



CAPSLO Emergency Shelter Referral Process

Applicability: Applies to all Emergency Shelter referrals made within the San Luis Obispo Coordinated Entry System¹ (CES) to CAPSLO's Emergency Shelter

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Purpose

CAPSLO Housing Focused Shelter Program (HFSP) referrals are weighed based on several acuity requirements. The CAPSLO referral prioritization scheme, as outlined in this document, aligns with CES principles and eligibility criteria as described in the Emergency Shelter Referral Guidance.

Table 1: Prioritization Schema

Item	Definition	Points Provided
Disability Status	1 point for each disabling condition, as identified by the client.	1–5
VI-SPDAT ³ Score	0-3 = 0 points, 4-7 = 1 point, 8-10 = 3 points, 11-16 = 5 points.	0-5

¹ The San Luis Obispo Coordinated Entry System connects clients to services and resources throughout San Luis Obispo County

² Community Action Partnership of San Luis Obispo County (CAPSLO) is a nonprofit organization that provides a range of services to individuals and families experiencing poverty and homelessness, including emergency shelter, housing assistance, case management, food security, early childhood education, and other supportive programs throughout San Luis Obispo County

³ The Vulnerability Index -Service Prioritization Decision Assistance Tool (VI-SPDAT) assesses a single adult's vulnerability to adverse events while experiencing homelessness, which can be used to support connection to permanent supportive housing

Age	61–65 = 1 point; 66–70 = 2 points; 71–75 = 3 points; 76–79 = 4 points; ≥80 immediate referral	1–4
Referral date	1 point for every 7 days past day 7 on the ESQ	1
Chronic Homelessness ⁴ Status	Chronicity is determined by enrollment	1
Veteran Status	Client self-identifies as a veteran	1
Case Management Status	Client is case-managed by CAPSLO staff or another provider.	1

Considerations

Shelter staff may immediately prioritize clients who are fleeing domestic violence, have a time-limited or pending housing opportunity, are exited from a housing-focused shelter program not tied to a bed due to extenuating circumstances, or whose immediate client needs are present.

⁴ Chronic Homelessness is a status describing an individual or family with a head of household who has a qualifying disability and has either been continuously homeless for at least 12 months or experienced at least four episodes of homelessness totaling 12 months within the past three years.