

CAFTH Emergency Shelter Information Session

December 1, 2023

1 - 2 pm

Community Alliance for the
Homeless



Agenda

- Welcome
- Updates
- Locations
- Referral process for individuals and families not fleeing domestic violence (HMIS users)
- Referral process for individuals and families not fleeing domestic violence (non-HMIS users)
- Referral process for individuals and families fleeing Domestic Violence
- New Form



Updates

- Referrals will be accepted until 4:00 pm each day.
- New fillable online form
- [All referring case managers must register before sending over the first referral.](#)
- Start date: **Monday, December 4, 2023**



Locations

Quality Inn Downtown

- 340 W Illinois Ave, Memphis, TN 38106
- Families
- Includes continental breakfast
- Renovated last year
- Shorter stay

Travelodge Downtown

- 1471 E Brooks Rd, Memphis, TN 38116
- Individuals
- Longer stay

We are looking to engage with more hotel partners so let us know if you have any suggestions!



Referral process for individuals and families not fleeing domestic violence (HMIS users)



1. If the person or family is not already in HMIS, add them to HMIS.
2. While under your agency's name, go to the client's profile, and submit a referral to the Youth & Special Populations Emergency Shelter Program under the Community Alliance for the Homeless agency.
3. Be sure to include important information in the notes section of the referral form before submitting. This should include at a minimum:
 - a. Number of people who will be staying there and **all** of their names. This is especially important if there are other people staying with them who are not connected to their HMIS profile.
 - b. The requested amount of days
 - c. The start date if it is different from the referral date.
 - d. Anything else relevant that we need to know or let the hotel know.

CAFTH staff will then enroll the referred person or family into the program and send a referral email to the hotel, copying you.

Referral process for individuals and families not fleeing domestic violence (non-HMIS users)

1. Complete HMIS intake paperwork, HMIS ROI, and shelter referral form.
2. Email Stephanie (Stephanie@cafth.org) to confirm receipt of paperwork and referral.

CAFTH staff will then enroll the referred person or family into HMIS and send a referral email to the hotel, copying you.



Referral process for individuals and families fleeing Domestic Violence

1. Complete HMIS intake paperwork, CDB ROI, and shelter referral form.
2. Email Curtis Watson (curtis@cafth.org) to confirm receipt of paperwork and referral.

CAFTH staff will then enroll the referred person or family into Youth & Special Populations Emergency Shelter program in the comparable database and send a referral email to the hotel, copying you.



New Online Form

- **On CAFTH Website under MSCHC Portal**
 - Individuals
 - Families
 - Individuals fleeing DV
 - Families fleeing DV



New Online Form

- On CAFTH Website under MSCHC Portal





MSCHC Dashboard

[Home](#)[Form Hub](#)[Training Library](#)[Committees](#)[CoC Guides](#)[Contact Us](#)

Not yet a member of the 2023-2024 MSCHC?

[Apply here to renew or to become a new member](#)

Updates and Reminders

New Membership Term begins July 2024!

Welcome to the Memphis and Shelby County Homeless Consortium Dashboard! We are glad to have you on board. This portal is intended to:

Form Hub

Home

Form Hub

Training Library

Committees

CoC Guides

Contact Us

A variety of HMIS and CE-related forms can be accessed via the dropdown menus here.

Interested in learning more about the benefits of our HMIS system? [click here](#).

Interested in better understanding Coordinated Entry? Visit the [Coordinated Entry Page](#), or access our trainings.

+ Most Requested Forms

+ VI-SPIDAT Assessments

+ HMIS Intake/Assessment/Exit Forms

+ YHDP Forms

+ PIT Surveys

+ Agency Management Forms

+ Coordinated Entry Forms

- Youth & Special Population Emergency Shelter Forms

[HMIS Intake Form](#)

[HMIS ROI](#)

[CAFTH Youth & Special Populations Emergency Shelter Referral Form](#)



CAFTH Staff Contact



- **Stephanie Reyes**
 - Any demographic
 - Stephanie@cafth.org
- **Natalie Filipowicz**
 - Individuals and families (Non-DV)
 - Natalie@cafth.org
- **Curtis Watson**
 - DV Individuals and families
 - Curtis@cafth.org
- **Emmett Altsman**
 - HMIS (Non-DV)
 - helpdesk@cafth.org
- **Ryan Dement**
 - CDB (DV only)
 - CDBhelpdesk@cafth.org