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DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

TAY Transitional Housing
Coordinated Entry for Youth Workflow

Workflow



Complete program enrollment



Complete Primary CE Eligibility Assessment



Complete TAY Transitional Housing Eligibility Assessment

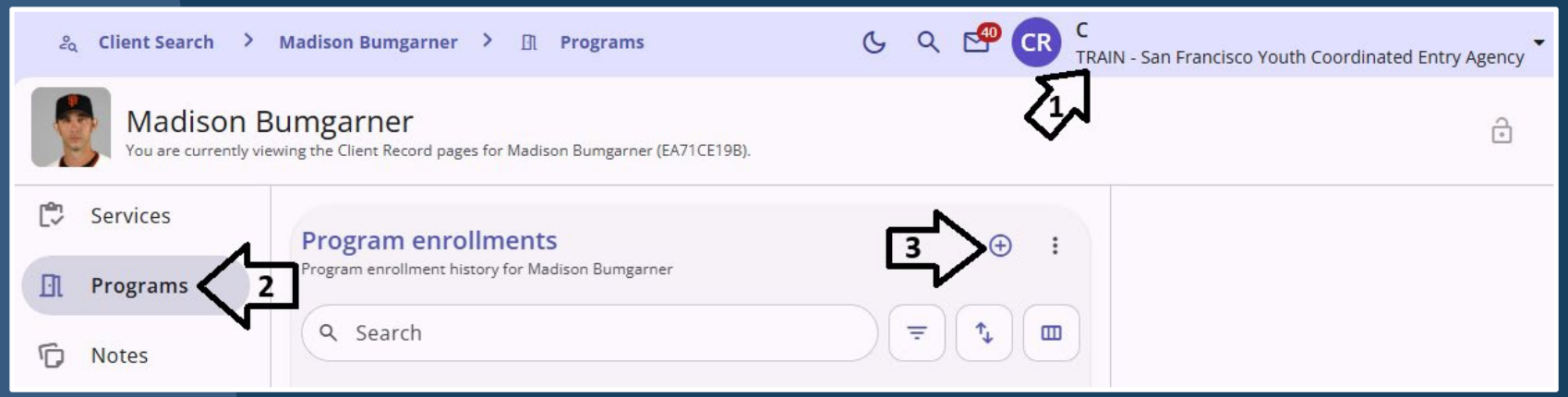


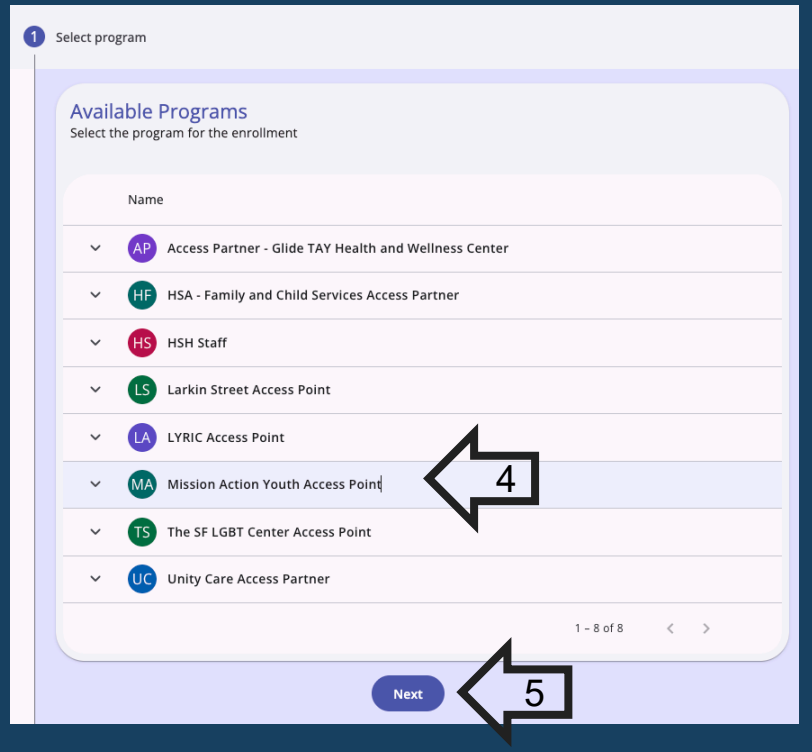
Add client to the Temporary Shelter Queue

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Program Enrollment

1. Confirm you're in San Francisco Youth Coordinated Entry Agency (top right)
2. In the client's record, click **Programs** in the left menu
3. Click **Add (+)**
4. Select the access point program and click **Next**
5. Complete the enrollment screen, click **Save**, then **Complete**





