

# **WINDSOR ESSEX BY-NAMES PRIORITIZED LIST REFERRAL CHECKLIST**

## **BEFORE COMPLETING REFERRAL**

✓ **Determine Eligibility**

Must have legal status in Canada; and  
Currently experiencing homelessness or has a history of experiencing homelessness.

✓ **Obtain Consent**

The person must give consent for their information to be shared with the By-Names Prioritized List and signed consent should be retained by the Community Partner within the persons' file.

✓ **Determine if New or Update is required**

A new referral is required if the person is not currently on the By-Names Prioritized List.

An update is completed when a person is currently on the By-Names Prioritized List. Only mandatory fields (name, unique identifier, consent, admin information) must be completed along with any information that has changed.

✓ **Make sure the appropriate VI-SPDAT is being administered**

**VI-SPDAT:** Individual adults, 25 years and older.  
If couple with no children, complete VI-SPDAT with each individual.

**TAY-VI-SPDAT:** Youth, 16-24 years old.

**F-VI-SPDAT:** Parent(s)/guardian(s) with dependent children in their care.

**JD-VI-SPDAT:** Justice discharge planning.

**PR-VI-SPDAT:** Prevention/Re-Housing, Individual adults or families.  
Imminent risk of loosing housing.

## COMPLETE ONLINE SUBMISSION

- ✓ All entries must be submitted online within one business day of completing the referral.
- ✓ Once submitted, a confirmation page (see below) will appear including a reference number. This number should be recorded in case there are any lost entries.

Windsor Essex By-Names Prioritized List



### Thank You!

Your application has been successfully submitted. Your reference number is NP-20180130-58.

- ✓ An email will be sent to the provided administrator email with a PDF copy of submission which can be printed for files.

## CONFIRMATION

- ✓ Once the data has been reviewed, the entry has been added to the By-Names Prioritized List tracker, and the person(s) has been prioritized, an email will be sent to the provided administrator email to confirm prioritization is complete.
- ✓ A Unique Identifier will be provided. This should be retained and will be required for any further updates sent to the By-Names Prioritized List regarding the person(s).

Please direct all inquiries to Ashley Van Der Mark ([avdm@hislscdg.com](mailto:avdm@hislscdg.com)) or Kelly Goz ([kgoz@citywindsor.ca](mailto:kgoz@citywindsor.ca))