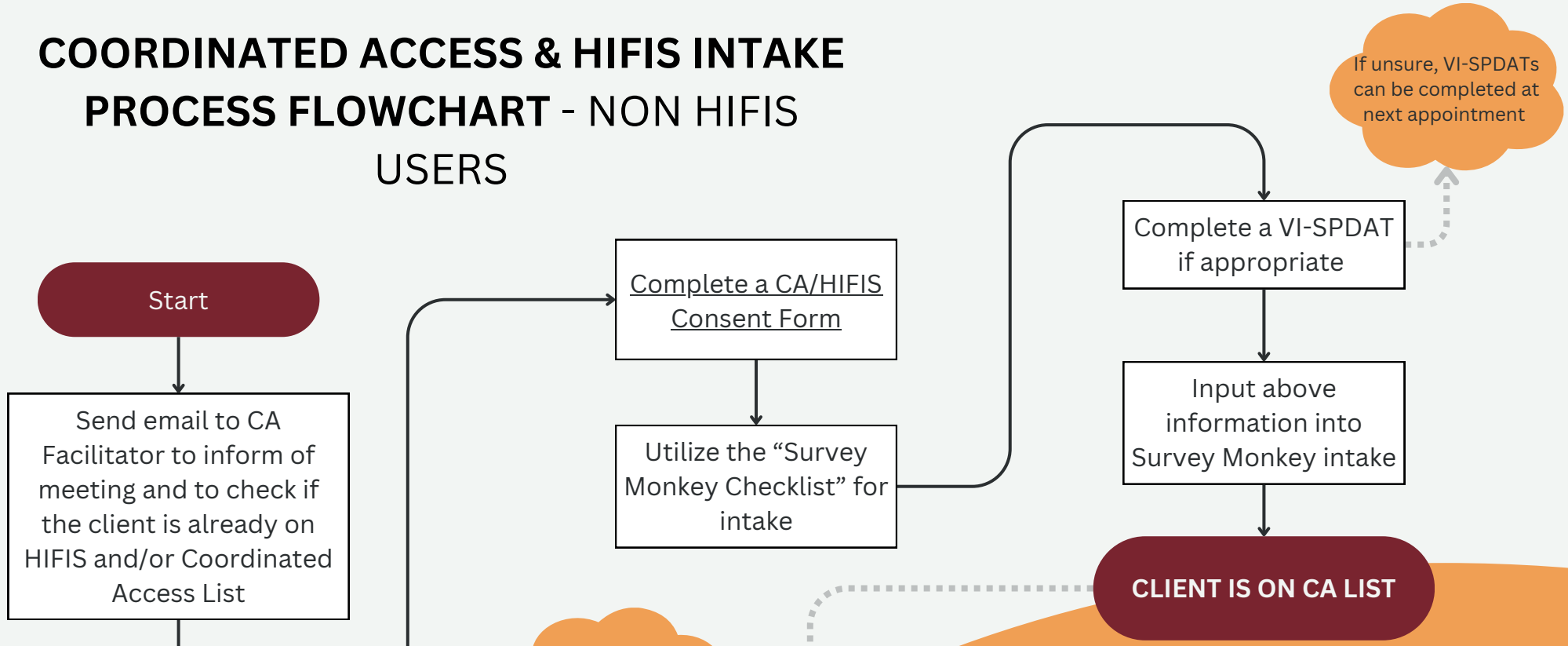
COORDINATED ACCESS & HIFIS INTAKE PROCESS FLOWCHART - NON HIFIS USERS



Post Intake Follow-Up

Important Communications to CA Facilitator

Any changes or updates on Document Readiness:

Examples: has ID; on Housing NB Wait list; has income; arrears, payment plan, or amount owing for NB Power or Housing NB

Any changes or updates on Housing Needs :

Examples: changes to unit size (bedrooms) or unit type (couple, single, etc.); requires pet friendly unit; requires children friendly unit; accessibility needs; ARF/SCH needs; LGBTQ+ status; pregnancy; any other housing related information.

Client's sleeping arrangements or housing has changed:

If a client has become housed, left community, or sleeping arrangements have changed (sleeping rough, couch surfing, vehicle, incarcerated, hospitalized, etc.)

Meetings to ensure client remains actively homeless on HIFIS