Termination |
| | | Evidence that participant received written copy of program rules at project start date |
| | | Evidence participant received written copy of termination procedure at project start date |
| | | Evidence that participant received written copy of grievance procedure at project start date (if this procedure is used in termination appeals) |
| | | Evidence that participant received written notice of termination including clear statement of reason (if applicable) |
| | 6 | VAWA |
| | | VAWA lease addendum |
| | | Evidence that participant received Notice of Occupancy Rights and Certification at intake (or annual assessment if intake predated VAWA implementation of 1/1/19) |
| | | Evidence that participant received Notice of Occupancy Rights and Certification at eviction and/or termination (if applicable) |
| | | (Rental agreement already requested as part of unit eligibility) |