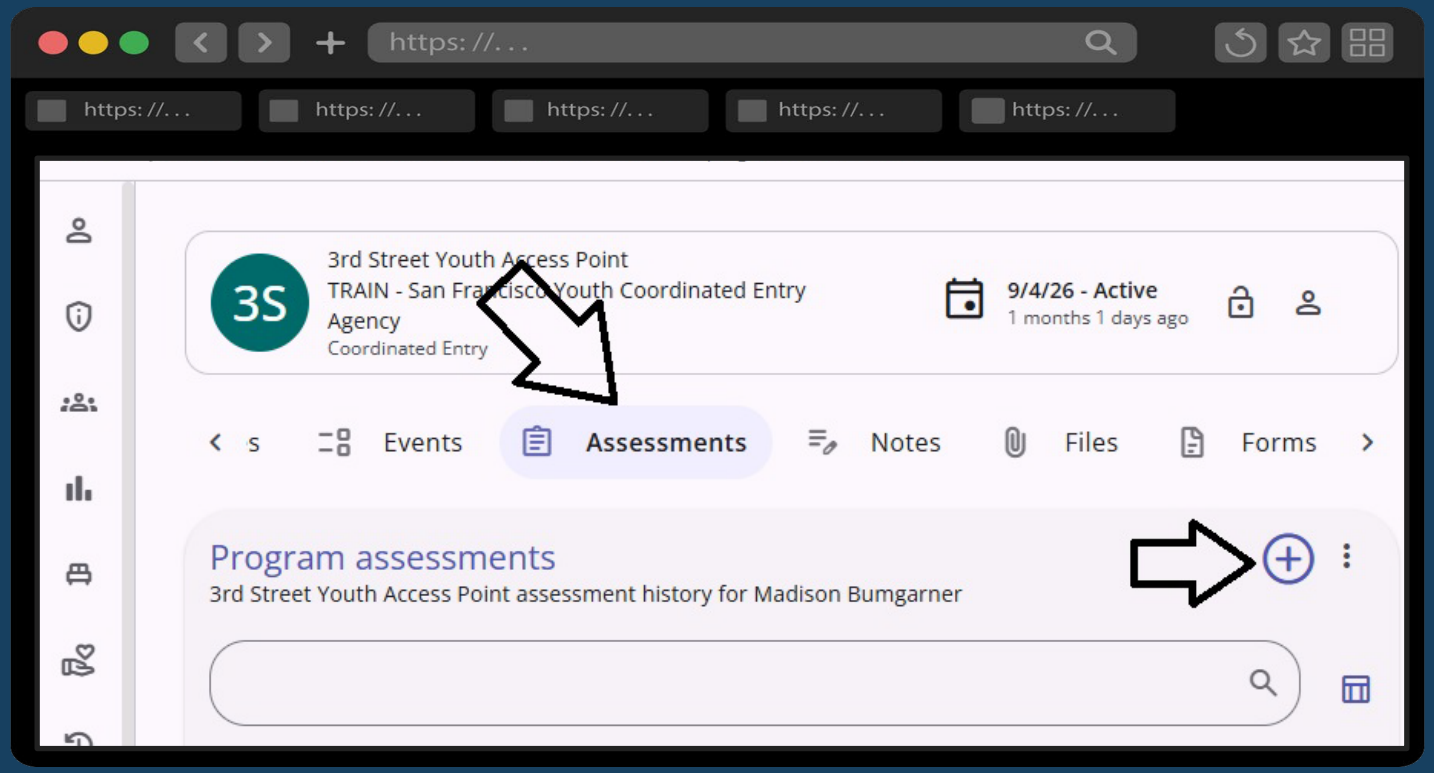
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TAY Eligibility Assessment

- Determines eligibility for TLP & THP+ programs
- Complete for single or parenting TAY (ages 18-27; limited programs for 25-27)

To start:

