

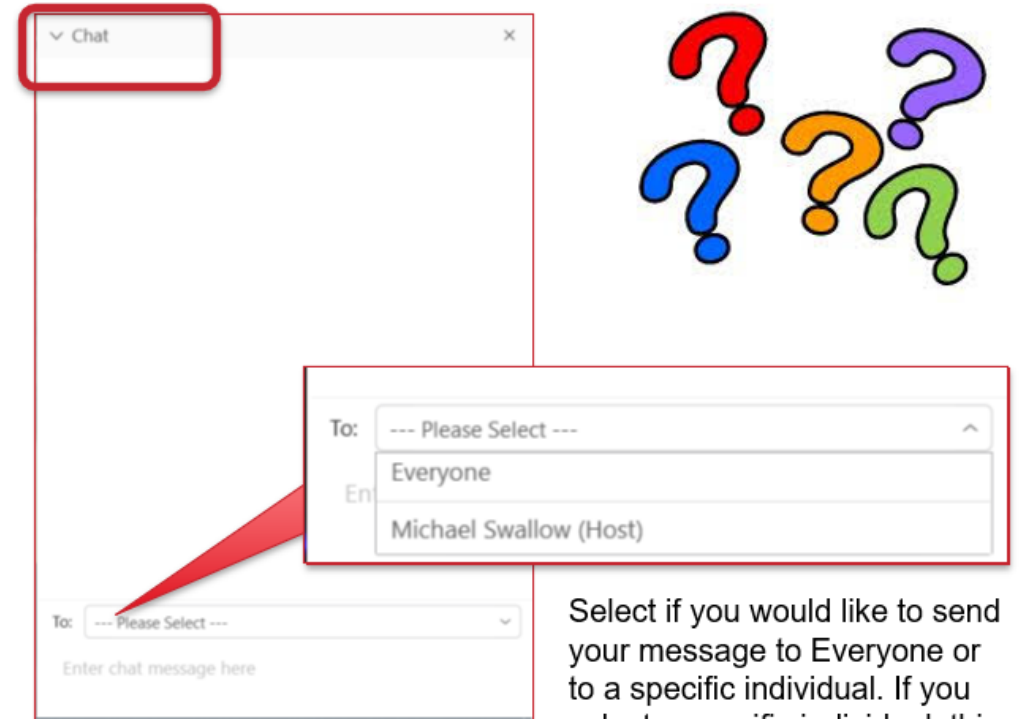
GRANT & PER DIEM NATIONAL PROGRAM OPERATIONAL GRANTEE CALL

October 14, 2025

HOUSEKEEPING

- The webinar will last approximately 60 minutes.
- Webinar slides emailed to the GPD eGMS points of contact.
- Mics and video are disabled (but always check to make sure you're on mute).
- Questions can be submitted using the Chat function.

Select the Chat icon on the tool bar at the bottom of the screen.



Select if you would like to send your message to Everyone or to a specific individual. If you select a specific individual, this will send the message privately so no one else in the meeting will see it.

AGENDA

- **Announcements**
 - Increase to maximum GPD per diem rate
 - Anticipated FY 2026 NOFOs
 - FY 2026 Legal Services for Homeless Veterans and Veterans At-Risk for Homelessness (LSV-H) Grant Awards
 - #OneTeam4Vets All Hands-on Deck Call
- **Presentations**
 - **CHALENG**
 - Rebecca Kinney, MPH, PhD, Research Health Scientist, National Center on Homelessness among Veterans (NCHAV)
 - **Financial Management Updates**
 - Nancy Hegel, Supervisory Financial Analyst, GPD NPO
 - **Practices and Processes: Daily Census and Passes**
 - Melissa Meierdierks, Program Specialist, GPD NPO

ANNOUNCEMENTS



Choose **VA**

VA



U.S. Department
of Veterans Affairs

INCREASE TO MAXIMUM GPD PER DIEM RATE

- September 18, 2025, the Department announced an **increase to the maximum per diem rate from 115% to 133%** of the State Home domiciliary care rate for Per Diem Only (PDO) and Service Center (SC) grantees
 - Email notification sent September 19, 2025, to GPD eGMS points of contact
- Senator Elizabeth Dole 21st Century Veterans Healthcare and Benefits Improvement Act (P.L. 118-210) authorized VA, subject to funding availability, to:
 - Increase to the maximum per diem rate from 115% to 133% (implementation complete)
 - Approve per diem rate waivers up to 200% for not more than half of grantees (in progress)
- Current maximum per diem rates (as of October 1, 2025):
 - Per Diem Only - \$82.73
 - Service Centers - \$10.34/hour
 - Transition In Place - \$93.30
 - Special Need - \$124.40

ANTICIPATED FY 2026 GPD NOTICES OF FUNDING

- GPD expects to publish three (3) Notices of Funding Opportunity (NOFO) in FY 2026
 - Per Diem Only (PDO)
 - Transition In Place (TIP)
 - Special Need (SN)
- NOFOs will be announced on:
 - [Grants.gov](https://www.grants.gov/search-grants) (https://www.grants.gov/search-grants)
 - [GPD website](https://www.va.gov/HOMELESS/GPD.asp) (https://www.va.gov/HOMELESS/GPD.asp)
- Important Information for Organizations with Capital Grants (FY 2022)
 - Organizations that received a Capital grant in 2022 have a required period of performance, as specified in [38 CFR 61.67](#). The Capital grant NOFOs stated:
 - "VA will seek recovery for awarded capital grant funds on a prorated basis if at any time during the minimum operational period a grantee no longer has an active GPD PDO grant and/or if a grantee does not maintain bed numbers."

