

HOMELESS COURT TRAINING 2022



ACENDA

Process

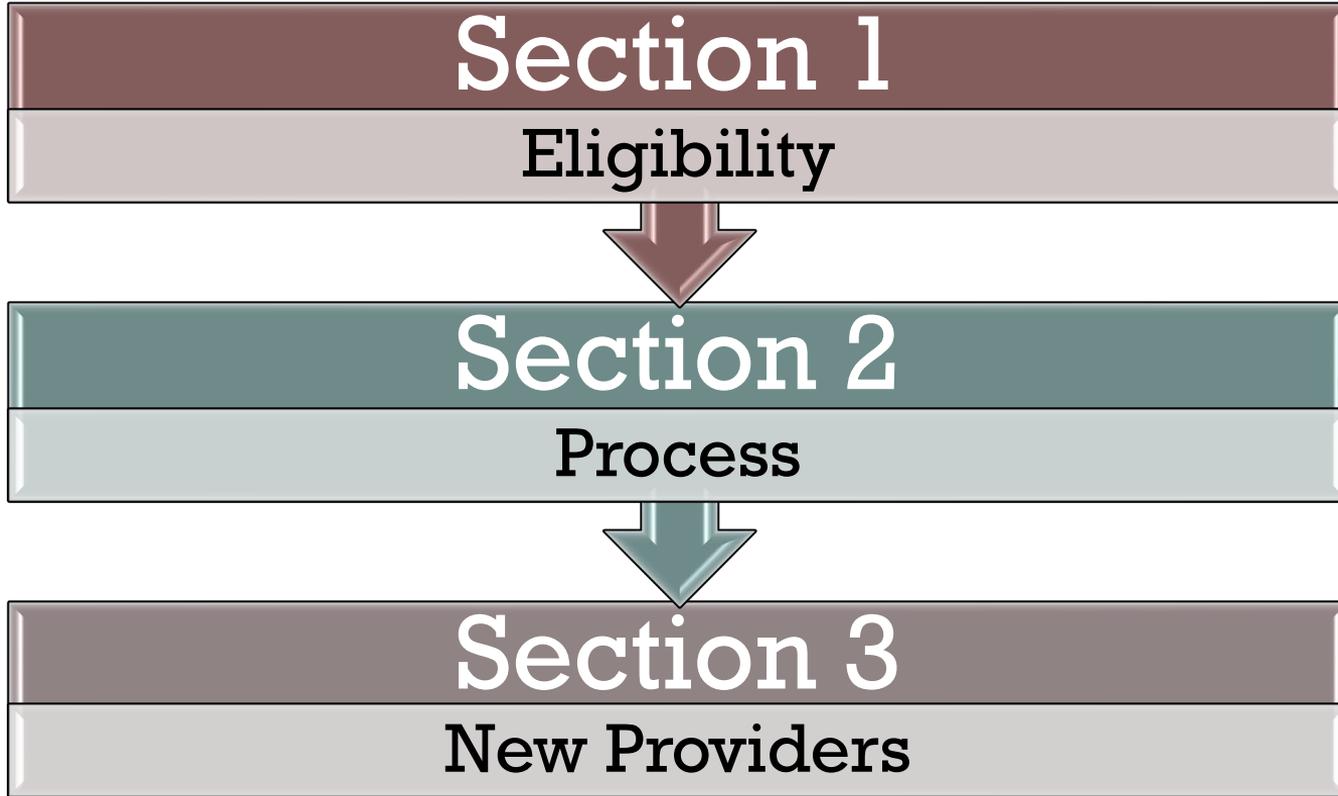
- To Assist Providers In Determining Eligibility For Homeless Court

