

**Participant Referral Process from Providers to COVID-19 PREVENTION SPACE – 26 S. 13<sup>th</sup> St (Center City)**

1. Shelter Provider submits SPACE referral form to [Lorraine.N.Obelcz@phila.gov](mailto:Lorraine.N.Obelcz@phila.gov) for the client identified as vulnerable to COVID-19
2. Lorraine acknowledges receipt to the provider
3. Lorraine puts in the date/time of receipt on the form
4. Lorraine checks the by name list to make sure the person is on the list – we may still go forward even if they're not but it's important to know
5. Lorraine adds the person on her the excel tracking sheet using info from HMIS (VISDPAT)
6. Lorraine reviews HMIS history and notes looking for anything that causes concern when thinking about this program – e.g. very serious mental health issues, very serious substance use like overdose in shelter, violent episodes, difficult behavior – this is not to say a person will be rejected, but it's important for the Fairfield to know what to expect if we do go forward
7. Lorraine send referral to Fred and Roberta for approval
8. Fred/Roberta copies Lorraine and the onsite staff at Fairfield; Fairfield team lets Lorraine know any special instructions.
9. Any concerns or questions about the referral, Dave or team will consult with Fred, Roberta, and/or the provider as needed
10. Lorraine notifies the provider that the referral is accepted, provides one pager and any other information about preferred arrival time, etc. Lorraine asks provider to get HMIS consent, do the COVID screen one last time, exit the client in HMIS, and coordinate transportation to Fairfield for the guest.
11. Shelter Provider will then arrange for transportation with necessary party for Client to be transported to Fairfield Inn (Center City). Guests may come from 10 a.m. to 6 p.m.
12. Lorraine will do the HMIS enrollment into the COVID 19 Prevention Space.
13. Once the client has been transported/exited from the facility the client's enrollment in HMIS needs to be exited and the Bed/Unit should be cleaned and made available within a 4 hour window to enroll any new clients coming from an Intake Site.

5/15/20