ANTICIPATED FY 2026 GPD NOTICES OF FUNDING

- Planning and Preparation (begin early):
 - **Community Needs Assessment:**
 - Have the needs in your community changed?
 - Is there a need for a different number of beds or different bed models?
 - **Provision of Services and Staffing:**
 - How does the increase in the maximum per diem rate support enhancing services and/or the quality of staff providing direct care to Veterans?
 - **Performance Review:**
 - What does your past performance look like?
 - What proactive steps did you take to improve performance if necessary?
 - **Access and Barriers:**
 - Does your program facilitate same-day access?
 - Are there any barriers for Veterans to access your housing?
 - **Coordination and Collaboration:**
 - Who will you be requesting current letters of coordination from?
 - Start those conversations early

FY26 Legal Services for Homeless Veterans and Veterans At-Risk for Homelessness (LSV-H) Grant awards

Legal services grants will be distributed through VA's Legal Services for [Homeless Veterans and Veterans At-Risk for Homelessness Grants program](#) and provide Veterans with:

- Assistance with landlord-tenant disputes to prevent eviction.
- Help with court proceedings for child support, custody, or estate planning.
- Help with obtaining benefits like state and federal compensation.
- Defending Veterans in criminal cases, such as outstanding warrants, fines, and driver's license revocation.

A full list of the 92 grantees can be found on the LSV website: <https://www.va.gov/homeless/lsv.asp> .
The two-year grant cycle is expected to begin October 1, 2025.

<https://news.va.gov/press-room/va-awards-84m-in-grants-to-fight-veteran-homelessness/>



FY 2025 GOALS AND GVOTS CELEBRATION CALL

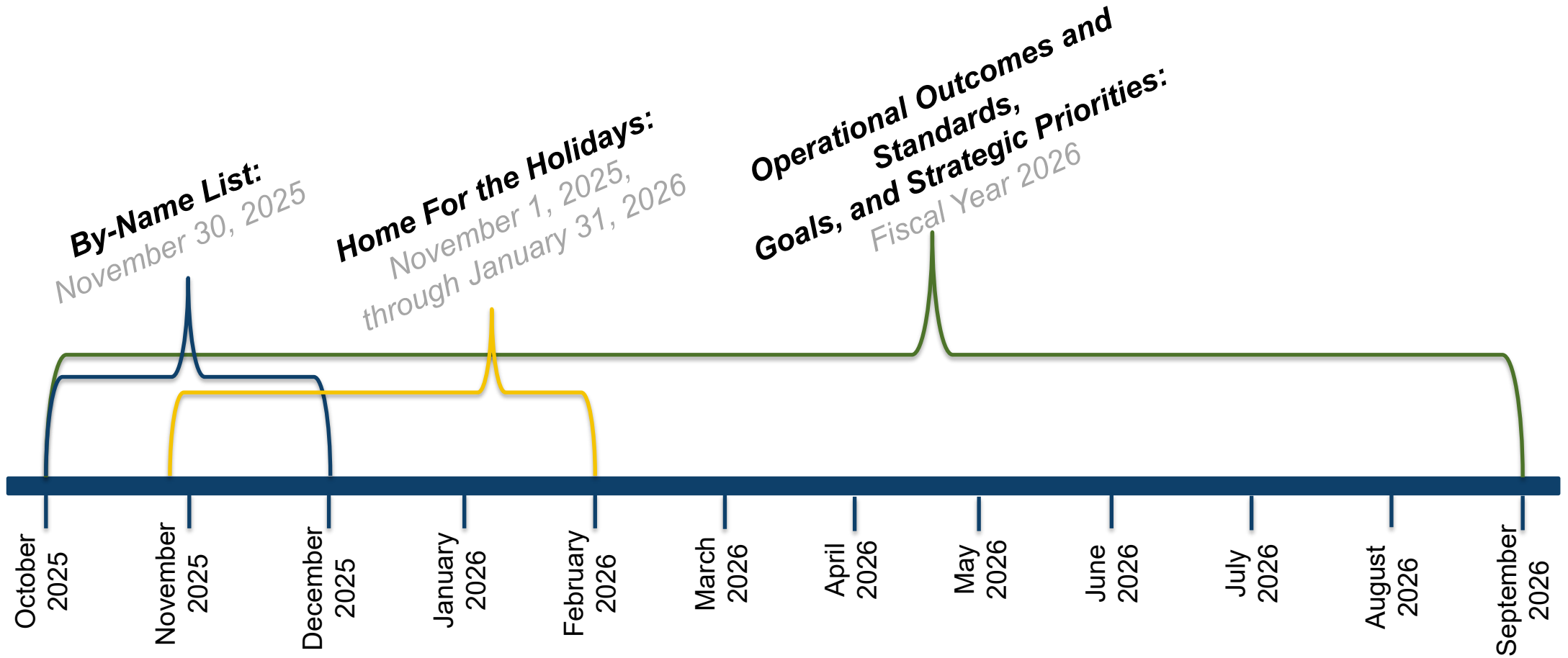
- A special FY 2025 VA Homeless Veterans Accomplishments Celebration Call:
 - **Thursday, October 30, 2025**, at 3:00 p.m. Eastern / 2:00 p.m. Central / 1:00 p.m. Mountain / 12:00 p.m. Pacific / 9:00 a.m. Hawaii.
 - If you need an invite, please email VHA11HPO38kGoalSupport@va.gov



VA HOMELESS PROGRAMS #ONETEAM4VETS ALL HANDS-ON DECK CALL

- **Purpose:** To support our collective work to reduce and end Veteran homelessness, the VHA Homeless Programs Office invites you to our monthly #OneTeam4Vets All Hands-on Deck Call
- **Attendees:** VA staff and VA-funded grantees should ensure that they have representation on this call. Other relevant stakeholders (e.g., VA-funded contractors, Continuum of Care partners, and public housing agency partners) are strongly encouraged to attend
- **When:** These calls are generally held on the first Thursday of the month at 3:00 p.m. Eastern / 2:00 p.m. Central / 11:00 p.m. Mountain / 12:00 p.m. Pacific / 9:00 a.m. Hawaii
- **October Topics:** Fiscal Year 2026 Operational Framework Kick Off, our new Operational Outcomes and Standards, By-Name List Process Improvements, and the Homes for the Holidays initiative
- If you need the updated ongoing invitation, please email VHA11HPO38kGoalSupport@va.gov
- Materials from the All Hands Calls are posted to the [VA.gov/Homeless](https://va.gov/Homeless)

OCTOBER ALL HANDS ON DECK CALL: FY 2026 INITIATIVES



RESOURCES TO SUPPORT YOU



The **November** All Hands on Deck calls will provide additional information to support the development of the BNL and introduce the Home for the Holidays initiative.