1. Open the access point enrollment
2. Click the **Assessments** tab, then **Add (+)**

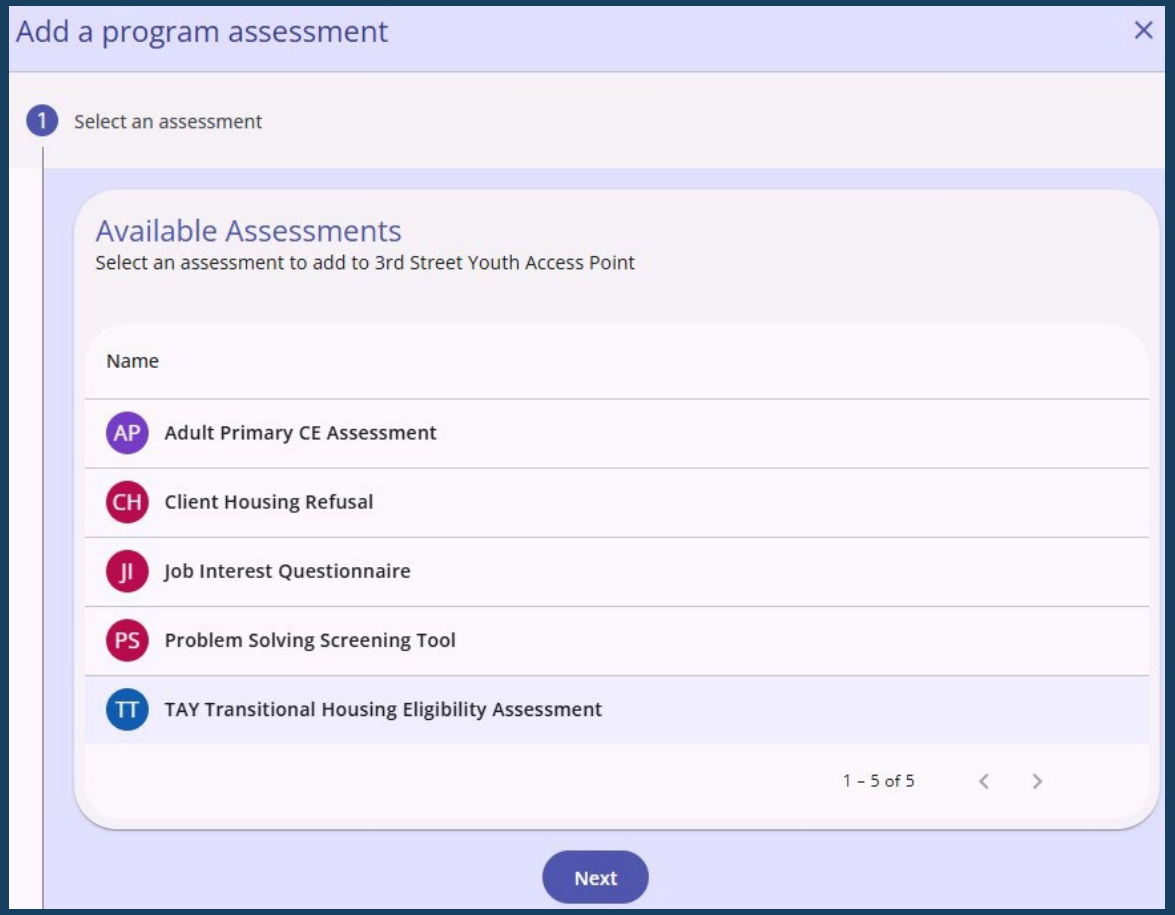


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TAY Eligibility Assessment

Then:

