



Housing Resource Specialists

- Housing Resource Specialists (*formerly Skilled Assessors*) are qualified to engage people experiencing and at-risk of homelessness, administer the Standardized Housing Assessment, and refer participants to various resources to resolve their housing crisis.
- All Chicago, as the Coordinated Entry Lead Agency, is responsible for determining which organizations will host Housing Resource Specialists, and for approving specific staff to have access to the Coordinated Entry assessment.
- All Chicago is responsible for training Housing Resource Specialists, granting access to the Coordinated Entry System project in HMIS, overseeing the data quality of the Coordinated Entry System project, and removing access for Housing Resource Specialists who are no longer serving in that role or who do not meet Housing Resource Specialist Agreement expectations.
- The process for requesting to become a Housing Resource Specialist can be found [here](#).
- All Chicago operates a separate Coordinated Entry System for survivors of domestic and gender-based violence that does not enter data into HMIS. Instead, this system uses an alternative database with limited access to protect the safety and confidentiality of survivors. For questions about the Gender-Based Violence Coordinated Entry System, please contact ces@chicagococ.org.

Requirements for Becoming a Housing Resource Specialist

- All Housing Resource Specialists are required to be affiliated with an organization providing direct services to people experiencing homelessness.
- Typically, organizations hosting Housing Resource Specialists are organizations that currently enter data into HMIS for homeless service projects (such as shelters, street outreach teams, and drop-in centers).
 - At the discretion of All Chicago, exceptions may be made for non-HMIS-entering organizations that provide services to people experiencing homelessness, such as social service or health care agencies. These should be organizations that have demonstrated experience managing sensitive participant data, such as an electronic health record.
- All organizations hosting Housing Resource Specialists are required to complete an Agency Participation Agreement, whether or not they otherwise enter data into HMIS.
- Organizations hosting Housing Resource Specialists should be members of the [Chicago Continuum of Care](#).
- All Housing Resources Specialists are required to use the Homeless Management Information System (HMIS) to administer the assessment and to record updates, since housing matches are made through HMIS.
- Once approved to become a Housing Resource Specialist, staff will complete [required training](#) and sign a [Housing Resource Specialist Agreement](#) detailing expectations.