The BNL Template, BNL Reconciliation Report, and Technical Specifications for the One Team Operational Framework will be available by October 15th.



Download the [One Team Toolkit](#).



Download the [Unsheltered Surge Event Toolkit](#).



For questions, please email VHA11HPO38kGoalSupport@va.gov.

CHALENG

Community Homelessness Assessment, Local Education and Networking Groups

Rebecca Kinney, MPH, PhD
Research Health Scientist
National Center on Homelessness among Veterans (NCHAV)

October 14, 2025



VA NATIONAL CENTER ON HOMELESSNESS AMONG VETERANS

Promoting data-driven, evidence-based solutions to end Veteran homelessness

HISTORY: WHAT IS CHALENG

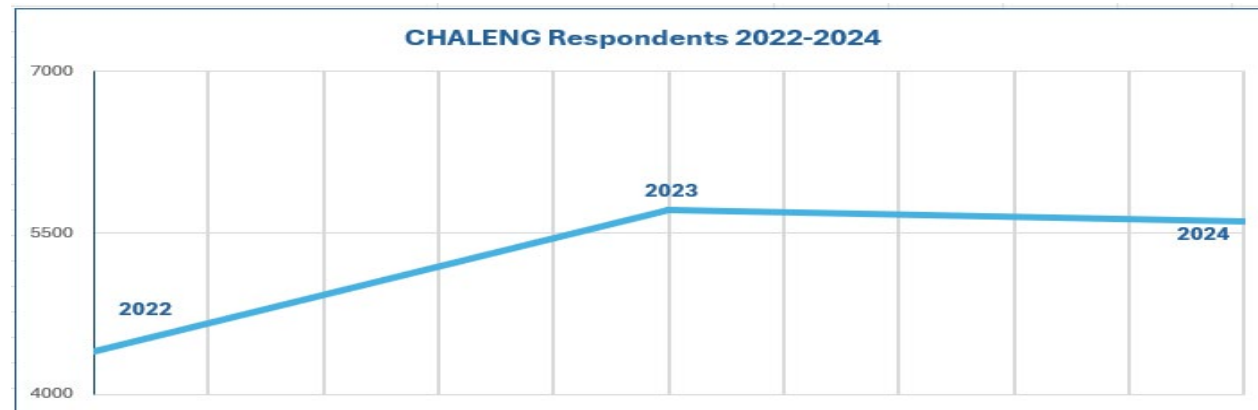
- Community Homelessness Assessment, Local Education and Networking Groups (CHALENG) for Veterans
- Started in 1993 in response to Public Law 102-405, Section 107 and Public Law 103-446, Section 1002: Services for Homeless Veterans: Assessment and Coordination
- Requires an assessment of the needs of homeless Veterans at every VA medical center
- Facilitates interactions between VA and stakeholders
- Two components: CHALENG meetings and CHALENG survey

WHAT IS THE CHALENG SURVEY

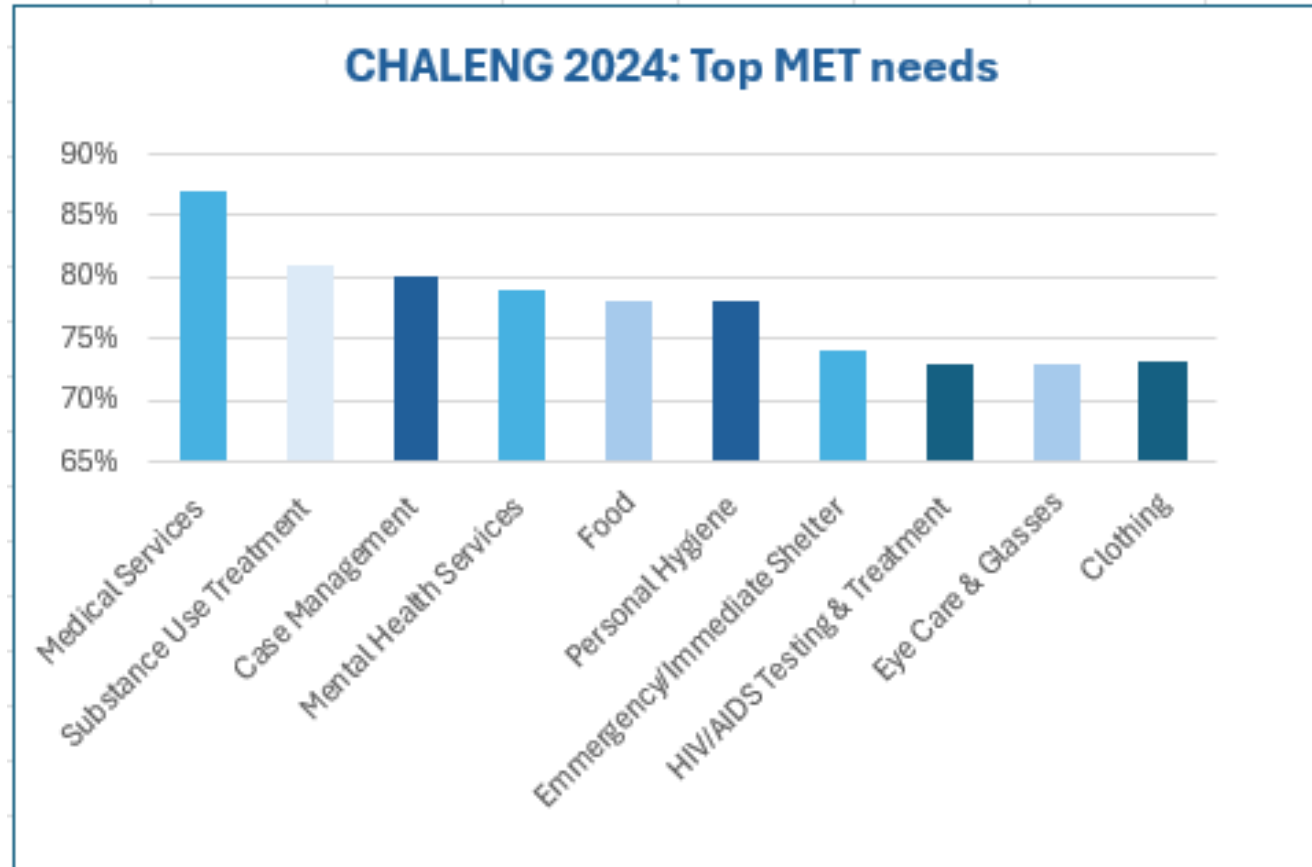
- OMB approved to be distributed nation wide, year-round, no maximum number of respondents
- Veteran and Provider versions
- Quantitative Question:
 - Scaled responses: Always, Occasionally, Rarely or Never Met
 - Items grouped in categories
 - Housing
 - Treatment Services
 - Income/Benefits Services
 - Legal Assistance
 - Education/Job Services
- Qualitative question asked of all respondents
 - What is the most important resource/service that could end your homelessness