3. Select **TAY Transitional Housing Eligibility Assessment**
4. Click **Next**



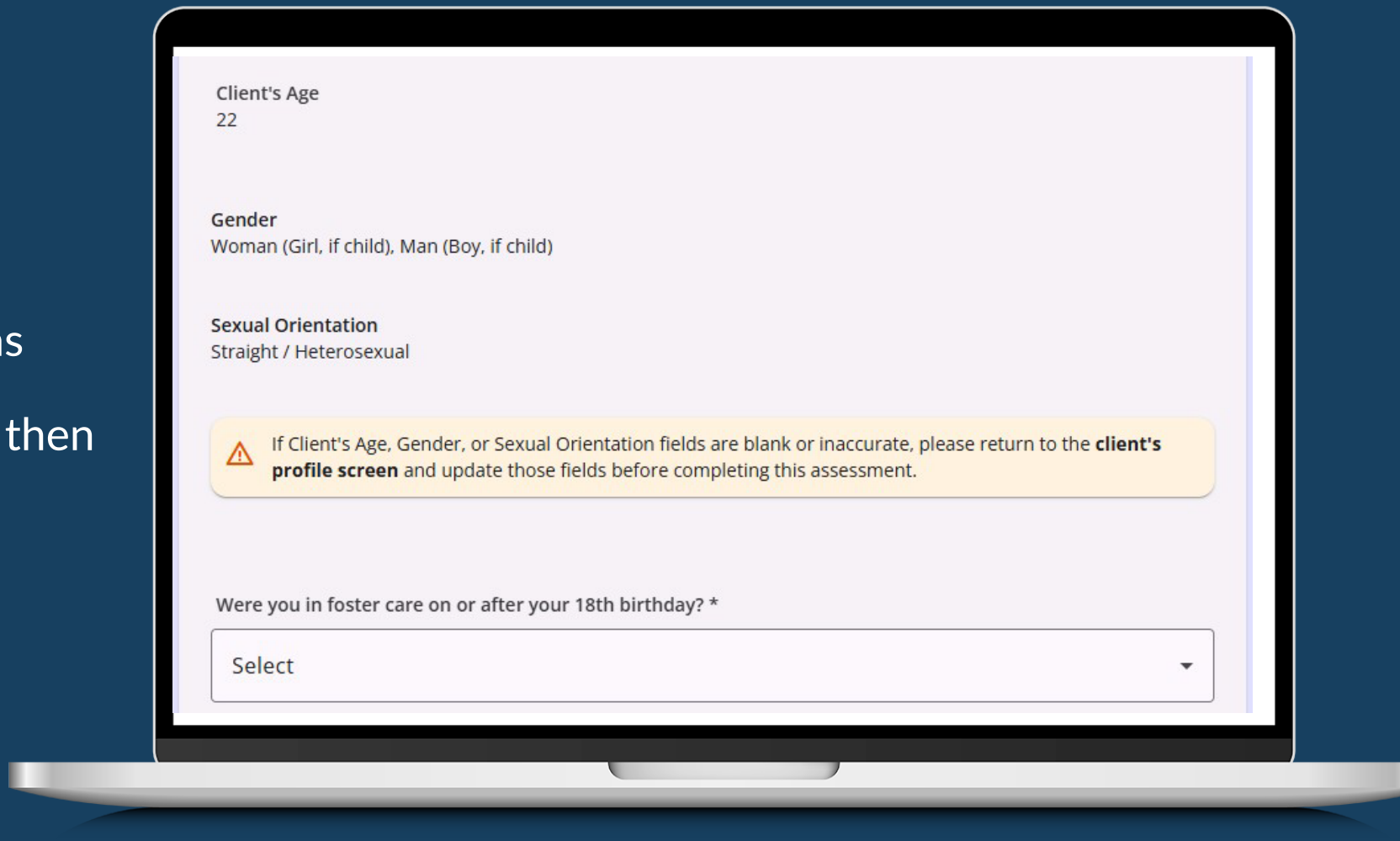
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TAY Eligibility Assessment

Questions appear based on:

- Client's age
- Responses to previous questions

When finished, click **Save & Next**, then **Complete**

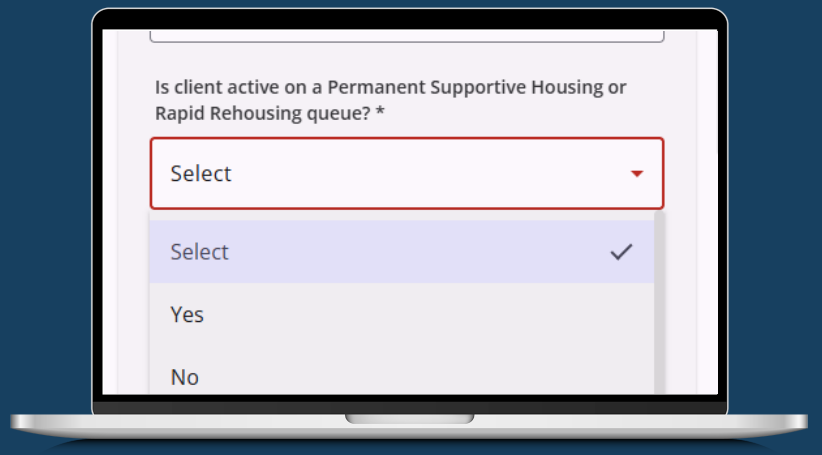


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Notes on specific questions

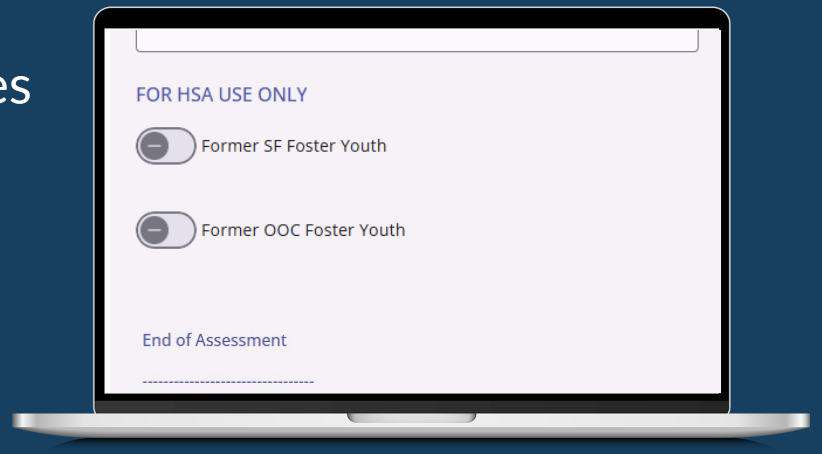
Is client active on a PSH or RRH queue?

