**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>.

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| --- | --- |
| **Shortened HRA/HB Form circulated to emergency accommodation** | * Final format agreed * Paper copies made available * Internet access provided for those who need/want |
| **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 |
| **HRA/HB forms processed and priority needs identified** | * Data entered into HCLIC * Follow up completed for missing information * HB applications processed |
| **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 |
| **Possible housing pathways identified for all** | * Review and matching process developed * Possible Housing pathways confirmed * Each person matched to possible pathway(s) |
| **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 |