

# F.I.R.S.T. Housing Center Operations Flow Chart with Roles/Responsibilities

Draft 2.0-4.28.2023

**I. Homeless Resident is identified**

**II. CoResponder responds**  
 a. After in-field process and determines pre-qualification, officer takes to the LPD for assessment/intake process- This is done in the field or at LPD office

**Intake Process**

1. Client is brought to the FHC and meets with the Clinical Director and Case Manager for a full assessment
2. Completes a psycho/social evaluation assessment
3. Participant and Clinician determine the next best steps:
  - If participant is assessed with Mental/Behavioral/Substance abuse + homeless (per HUD definition)
  - If participant is just housing then they can be referred to the LRC or other resources

**FHC Enrollment** (must have a mental/behavioral health diagnosis and homeless)

1. A personalized treatment and stabilization care plan is designed- client will work with Clinician and case manager
2. Client understands the 90 day requirements for the program and meets with the clinical director for treatment plans

**FHC Requirments**

1. Must complete an assessment with a VP clinician to determine eligibility
2. Must adhere and sign off on the program requirements which include, but not limited to:
  - a. 30 day milestones to be requalified
  - b. Drug policy and DrugTesting
  - c. Room policy/Facillitiy rules/policies

**FHC Staffing/Roles**

**Clinical Director**

Oversees the partnership, POC for partners and treatment, grant compliance/reporting-ViewPoint Hire. PT (DOJ)

**CoResponder Unit/LPD**

Provides a VP Clinician/Peer Specialist to be available during operational hours; 24 hour monitoring of the building-COL PT-security officer (DOJ)

**Program Manager**

Oversees the FHC operations; security, property maintenance/needs, grant compliance and reporting, city POC-Impact46 Hire, FT (DOJ)

**Case Manager-I46**

Works directly with clients to complete their care plan and addressing SDH, transitional housing needs post FHC program-I46 from DOJ grant

**City of Lawrenceville**

Owens/maintains the building, provides a POC for building needs; to provide lease and operations IGA to I46

Draft 1.0-4.27.23-Presented to COL/LPD  
 Draft 2.0-4.28.23-Draft changes reflect discussion on 4.27.23

Per DOJ grant, every resident must encounter law enforcement and Mental Health/Substance Abuse- need to confirm SA qualifies under Behavioral health qualifications; COL employee must be the grant administrator per BJA staff; all positions are pending a rewrite of the narrative and approval from BJA/DOJ; Per DOJ grant compliance must be provided by a COL employee