⇢ Answer this question based on the result of the Primary CE Assessment that you just did



HSA use only section

⇢ Do **not** click the Former Foster Youth toggles



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TAY Eligibility Assessment Results

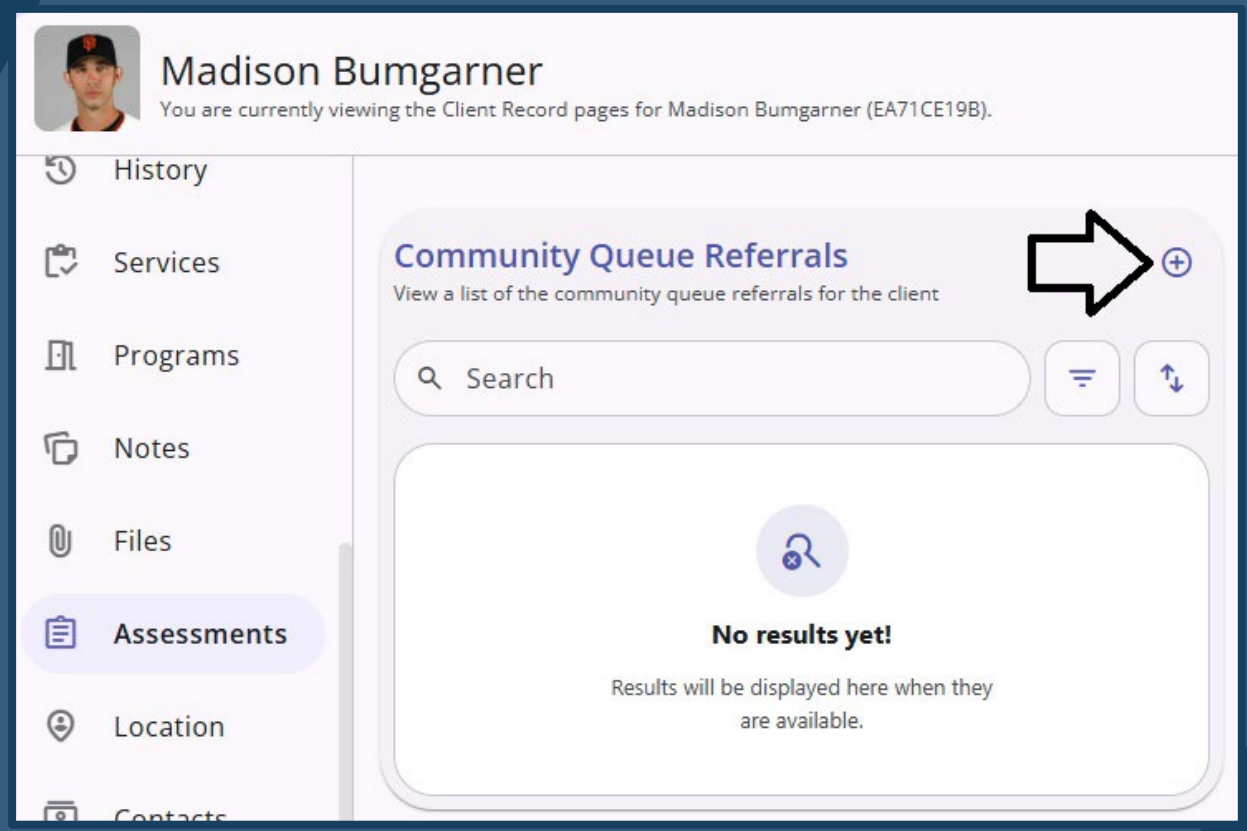
- Eligibility populates based on client responses
- Ineligible clients won't complete the assessment



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Add Client to the Temporary Shelter Queue

- For eligible clients:
  - 1A. Clicking **Complete** at the end of the assessment opens the **Eligibility** screen automatically
  - 1B. Or, in the enrollment's **Assessments** tab, click the **Action Menu (⋮)** on the TAY Transitional Housing Eligibility Assessment, then **View Eligibility**
  - 2. Under **Community Queue Referrals**, click **Add (+)**
  - 3. Select **Temporary Shelter Queue** and click **Next**
  - 4. Enter notes if needed, click **Save**, then **Complete**



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