MOST RECENT CHALENG DATA (2024)

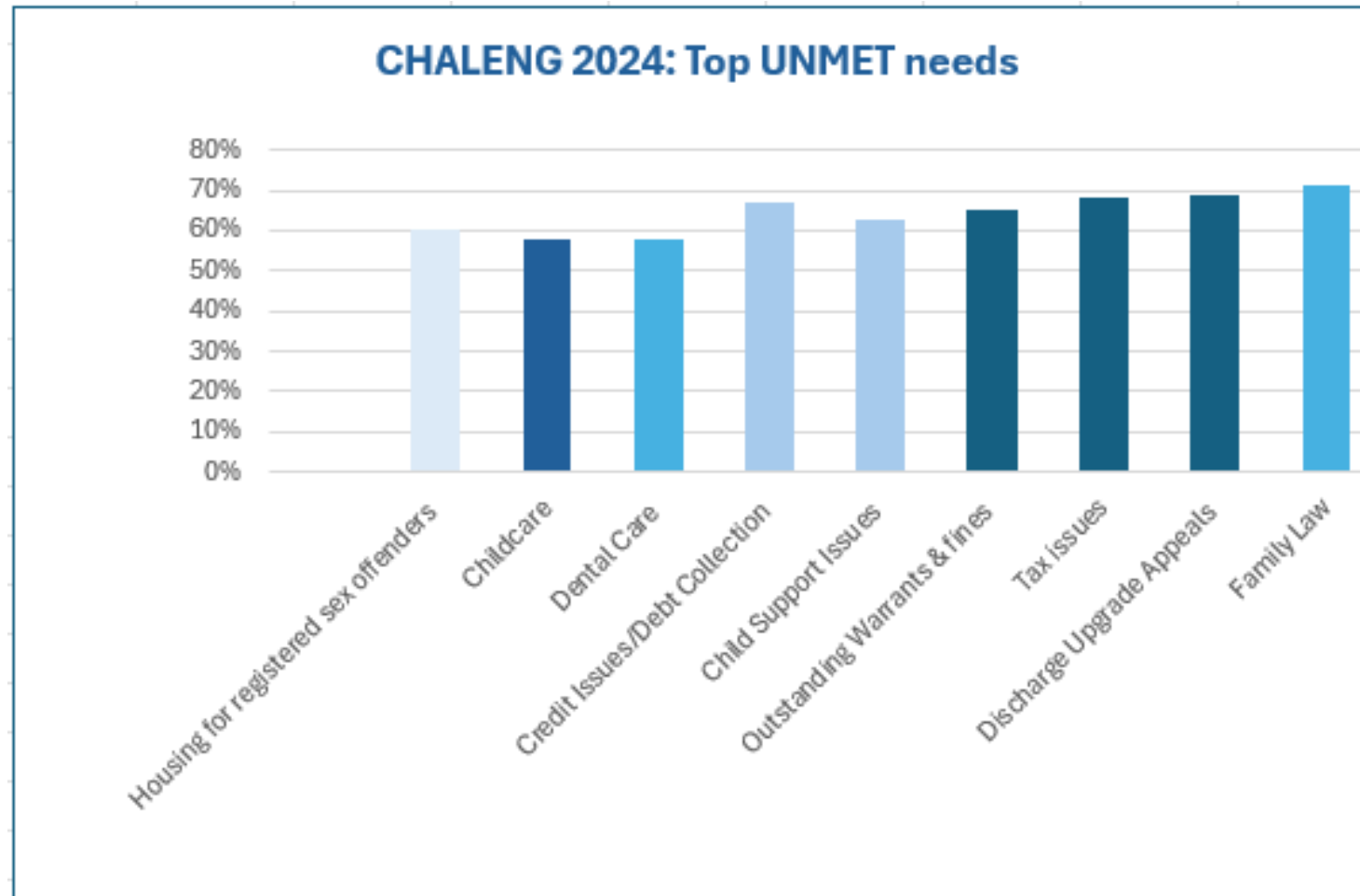
- **BLUF:** Respondents of the CHALENG survey are asked to rate the needs of homeless Veterans in their local communities. These responses are used each year to identify unmet needs and encourage new partnership developments to meet those needs.
- Fact Sheet is posted on the [public CHALENG website](#)
- In 2024, 5,613 individuals completed a CHALENG survey
 - 2,783 Veterans and 2,830 service providers