Content

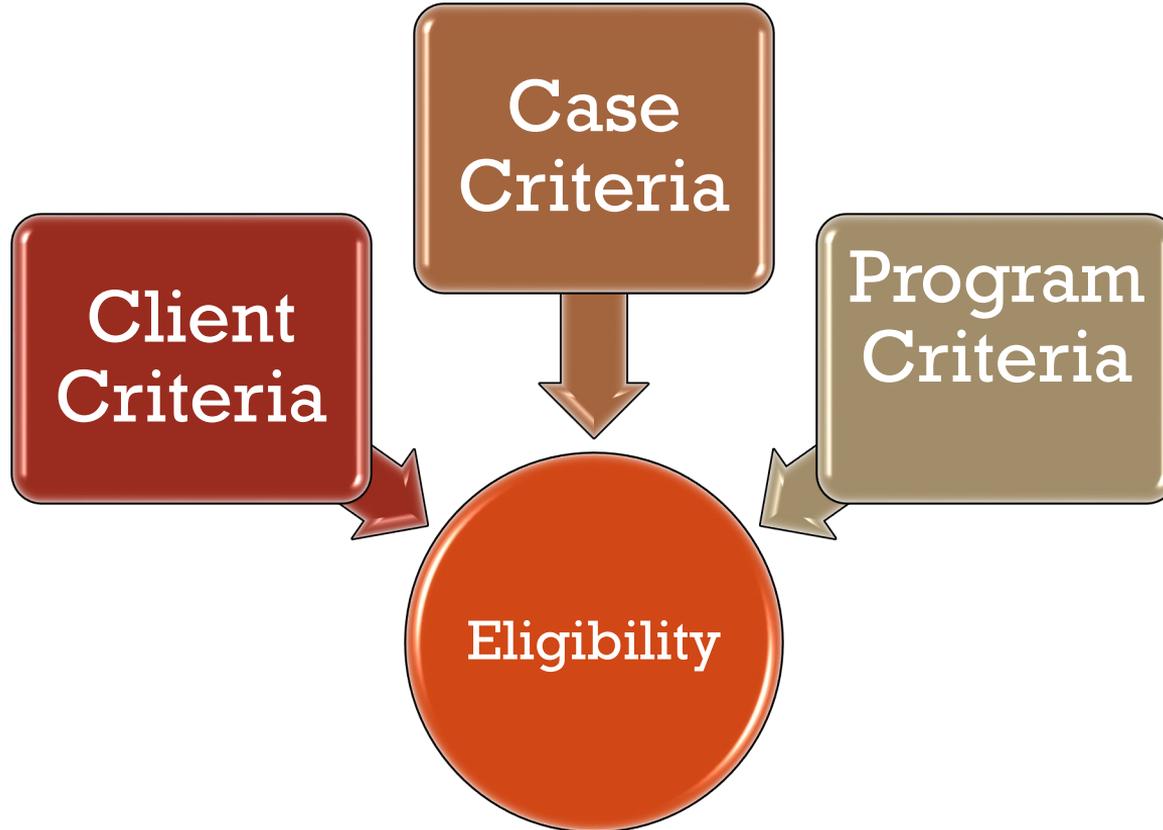
- To Ensure Documentation is Representative of The Client's Underlying Issues Of Homelessness And Criminal Behavior



