**Transferring Clients from RRH to PSH  
Checklist and Request Form**

While it may be possible to transfer a RRH participant to a PSH program, it generally cannot be done immediately and often depends upon PSH program availability. In order to determine whether a RRH participant qualifies for a transfer, **ALL OF THE FOLLOWING MUST BE TRUE**.

The Participant is:

Enrolled in the RRH program and is working to achieve housing stability

Housed for the standard period of the RRH program (six months, nine months, etc.)

Assessed every 3 months with the SPDAT and scores in the PSH range

Qualified based on the completion of the chronic homelessness certification and disability documentation (within 45 days of enrollment in the RRH program)

Extended in the current RRH program (for up to 2 years)

If all items above are true, please complete the information below and submit to the RRH Matchmaker. At which time, the RRH Matchmaker will convene a case conference to review the request and make a determination.

If all items above are NOT true, please do not submit a transfer request as the RRH participant will be automatically denied.

**Client ID #:** (HMIS ID)

**Agency Provider:** (Agency Name)

**RRH Case Manager Contact Information:** (CM Name)  
 (CM Email)  
 (CM Phone)

**Date Enrolled in RRH Program** XX/XX/XXXX

**Date Housed in RRH Program** XX/XX/XXXX

**Explanation on Extensions Provided**

(Enter Description)

**Explanation on Reason(s) Extension is Requested**

(Enter Description)