MOST RECENT CHALENG DATA (2024)



MOST RECENT CHALENG DATA (2024)



2024 CHALENG RESPONDENT DEMOGRAPHICS - VETERANS

- **Veterans (N=2,783; 50% of respondents)**
 - 14% female, 85% male, 2% unknown
 - 70% 64 or younger, 30% 65 or older
 - 48% White, 36% Black/African American, 9% American Indian or Alaska Native, 1% Native Hawaiian or other, Pacific Islander, 1% Asian, 1% Missing
 - 7% Hispanic/Latino
 - **Four or more episodes of homeless in the past three years**
 - 38% Yes; 46% No; 16% Missing
 - **Living Situation:**
 - 25% Literally Homeless/Emergency Housing
 - 18% Transitional Housing
 - 31% Permanent Subsidized Housing (i.e. HUD-VASH)
 - 23% Permanent Unsubsidized Housing
 - **Enrolled in VA** : 89% Yes; 7% No; 4% Unsure



RESPONDENT DEMOGRAPHICS - PROVIDERS

- **Providers (N=2,830), 50% of respondents**
 - 48% VA Providers
 - 34% Other federal, state, local government providers
 - 18% Interested members of the community.
- **Provider respondents by state:**

AL(28), AK(29), AZ(62), AR(62), CA(171), CO(7), CT(4), DE(10), DC(31), FL(133), GA(58), HI(22), ID(3), IL(62), IN(17), IA(92), KS(26), KY(78), LA(78), ME(5), MD(55), MA(11), MI(33), MN(76), MS(102), MO(72), NE (86), NV(43), NH(2), NJ(3), NM(2), NY(137), NC(18), ND(44), OH(34), OK(56), OR(15), PN(122), PR(2), RI (1), SC(33), SD(124), TN(315), TX(116), UT(4), VA(38), WA(68), WVA(128), WI (80), WY(6)

PROVIDER RESPONSES

In General, How Accessible do You Feel VA Services Are to Veterans Experiencing Homelessness in Your Community?

- Very accessible (52%)
- Occasionally accessible (34%)
- Rarely accessible (11%)
- Not accessible (3%)

How able is the VA at Coordinating Services for Veterans Experiencing Homelessness?

- Mostly able (60%)
- Occasionally able (28%)
- Rarely able (9%)
- Not able (3%)

PROVIDER RESPONSES

How Aware of Veterans' Needs and Resources are Community Homelessness Agencies?

- Mostly aware (56%)
- Occasionally aware (29%)
- Rarely aware (12%)
- Not aware (3%)

TRENDS IN FINDING: UNMET NEEDS

- First 10 years: Permanent Housing, Child Care, Dental Care, Glasses
- Second 10 years: Child Care, Dental Care, Financial Guardianship
- Most recent 10 years: Housing for Registered Sex Offenders, Child Care, Family Reconciliation Assistance, Legal Assistance
- Note on Legal
 - Early years had a general category of Legal Assistance
 - Category expanded in 2008
 - Number of legal needs in top 10 Unmet Needs has grown steadily from 4 to 8
- Take away: Unmet Needs emphasize services VA cannot provide alone

BRIEF REPORT: CHALENG QUALITATIVE RESPONSES

- The current CHALENG instrument includes an open-ended question for Veterans:
Please tell us in your own words: What is the most important resource/service that could help end your homelessness now, or if you are formerly homeless, what is the most important resource that will prevent you from being homeless in the future?
- Received 1,869 Veteran responses
- Analyzed using systematic qualitative methods, developing a codebook to categorize each response
 - Total of 17 categories
 - Some responses fit multiple categories, resulting in 2,100 total responses coded
- Top categories: Housing, Finances, Employment, Benefit Guidance, Counseling and Treatment, Guidance and Mentorship
- Most revealing: categories of counseling and treatment, and guidance and mentorship which are not well captured in the quantitative CHALENG categories

BRIEF REPORT: SAMPLE CHALENG QUALITATIVE RESPONSES

- Housing: “finding affordable housing and income to make my housing sustainable. ”
- Finances: “help with budgeting, credit enhancement mentoring.”
- Employment: “getting a full-time job that I’m actually looking for.”
- Benefits:

“better services through the VA in means of disability treatment (including disability payments) and services/groups that focus on losing, getting back, or maintaining your home.”
- Counseling and Treatment: “delivering counseling.” and “anything that helps me remain clean and sober.”
- Guidance and Mentorship: “Someone to talk to and get answers that are pertinent to the situation at hand.”
- Gratitude:
 - “I greatly appreciate what the Department of Veterans Affairs and Memphis VA did for me during my period of homelessness, I wanted to say thank you!”
 - “They (the VA) helped me get sober and gave me a job working for the VA to be able to get a car and then buy some tools and get a job. I was able to start a new life clean and sober for 6 years now. Without the help that I received from the VA, I would be dead or in prison.”
 - “You all probably saved my life. I was too sick to stay on the street any longer. Thank you.”

