**Data Collection Process - Emergency CV19 Accommodation <Location>**

There are currently approx. <x> previously homeless people housed in emergency accommodation across <Location> in response to the Covid-19 crisis. There are a number of reasons that additional information needs to be collected from them in a short time period as detailed below:

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| --- | --- | --- | --- |
| Data Needed  | By Whom | Purpose/Usage  | Time Frame  |
| Personal details and eligibility information for HRA assessment and Housing Benefit application  | Local Authorities  | * To determine priority need
* To secure funding for accommodation
 |  |
| Support needs including preferences  | Local Authorities/ Local Partners | * To inform current and future support needs
* To inform possible housing options
* To map population and determine trends and projections
 |  |
| Housing Aspirations and possible constraints  | Local Authorities/ Local Partners | * Inform cross county work on housing acquisition
* Inform housing options and property matching
* To map population and determine trends and projections
 |  |

Through discussions with various stakeholders it has been agreed that all data collection should be completed in a way which is:

* Compliant with GDPR/ Data Sharing protocols
* As strengths based as possible
* Mindful of people’s support and access needs
* Compliant with social distancing and Covid public health requirements
* Supported by people who have a knowledge of working with vulnerable people
* Transparent and supported by clear information relating to next steps

To achieve the above aims it has been agreed that a ‘virtual team’ will be convened to plan, coordinate and support the collection of data across <Location>. The team will meet regularly via Microsoft Teams (or similar) and will be made up of staff from Local Authority Housing Options Team, <add local agencies>.

|  |  |
| --- | --- |
| **Shortened HRA/HB Form circulated to emergency accommodation**  | * Final format agreed
* Paper copies made available
* Internet access provided for those who need/want
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| **HRA/HB forms completed by all residents and returned to relevant LA** | * People who need support to complete identified
* Support provided by local agencies
* Housing Options staff available for phone support
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| **HRA/HB forms processed and priority needs identified**  | * Data entered into HCLIC
* Follow up completed for missing information
* HB applications processed
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| **Strengths based housing needs survey completed by all**  | * Questions/format confirmed
* <Local agency> staff to provide support for completion
* Online access available for individuals/support workers
* Next steps information provided to all
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| **Possible housing pathways identified for all**  | * Review and matching process developed
* Possible Housing pathways confirmed
* Each person matched to possible pathway(s)
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| **Individuals contacted to make offer of housing pathway/ appropriate property**  | * Local connection flexibilities agreed
* Offers may include housing led options and/or existing homelessness pathway where requested/appropriate
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