ACENDA



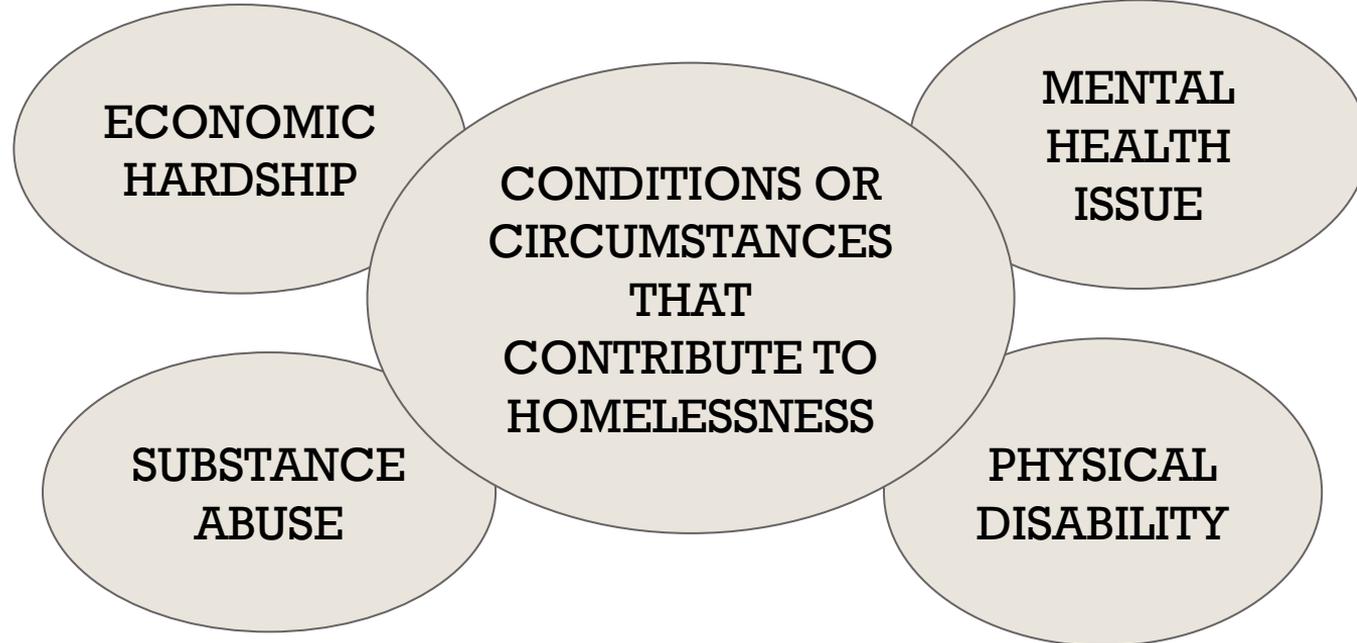
ELIGIBILITY



CLIENT CRITERIA

HOMELESS OR

AT RISK OF HOMELESSNESS



ELIGIBLE CASE TYPES & CRITERIA

Offense occurred in San Diego County*

Misdemeanor, infractions, City of SD parking

- Vagrancy
- Trolley tickets
- Public intoxication, jay walking, moving violations

Active case

- Already posted in system



ELIGIBLE CASE TYPES & CRITERIA

Have proof of at least one eligible case

- Physical Citation or Odyssey Portal Result
- Court docket
- Alliance One letter
- DMV printout

Further Proceedings

- Client has already pled guilty
- Owes term or condition of probation such as fines



ELIGIBLE CASE TYPES & CRITERIA

Clients with

Impounded Vehicles

- IF client's vehicle (registered to them) has been impounded, and they begin working with a provider, provider can submit info (mini-advocacy letter with expected date of referral) to HCP (sandiego@homelesscourtprogram.org) by email to get a letter of release from City.
- Client will still need to pay storage fees to towing company, so submit ASAP.



NOT ELIGIBLE CASE TYPES & CRITERIA

Cases outside of San Diego County**

- However, we have contacts in other Counties/States. Email us!

Federal Cases

Felony, Domestic Violence or *New* DUI Cases

- **DUI cases that have already pled or went to trial** ARE eligible

Prop 36 Cases

Civil or Juvenile Cases

Impound or DMV Fees



ELIGIBILITY QUESTIONS ?

EMAIL US:

