



**Case Conferencing Tool for  
By-Name List Individuals**

The purpose of this Case Conferencing tool is for use when a case manager or outreach worker believes their client is more vulnerable than the VI-SPDAT score may show. This form formalizes the case conferencing prioritization process for moving clients higher on the By- Name List. The following questions must be answered fully, and sent to [coordinatedentry@cafth.org](mailto:coordinatedentry@cafth.org) for documentation and further community discussion at the next By-Name List meeting.

**Client Initials & HMIS ID/Unique Identifier:**

**Outreach/Case Manager Name & Agency:**

**Does this client fit any of the following:  
Veteran, Youth or positive?  YES  NO**

Why do you believe that this client should be prioritized to a higher spot on the By-Name list or has scored for PSH but should be considered for RRH (if no current PSH units are available to them)?

Is this Client in need of immediate medical services for a life-threatening condition?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, what are the immediate barriers to linking this client o resources?
If yes, has the client been linked with medical services?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
If unsheltered, has the client been linked with shelter resources?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, what are the barriers to providing this client with shelter resources?
Is this client in immediate life-threatening danger? (this danger is unique to the individual)	<input type="checkbox"/> YES <input type="checkbox"/> NO	What resources has this client been linked with?
Any additional information you'd like to share, please enter in on the right.		

Date Received:

By-Name List Meeting Discussion Date:

Date Revised: February 18, 2020