WINDSOR ESSEX BY-NAMES PRIORITIZED LIST
ADDITION & UPDATE ONLINE FORM GUIDE

This guide provides a step-by-step process for completing both New and Update entries within the By-Names Prioritized List online form. All administrators completing entries are required to complete training and this guide is not meant to substitute these training sessions. For further information regarding training, please contact Ashley Van Der Mark at avdm@hislscdg.com.

COMPLETING A NEW REFERRAL

When completing a new referral, ask all questions and record answers. If the answer is unsure or question is declined, record the answer accordingly.

See below for detailed outlines of each section.

Application Type

✓ Select “New” for application type;
✓ Date will pre-populate and cannot be changed; and
✓ Consent must be completed in order to process an entry.
Applicant Information

✓ Mandatory fields include first and last name; and
✓ Street address includes where a person receives their mail.

Other Information

✓ If alternate contact is listed, permission to speak with the person must be indicated for the information to be recorded;
✓ Must indicate whether the person would like to access supports and services with the listed spouse; and
✓ If no alternate contact or spouse, section can be left blank.
Additional Information

- Household Type:
  - **Single Adult**: Individual, 25 years and older;
  - **Family**: Couple without children; Parent(s) with children; and
  - **Youth**: Person(s) aged 24 years or younger.

- Current Sleeping Arrangements should list the place where a person(s) most frequently sleeps.

<table>
<thead>
<tr>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Household Type</strong></td>
</tr>
<tr>
<td><strong>Children in Household?</strong></td>
</tr>
<tr>
<td><strong>Indigenous Status Identified?</strong></td>
</tr>
<tr>
<td><strong>Number of Children in Household?</strong></td>
</tr>
<tr>
<td><strong>Expecting?</strong></td>
</tr>
<tr>
<td><strong>Veteran?</strong></td>
</tr>
<tr>
<td><strong>Indigenous Services Requested?</strong></td>
</tr>
</tbody>
</table>

**Residing In / Connected With / Sleeping Arrangements**

- **Community Currently Residing In / Connected With**: Windsor - Downtown
- **Current Sleeping Arrangements**
  - Street/Outdoors
  - Emergency Shelter
  - Couch Surfing
  - Transitional Housing
  - Incarcerated
  - Hotel/Motel
  - Current Unit

History of Homelessness

- Episodes are defined as periods when a person would be in a shelter or place not fit for human habitation, and after at least 30 days, would be back in the shelter or inhabitable location (ie: Street → Shelter → Housed (two months) → Shelter = two episodes of homelessness).

**History of Homelessness**

- **How long has it been since you have lived in permanent stable housing?**
  - Years: 1
  - Months: 3

- **Number of episodes of homelessness in the last 12 months**: 3

- **Date Housing Search Began**: 6/1/2017
Other Information

✓ Income Sources;

- **OW**: Ontario Works;
- **ODSP**: Ontario Disability Support Program;
- **OSAP**: Ontario Student Assistance Program;
- **CPP**: Canada Pension Plan;
- **OAS**: Old Age Security;
- **GIS**: Guaranteed Income Supplement; and
- **WSIB**: Workplace Safety & Insurance Board.

✓ There is no limit to how many services a person(s) can choose.

### Source of Income

- OW
- ODSP
- CPP
- Employment Insurance
- OAS
- GIS
- Veteran Pension
- Self-Employment

If possible, include OW/ODSP worker's name and phone number.

<table>
<thead>
<tr>
<th>Worker's Name</th>
<th>Worker's Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Services Requested

- Housing
- Mental Health
- Addictions
- Financial Aid
- Legal
- Health Care
- Counseling
- Dentistry
- Employment
- Life Skills
- Case Management
- Trusteeship

### VI-SPDAT

✓ Ensure appropriate VI-SPDAT is completed

- **VI-SPDAT**: Individual adults, 25 years and older.
  If couple with no children, complete VI-SPDAT with each individual.
- **TAY-VI-SPDAT**: Youth, 16-24 years old.
- **F-VI-SPDAT**: Parent(s)/guardian(s) with dependent children in their care.
- **JD-VI-SPDAT**: Justice discharge planning.
- **PR-VI-SPDAT**: Prevention/Re-Housing, Individual adults or families.
  Imminent risk of losing housing.
- If VI-SPDAT is declined, indicate on form.

**VI-SPDAT**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>VI-SPDAT Declined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VI-SPDAT (Single Adult)</td>
<td>TAY-VI-SPDAT (Youth)</td>
<td>VI-F-SPDAT (Family)</td>
</tr>
<tr>
<td>1/02/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Score: 15</td>
<td>Score</td>
<td>Score</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Score</td>
</tr>
</tbody>
</table>

**Agency Information**

- Each field in this section is mandatory; and
- Input name of person who administered VI-SPDAT if different to person submitting form.

**Agency Information**

<table>
<thead>
<tr>
<th>Agency completing the form</th>
<th>Community Partner Name</th>
<th>Staff submitting the form</th>
<th>Administrator Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number</td>
<td>519 123 4567</td>
<td>Email</td>
<td><a href="mailto:email@email.com">email@email.com</a></td>
</tr>
</tbody>
</table>

Submit
COMPLETING AN UPDATE

When completing an update, only mandatory fields and fields pertaining to changed and/or new information should be completed. If information has not changed since last submitted entry, fields should be left blank. If update is being completed on hard copy form, online submission must be completed within one business day.

- Unsure update is chosen for application type;
- Consent is required to proceed with submission; and
- If person(s) is withdrawing consent, indicate in this section.

**Application**

- Application Type: New/Update
- Date: 1/30/2016
- I confirm that I have written and/or provided verbal consent to disclose the information contained in this form with a variety of community stakeholders as it pertains to the Windsor Essex By-Names Prioritized List administered and managed by the City of Windsor.
- I withdraw my consent to disclose information contained in the Windsor Essex By-Names Prioritized List administered and managed by the City of Windsor.

**Applicant Information**

- Mandatory fields include first and last name and unique identifier; and
- If unique identifier is unknown, input “N/A.”

**Update Specific Information**

- Assigned agency and program name to be completed when a person(s) is matched with supports and services;
✓ Date documents collected refers to date which all needed documents and forms have been completed and received for a person to be housed and/or accepted into ongoing supports and services; and
✓ Housing types;

**PMR:** Private market rent;
**HOW’s:** Housing with supports; and
**RGI:** Rent geared to income.

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### Agency Match / Housing Updates / Other Information

<table>
<thead>
<tr>
<th>Assigned Agency</th>
<th>Program Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Documents Collected</td>
<td>Date Refused</td>
</tr>
<tr>
<td>Date Housed</td>
<td>Service Provision Refused</td>
</tr>
<tr>
<td>Housing Location</td>
<td>Housing Type</td>
</tr>
<tr>
<td>Date of Last Contact</td>
<td>Date Left Community</td>
</tr>
<tr>
<td>Date Deceased</td>
<td></td>
</tr>
</tbody>
</table>

### Agency Information

✓ Mandatory fields that must be completed to successfully submit an update entry

<table>
<thead>
<tr>
<th>Agency completing the form</th>
<th>Community Partner Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number</td>
<td>Administrator Name</td>
</tr>
<tr>
<td>Staff submitting the form</td>
<td>Email</td>
</tr>
</tbody>
</table>

Submit

Please direct all inquiries to Ashley Van Der Mark (avdm@hislscdg.com) or Kelly Goz (kgoz@citywinsor.ca)