

GUELPH-WELLINGTON COORDINATED ENTRY SYSTEM

DOOR AGENCY CHECKLIST

BEFORE ADMINISTERING THE COMMON ASSESSMENT TOOL (CAT)



Determine if the family or individual is experiencing homelessness in one of the following ways:

- Unsheltered:** Living on the streets or in places not intended for human habitation
- Emergency sheltered:** Staying overnight in shelters for people who are homeless, as well shelters for those impacted by family violence.
- Provisionally accommodated:** Those whose accommodation is temporary or lacks security of tenure (e.g. couch surfing)
- Risk of homelessness:** Referring to people who are not homeless, but whose current economic and/or housing situation is precarious or does not meet public health and safety standards.



Determine if the family or individual is already on the current Guelph-Wellington By-Name List

A copy of the current By-Name List is available from your Door Agency Lead. If the family or individual is already on the By-Name List, please do not administer the CAT again.



Review the Release of Information (page 1 & 2)

The ROI acts a script for Door Agency staff to explain the purpose of the By-Name List, as well participation involvement, benefits & risks, and privacy. This information can be summarized.



Obtain consent (page 3 & 4)

Check the appropriate boxes on page 3. Please DO NOT check box 2 AND 3 - it should be one or the other. The client and Door Agency staff need to sign on page 4.



Tear off the first page (ROI) and give to the family or individual

This sheet has contact information for the research project lead in case the family or individual has questions or wishes to withdraw their participation.

ADMINISTER THE COMMON ASSESSMENT TOOL



Make sure the correct CAT is being administered

- TAY-VI-SPDAT:** Independent youth, 16-24 years old
- VI-SPDAT:** Individual adults, 25 years and older.
If a couple with no children, administer a VI-SPDAT with each individual.
- F-VI-SPDAT:** Parent/guardian with dependent children (under 18 years)

AFTER ADMINISTERING THE COMMON ASSESSMENT TOOL

-  **Put the completed CAT and consent in the provided sealed envelope**
The envelope should have a label with the contact information for the research project lead in case it is lost during transport.
-  **Submit the CAT and consent to your Door Agency Lead**
[place label with Door Agency Lead information here]

IF YOU ARE THE DOOR AGENCY LEAD.....

If you are with a Door Agency that is keeping the original CAT:

-  Fax the consent and completed CAT (complete and use provided fax cover sheet)
OR
Drop off a copy of the consent and completed CAT at 129 Wyndham St. N. (attn: Lori Richer)
-  Securely store the consent and completed CAT

If you are with a Door Agency that is NOT keeping the original CAT:

-  Drop off a copy of the consent and completed CAT at 129 Wyndham St. N. (attn: Lori Richer)