SANDIEGO @ HOMELESSCOURTPROGRAM.ORG

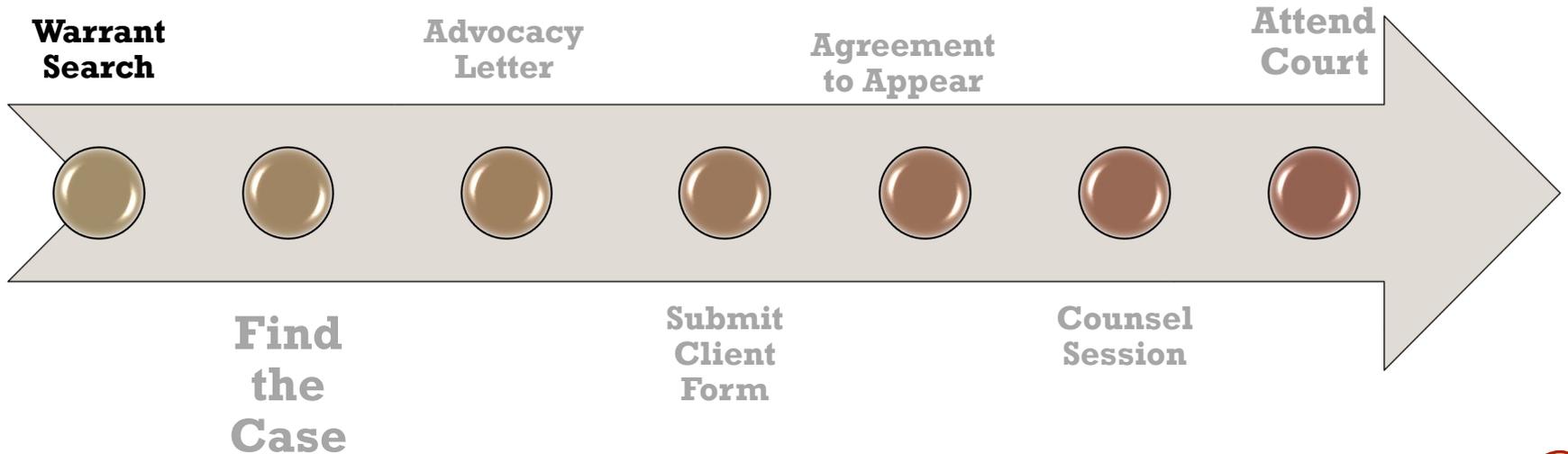
[ELIGIBILITY QUESTIONS](mailto:sandiego@homelesscourtprogram.org)



REFERRAL PROCESS



HOMELESS COURT PROCESS

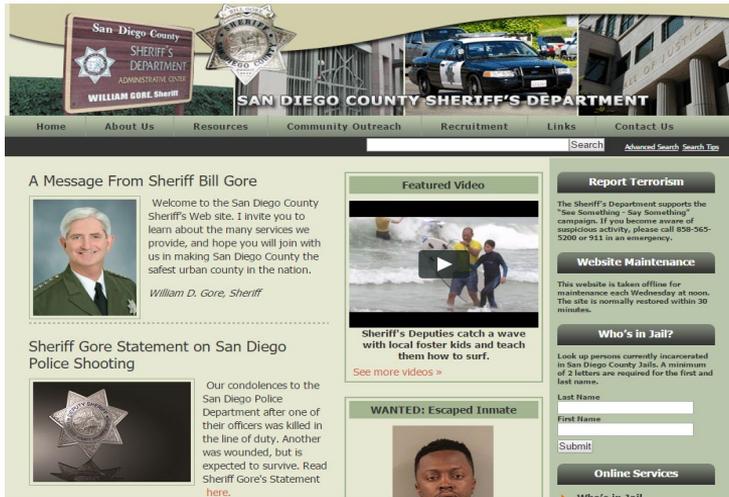


REFERRAL PROCESS

Go to the SD sheriff's warrant website

<http://apps.sdsheriff.net/warrant/waar.aspx>

IF warrant needs to be cleared “now” before referral, email us.



The screenshot shows the San Diego County Sheriff's Department website. At the top, there is a navigation bar with links for Home, About Us, Resources, Community Outreach, Recruitment, Links, and Contact Us. Below the navigation bar is a search bar and a "San Diego County Sheriff's Department" logo. The main content area features a "Featured Video" section with a video player showing a group of people surfing. To the right of the video is a "Report Terrorism" section and a "Website Maintenance" notice. Below the video is a "Who's in Jail?" section with a "WANTED: Escaped Inmate" section featuring a mugshot of a man. On the left side, there is a "Message From Sheriff Bill Gore" section with a photo of Sheriff Bill Gore and a "Sheriff Gore Statement on San Diego Police Shooting" section with a photo of a police badge.

WARRANT QUERY BY NAME

Website Maintenance: This website is taken offline for maintenance each Wednesday at noon. The site is normally restored within 30 minutes.
Caution: This online database is updated 4 times a day (4:10 AM, 12:10 PM, 6:10 PM, and 10:10 PM) so recent changes may not be reflected in this online database.
Misuse of warrant information may subject you to Civil or criminal liability. Most Warrants issued by the San Diego County Superior Court are available here online. Do not attempt to make an arrest based on this warrant information. Only peace officers can arrest a person for an outstanding warrant of arrest.

