



# Oneby1 Workflow

Intake

Prioritize

Eligibility &  
Choice

Referral

## Standard Intake Set of Questions.

- Provides sufficient information for HUD
- Provides sufficient information for eligibility determination
- Provides additional needed information for key priority populations
- The intake set of questions has been agreed upon by our workgroup and are in the final stages of integration into ServicePoint

## Determine the client vulnerability score and if Special Population to prioritize

- Assessment Tools: (Vi-SPDAT, Family Vi-SPDAT, or Youth Vi-SPDAT)
- Special Populations Prioritization
- Placement on Prioritization List

## Determine the projects, leading to permanent housing, the client is determined eligible.

- Utilize Eligibility Module
- Use Project Details list
- Client makes choice of referral with knowledge of both Eligibility and Project Details

## Referral and Personal Introduction

- The time between intake and referral/introduction/need met is limited to less than three days.
- A personal introduction is made by the intake person to the Oneby1 Advocate (a case manager within the client's chosen project)