DATA USES

- National level
 - Development of legislative proposals
 - Support for new program development or expansion
 - CHALENG data has been used to support the need for Homeless Veterans Dental Program, expansion of HUD-VASH, expansion of Supportive Services for Veterans and Families, creation of Legal Services for Veterans
- Local level
 - Strategic planning between medical center and community partners
 - Preparation for CARF accreditation surveys
 - Demonstration of need in grant applications

FOR MORE INFORMATION

CHALENG Team

(National Center on Homelessness among Veterans)

Rebecca Kinney, Research Health Scientist, Rebecca.Kinney@va.gov

Austin Lampros, Data Scientist, Austin.Lampros@va.gov

Jack Tsai, NCHAV Acting Director, Jack.Tsai2@va.gov

CHALENG Resources:

- General information & current fact sheet: <https://www.va.gov/homeless/chaleng.asp>:
- Historical CHALENG results: <https://nchav.shinyapps.io/chaleng/>
- Current calendar year CHALENG results: Ask us and we'll provide a report.
- CHALENG Dashboard forthcoming.

PLEASE COMPLETE THE CHALENG SURVEY

SCAN TO COMPLETE



CLICK HERE: <https://www.surveymonkey.com/r/CHALENG2025>

Together we can Identify and Meet the Needs of our Homeless Veterans!

THANK YOU!!!!!!

FINANCIAL MANAGEMENT UPDATES



Choose **VA**

VA



U.S. Department
of Veterans Affairs

Per Diem Rate Requests

Per Diem Rate Requests

- Per diem is up to 100% of the estimated cost of care, minus other sources of income ([38 CFR 61.33\(c\)](#)). Costs must be allowable, allocable and reasonable. ([2 CFR Part 200 Cost Principles](#))
- Grantees must monitor their per diem rate for accuracy (monthly).
- Grantees are required to submit a rate modification request if their per diem rate does not accurately reflect their allowable and allocable costs incurred.
- Rate modifications may be submitted through [eGMS](#) at any point during the grant lifecycle and are effective the 1st of the month following a properly submitted request.
- Helpful tools on the GPD Provider website:
 - [How-to Submit a Rate Modification in eGMS](#)
 - [Per Diem Rate Request Instructions](#)

Grantees **may not accrue substantial unobligated funds** through the over-estimation of their per diem rate

- This is non-compliant with the terms and conditions of the GPD grant.
- Excessive accrual of unobligated funds demonstrates a lack of internal controls. ([2 C.F.R §200.303](#))
- Federal payments require that payment methods must minimize the time elapsing between the funds received and the cost incurred. ([2 C.F.R §200.305](#))
- Grantees will be indebted for unobligated funds.

CASE MANAGEMENT AWARDS

Case Management Awards - Reminder

- **CM-24** – Award ended 9/30/2025
 - Billing to award is for allowable, allocable, and reasonable costs incurred through September 30, 2025.
 - **Submit final payment by October 30, 2025.**
 - **Closeout activity in eGMs** for your organization to confirm that you have completed all necessary draws for this grant, received your final payment and are ready to close out the grant in PMS. **Complete as soon as final payment request is processed and no later than November 28, 2025.**
- **CM-26** –
 - Award began 10/1/2025 and it has a new FAIN.

Use Caution when submitting Case Management payments after October 1, 2025, to ensure billing against the correct award.

FEDERAL FINANCIAL REPORT (SF-425)

- All grantees are required to submit a [Federal Financial Report \(SF-425\)](#) documenting actual costs incurred during fiscal year (FY) 2025.
 - Reporting period is from October 1, 2024 – September 30, 2025.
 - A separate report must be submitted for each FAIN.
 - Submission of these reports is a condition of these awards and a requirement to receive Federal funding.
- SF-425's will be reviewed by VA's Office of Business Oversight (OBO).
 - Submit the completed [SF-425](#) **and** the supporting documentation (general ledger) to GPD425@va.gov.
 - Signatures on the SF-425 must be wet ink or a true electronic signature an authorized representative of your organization.
- SF-425 submissions **due no later than Wednesday, January 28, 2026.**
 - Early submissions are encouraged.
 - GPD will issue a withholding of payments for any grant projects that have not submitted a properly completed SF-425 and general ledger by the due date.

View Burden Statement **Federal Financial Report** (Follow form Instructions) OMB Number: 4040-0014 Expiration Date: 02/28/2022

1. Federal Agency and Organizational Element to Which Report is Submitted
 2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)

3. Recipient Organization (Name and complete address including Zip code)
 Recipient Organization Name:
 Street1:
 Street2:
 City: County: Province:
 State: ZIP / Postal Code:
 Country: USA: UNITED STATES

4a. DUNS Number 4b. EIN 5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)

6. Report Type Quarterly Semi-Annual Annual Final
 7. Basis of Accounting Cash Accrual
 8. Project/Grant Period From: To:
 9. Reporting Period End Date

| 10. Transactions | Cumulative |
|---|------------|
| <i>(Use lines a-c for single or multiple grant reporting)</i> | |
| Federal Cash (To report multiple grants, also use FFR attachment): | |
| a. Cash Receipts | 0.00 |
| b. Cash Disbursements | 0.00 |
| c. Cash on Hand (line a minus b) | 0.00 |
| <i>(Use lines d-o for single grant reporting)</i> | |
| Federal Expenditures and Unobligated Balance: | |
| d. Total Federal funds authorized | 0.00 |
| e. Federal share of expenditures | 0.00 |
| f. Federal share of unliquidated obligations | 0.00 |
| g. Total Federal share (sum of lines e and f) | 0.00 |
| h. Unobligated balance of Federal Funds (line d minus g) | 0.00 |
| Recipient Share: | |
| i. Total recipient share required | 0.00 |
| j. Recipient share of expenditures | 0.00 |
| k. Remaining recipient share to be provided (line i minus j) | 0.00 |
| Program Income: | |
| l. Total Federal program income earned | 0.00 |
| m. Program Income expended in accordance with the deduction alternative | 0.00 |
| n. Program Income expended in accordance with the addition alternative | 0.00 |
| o. Unexpended program income (line l minus line m or line n) | 0.00 |

