Figure 7: Housing Discharge Planning Checklist

Housing Discharge Planning Checklist

Item	Status	Comments
Have you attempted diversion or prevention with the client?	☐Yes ☐No ☐In Progress	
Have you discussed and shared resources on discharge placement options (e.g., local emergency night shelter, day centers, transportation)?	☐Yes ☐No ☐In Progress	
Has the client been connected to the Homelessness Response System (HRS) and received a Coordinated Assessment (CA)?	☐Yes ☐No ☐In Progress	
Is the client on all eligible community and public housing waitlists?	☐Yes ☐No ☐In Progress	
Has the client been connected with their vital documents?	☐Yes ☐No ☐In Progress	
Does the client have a housing case manager with access to HMIS? [2]	☐Yes ☐No ☐In Progress	
Have you supported the client in documenting their homelessness status prior to admission? [3]	☐Yes ☐No ☐In Progress	
If applicable, has the client started the SOAR process?	☐Yes ☐No ☐In Progress	
If the client is being discharged back to unsheltered homelessness has their location and contact information been documented internally and in HMIS?	☐Yes ☐No ☐In Progress	

[2] It is important to make sure each client discharging the MRC program is connected with a housing case manager with HMIS access as this person can scan and save vital information into the clients HMIS account to be stored (i.e. contact information, location, vital documents, and more).

[3] For more information on documenting homelessness status prior to admission please refer to HUD Recordkeeping and Recordkeeping Requirements for Chronic Status

Figure 8: Adaptable Community Resource Guide

Community Resource Guide

Emergency Shelters

Emergency Shelter	Population Served	Health Care Connection	Employment Connection	SOAR Assistance	Mail Access	Computer Access	Laundry and Hygiene Resources	Location and Contact

Drop-in Centers

Drop-in Centers	Population Served	Health Care Connection	Coordinated Assessments	SOAR Assistance	Food Pantry or Meals	Meals	Laundry and Hygiene Resources	Location and Contact

Additional Support Services

Service Provider	Population Served	Housing Assistance	Legal Assistance	Benefits	Food Pantry	Healthcare Access	Case Management	Location and Contact