

**THESE INSTRUCTIONS ARE FOR THOSE EXPERIENCING HOMELESSNESS IN SOUTHWEST MINNESOTA (unsheltered, emergency shelter, or doubled-up). TO BE CONSIDERED FOR TRANSITIONAL HOUSING, RAPID REHOUSING, OR PERMANENT SUPPORTIVE HOUSING PROGRAMS, AN ASSESSMENT IS REQUIRED**

The assessments gathers information about your preferences, level of need, eligibility, and geographic choices. The Area Coordinated Entry System is meant to make the best possible matches when level of need, eligibility and your choices are all considered.

The assessment takes about 30 minutes and can be done at:

- UCAP, Worthington MN. Call 507-828-5584 to schedule.
- UCAP, 115 South Highway, Jackson MN, 507-847-2632
- UCAP, 164 East 2<sup>nd</sup> Street, Redwood Falls, 507-637-2187
- UCAP, 1400 S Saratoga, Marshall MN, 507-537-1416
- UCAP, 200 SW 4<sup>th</sup> Street, Willmar MN, 320-235-0850
- UCAP, 500 East Depue Avenue, Olivia MN, 320-523-1842
- UCAP, 120 N Sibley Ave, Litchfield MN, 320-693-7911
- UCAP, 218 Main Street S, Hutchinson MN 320-587-5244
- Prairie Five, 7<sup>th</sup> and Washington, Montevideo MN, 320-269-6578
- YOUTH UNDER 25: Call 320-444-0512

Assessments are best done in person, but can be done via phone in extreme circumstances.

Your assessment data is entered into the State of Minnesota Homeless Management Information System (HMIS) and can be accessed by any HMIS user in Minnesota. **If, for any reason, you do not want your data shared in HMIS, you can still be assessed and considered for placement.**

Once assessed, you are placed on the Priority List and considered for programs that you are eligible for and that you are interested in. This is not a standard first-come, first served waiting list.

When your name comes up for a program that you are interested in and eligible for, you will be contacted. **If your contact information changes, you need to notify the person who did your assessment so we have your current contact information.**

**You have four business days to respond after a program offer is made.**

You can refuse any placement offered to you and still remain on the Priority List.