



LOCATION TRACKER FORM

For Coordinated Entry System Client

Client Name _____

When a client is referred for housing, Coordinated Entry staff should see to it that a diligent attempt is made to locate that client and persuade the client to enter the housing program.

The Santa Maria / Santa Barbara County CoC has a strong capacity for and dedication to preparing clients for housing in advance of a new housing opportunity so that most clients will be “document ready” when an opening appears.

Programs are not required to allow units to remain vacant indefinitely while waiting for an identified homeless person to accept an offer of housing. Instead, if a referral remains unfilled after up to three calendar days of attempting to locate a client and up to three business days of attempting to prepare the client for housing, then the housing placement may be considered open again, and returned to the Coordinated Entry system for additional referral attempts with new client(s).

Coordinated Entry staff shall complete this standardized form with case notes recording when and how attempts were made to contact the client during the six-day period. Such records shall be kept for two years in the Document Ready File.

Day One (include date/time):

Day Two (include date/time):

Day Three (include date/time):

Day Four (include date/time):

Day Five (include date/time):

Day Six (include date/time):

Name and agency of person certifying the accuracy of this document

Name: _____

Agency: _____

Position: _____

Date: _____

(you may attach additional notes)