FEDERAL FINANCIAL REPORT (SF-425)

Resources on GPD Provider website

- Under Fiscal Information
 - [SF-425 Instructions for Grantees](#)
- Under Training & Webinar Resources
 - [A Step-by-Step Guide to the Completion and Submission of the SF-425 slide deck](#)
 - [Recorded - A Step-by-Step Guide to the Completion and Submission of the SF-425](#)

OFFICE OF BUSINESS OVERSIGHT (OBO)

•Upcoming Fiscal Reviews:

- United States Veterans Initiative – Houston – October 20-24, 2025
- The Providence Center – October 20-24, 2025
- Salvation Army Washtenaw County – October 20-24, 2025
- Michigan Veterans Foundation, Inc. – October 20-24, 2025
- Eastern Carolina Homelessness Organization, Inc. – November 3-7, 2025
- New Mexico Veterans Integration Centers – November 3-7, 2025
- LifeSkills Inc. – November 3-7, 2025
- Colorado Coalition for the Homeless – November 3-7, 2025
- Veterans Place of Washington Boulevard, Inc. – November 17-21, 2025
- Veterans Changing Services, Inc. – December 1-5, 2025
- Bridges BTC – December 7-13, 2025
- Family Promise of Greater Orlando Inc. – December 7-13, 2025
- Stella Maris, Inc. – December 7-13, 2025
- Young Men’s Christian Association of Cleveland – December 7-13, 2025
- Lighthouse Social Service Center – December 7-13, 2025
- Help for Future Leaders, Inc. – December 7-13, 2025

PRACTICES AND PROCESSES: DAILY CENSUS AND PASSES



Choose  **VA**

VA



U.S. Department
of Veterans Affairs

DAILY CENSUS

- Detailed Daily Census:
 - This is a monthly listing of Veterans by individual names or identifiers indicating the days present during the month and adjusted for any absences (bed days of care)
 - **Note:** some grantees use an Excel spreadsheet to capture these data.
 - Examples:
 - Veteran sign-in sheets and reviewed by grantee staff
 - Grantee daily rounds and log with staff initials
- [Grant Recipient Guide SupportiveHousingGrants](#)
- [GPD Regulations 38 CFR Part 61](#)



DAILY CENSUS

- Detailed Daily Census:
 - This is a monthly listing of Veterans by individual names or identifiers indicating the days present during the month and adjusted for any absences (Note: some grantees use an Excel spreadsheet to capture these data) Examples:
 - Veteran sign-in sheets and reviewed by grantee staff
 - Grantee daily rounds and log with staff initials
 - IF a Veteran is absent, what is your procedure?
 - **Who from your team is responsible for notifying the grantee team and GPD Liaison?**
 - **What is timeframe for this notification** of the Veteran being absent happening (to include the last day/time Veteran was seen)?
 - **How is the notification executed** (phone, email, in-person)
 - **Who on your team is responsible for placing outreach calls, reviewing HMIS, or other areas to locate Veteran, in conjunction with the GPD Liaison's efforts?**
 - Do you provide a **daily update to the GPD liaison** for the first 72 hours the Veteran is absent?
 - If a Veteran is on an approved pass, is that noted on the census & **how does your team check-in to confirm Veteran status while they are on pass?**

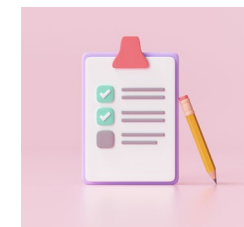
DAILY CENSUS

Reminders:

- Excused and unexcused absences should be captured in your daily census
- GPD absences are not automatically paid, and the grantee is responsible for communicating all Veteran absences to the GPS Liaison and appropriately tracking.

Why is maintaining a daily census important?

- **Safety-Safety-Safety and Security**
 - Ensures that all Veterans are accounted for at all times and mitigates risk
 - Knowing the number of Veterans in the program is essential for safety during emergencies
- **Prevention of payment for unauthorized absences and fiscal errors**
 - A daily census helps track who is present, on a therapeutic pass, hospitalized, or AWOL
- Strong practice to support **individualized Veteran care**
 - Tracking Veteran whereabouts can help signal when additional support may be needed



PASS

- Daytime pass
- Overnight or weekend pass:
 - Should be of therapeutic value and tied to the Veterans current individual service plan (ISP) i.e. housing, life skills for community reintegration, family reunification); this should be an **exception and not a “ROUTINE” occurrence or described as a “vacation”**
 - Should not automatically be approved for 72 hours and should not be on your pass request form as such
 - We want to Veterans to flourish and be successful in their transition and a therapeutic pass can be an asset in preparing for discharge



PASS

Your current pass policy:

- **Define what a therapeutic pass is** (day, overnight, or weekend) and what may qualify as a therapeutic pass
- Does it include if and **how the Veteran is assessed for any risk factors** to include suicide.
- Reinforce that **each pass request must be tied to a current goal in their individual service plan with clear SMART goals**
- Do you have an overnight pass form and submission process submitted by the GPD Veteran and reviewed for approval or denial by TEAM (grantee & VA Liaison)
- Does it request Veterans to **sign out and in with grantee staff each time they take an overnight/weekend pass** and ensure all passes are approved before departing.
- **Identify who will be contacting Veteran from your team while the Veteran is on pass** (check-in)
- **Post-overnight pass session or meeting with the Veteran facilitated by the grantee point of contact** to process how the pass went, any triggers or concerns, or accomplishments documenting all updates in the ISP



PASS REQUEST

What does your overnight “pass request” process look like:

- **Planned pass:** Veteran completing a pass request form in advance (i.e. all pass requests must be submitted to current GPD case manager by Tuesday to allow the team to review on Wednesdays)
- **Therapeutic purpose of the pass:** what goal and objective is this pass targeting in the current ISP (how is this advancing the Veterans progress toward PH/PSH)
- **Where** is the pass is taking place?
- **Contact number for Veteran** requesting pass (grantee can conduct an outreach call and check-in when Veteran is on pass)
- **Emergency contact and phone number** (also may If I experience a mental health or medical emergency while on pass, I can (phone or steps):
- **Who** will the Veteran be on pass with?
- **Location of pass and setting**
- **TEAM (grantee and VA Liaison) reviewing the proposed pass** during weekly case conferencing or staffings Veteran or is there a separate verbal space i.e. during or at staffings, address/contact information where the pass is taking place, and purpose of the pass (tied to their ISP).
 - Discussion should also rule out any Veteran risk factors (i.e. suicide prevention, medications)

GRANTEE EXAMPLE: PASS REQUEST FORM

REQUEST FOR OVERNIGHT PASS

Grantee Name/Site Address/Phone Number

Veteran Name: _____ **GPD Model:** _____ **Room/Bed #:** _____
Date of Request: _____
My GPD case manager: _____

Date of Departure: _____ **Day of the Week (circle):** Fri-Sat **Other:** _____
Date of Return: _____ **Day of the Week (circle):** Sat-Sun **Other:** _____

Time for Pass: From _____ am/pm To _____ am/pm

Name of person you will be with: _____ **Relationship (friend/sponsor/etc.):** _____

Place you will be: _____ **Location Address:** _____

Phone you can be reached at (GPD staff will be placing an outreach call during your pass time): _____

If we are unable to reach you by phone on pass, please list your **emergency contact:**
Phone: _____

Pass Requirements: To be turned in NLT than Thurs 0800 for the upcoming weekend.

Pass approved by Grantee Name and GPD Liaison: _____
Approving GPD staff person

**Any special pass medication requirements? ____ Yes ____ No

If Yes, please list medications you will need (or attach medication list)

GRANTEE EXAMPLE: PASS REQUEST FORM (CONTINUED)

Over the past 2 weeks, how often have you been bothered by thoughts that you would be better off dead or of hurting yourself in some way?

0. Not at all
1. Several days
2. More than half the days
3. Nearly every day

I agree that if I am having thoughts of harming myself or someone else I will notify staff prior to leaving on pass _____

Veteran signature

Therapeutic purpose of the pass:

- **What goal and objective is this pass targeting in your current individual service plan or case plan** *(Veteran and case manager will work together on this)*
- **How is this advancing your progress toward permanent housing?**

VETERAN'S CRISIS LINE: 988, option 1

Form Updated 10-1-25

GRANTEE EXAMPLE: PASS REQUEST FORM (CONTINUED)

REQUEST FOR OVERNIGHT PASS

Grantee Name/Site Address/Phone Number

List 4 Coping Skills you can use if you experience any triggers or cravings on pass:

- 1.
- 2.
- 3.
- 4.

Directions: Use the table below to structure the events you have planned for your pass. Remember to be detailed and specific on how you plan to spend your time. The plan should be realistic and manageable.

| Time | Plans |
|------|-------|
| | |
| | |
| | |
| | |

Important Notes:

- *Always remember to sign-Out/In with grantee staff present.*
- *Passes are due every Thursday prior to staff meeting at 0800.*
- *Keep a copy of signed pass with you.*
- *Ensure you take your medications with you if applicable*

VETERAN'S CRISIS LINE: 988, option 1

Form Updated 10-1-25

GRANTEE EXAMPLE: PASS PROCESS

- Veteran will complete pass request form (green sheet) **at least 48 hrs. of the pass date request** (unless unexpected event i.e. late notification of a court date). **Veteran is eligible for a 12-hour pass, to occur on either a Saturday or Sunday or two 6-hour day passes** (to occur on either a Friday, Saturday, or Sunday).
- The **Veteran will then submit a pass request to their primary therapist/case manager by 12 noon on Thursday of each week.** The pass will include the address to where they are going, a phone number in which they can be contacted, and the purpose of the pass.
- The **therapist or case manager will bring a list of pass requests to GPD meeting** (grantee's team and VA GPD Liaison) for approval or denial (Passes are approved in advance at the case conferencing meetings and is in the clinical documentation that liaisons can cross check) .
- **The therapist or case manager then communicate with the veteran whether the pass was approved or denial, mark “approved” or “denied” on the form and provide the Veteran a copy**
- For the pass to be approved, the veteran must be participating in GPD programming (i.e. meeting with case manager and supportive services programming-groups or other items in their individual service plan), purpose of the pass is linked directly to their individual service plan/treatment goals,
- If this has not been done by the veteran, then the pass will not be approved .Once the pass has been approved, the therapist will then distribute the pass information to the team via email. Pass status will also be sent to VA Liaison

GRANTEE EXAMPLE : PASS PROCESS

Veterans primary case manager/therapist will place an outreach call to Veteran a minimum of every 12 hrs. while they are on pass and note on census; if Veteran unreachable, GPD Liaison and team will be alerted.

The following week after taking a pass, the veteran will meet with their primary case manager/therapist or attend community reintegration group to discuss:

The case manager/therapist will document their meeting with the Veteran

Veteran experience on pass

Was the GPD staff person, who placed an outreach call to Veteran while they were on pass, able to reach Veteran and documented at the time this was initiated

Positive

Issues or concerns

Any other therapeutic conversations related to the pass or reintegrating back into the community.

WRAP UP

No call on November 11, 2025, due to Federal Holiday

Next call:

- **Tuesday, December 9, 2025 @ 2pm EST, 1pm CST, 12pm MST/AZ, 11am PST, 10am AK, 9am HI**

