**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)