

By-Name List Document Ready Checklist

Common Consent Form

- Client has completed the Common Consent Form and has been uploaded to HIFIS in the “Consent” section
- Client has both Coordinated Access and Explicit Consent records in the ‘Consent’ section

Common Intake Form

- Client has completed the Common Intake Form (Homeless Services and Supports System Common Intake Form for Simcoe County) and has been uploaded to HIFIS in the ‘Documents’ section

Client/Family Status

- Family section of HIFIS includes all/only individuals that will be housed together

VI-SPDAT

- VI-SPDAT (Vulnerability Index - Service Prioritization Decision Assistance Tool) Version 2.0 of the Adult and Families VI-SPDAT and Version 1.0 for Youth. VI-SPDAT to be completed in HIFIS (VI-SPDATs completed on paper or PDF and uploaded into the document section of HIFIS cannot be considered)

Identification/Documentation

- Birth Certificate
- Drivers License
- OHIP CARD
- Ontario Photo Card
- Passport
- Status Card

Financial Documentation

- Proof of income assistance or employment income
- Source(s) and amount of monthly income has been documented in HIFIS in the ‘Financial Profile’ section