WARRANT TIPS



Last Name

First Name

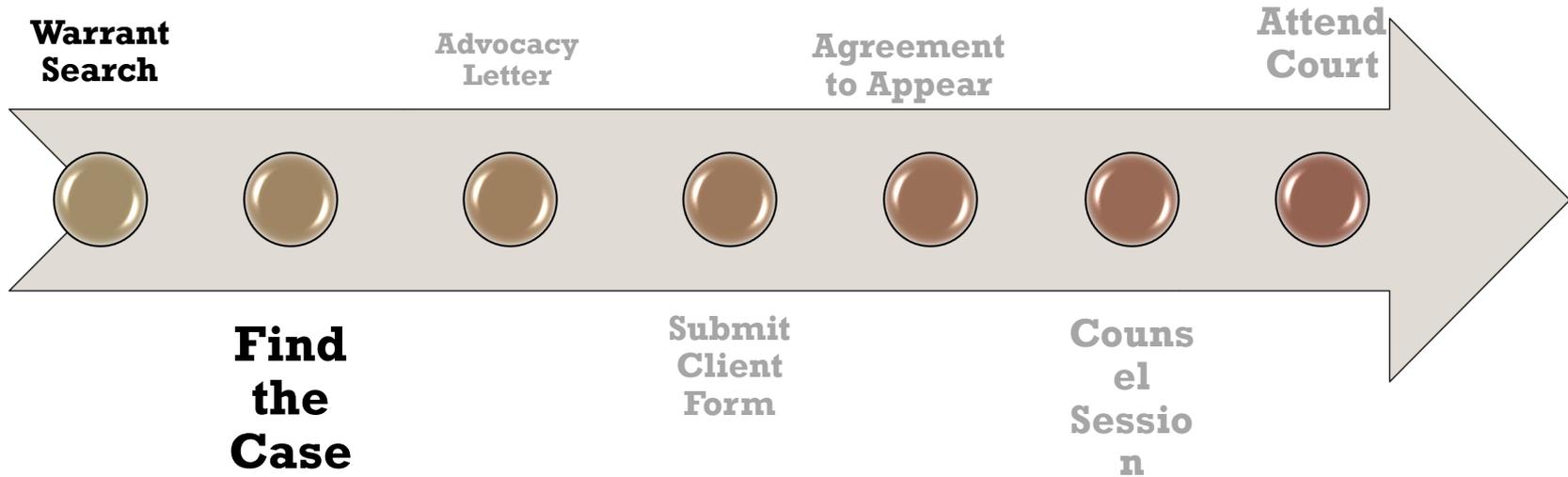
Middle Name

Year Born (YYYY)

Search Tips: Partial names in any of the name fields are OK, and will return the most possibilities. "Date of Birth" must be only four digits as in "1975" and will match 3 years either side of the year entered.



HOMELESS COURT PROCESS



REFERRAL PROCESS

Tickets must be active in the court system

It can take up to a year for a ticket to become active

Ways to find case

In
Person

With
Ticket

At the
DMV

Alliance
One/GC

Internet



REFERRAL PROCESS

Client Requests Cases at Court House

- Clerk's Office for a list of open cases
- Appendix II in Guidebook has a list of court houses

Staff Requests Cases at Court House

- Need name and date of birth
- All cases are public records



REFERRAL PROCESS

DMV has records of traffic-related offenses

- Request a printout of any case or fines or fees associated with DMV record
- DMV only keeps a record of traffic related offenses
- Courthouse is the only place with a complete list of offenses



REFERRAL PROCESS

Alliance One has records of cases that have gone to collections

- All Courthouse Business Offices have an Alliance One office
- Clients can call – (877) 541-8420

Odyssey Portal – Free Traffic Court Website

- <https://portal.prod2.odyssey.sdcourt.ca.gov/ODYPortalProd2>

San Diego Superior Court Public Portal

The 'Smart Search' option is limited to Family Law (non-confidential) case types.

The 'Make Payments' option is limited to the Traffic case type.

If you are not paying a Traffic fine, please click here to make other types of payments.



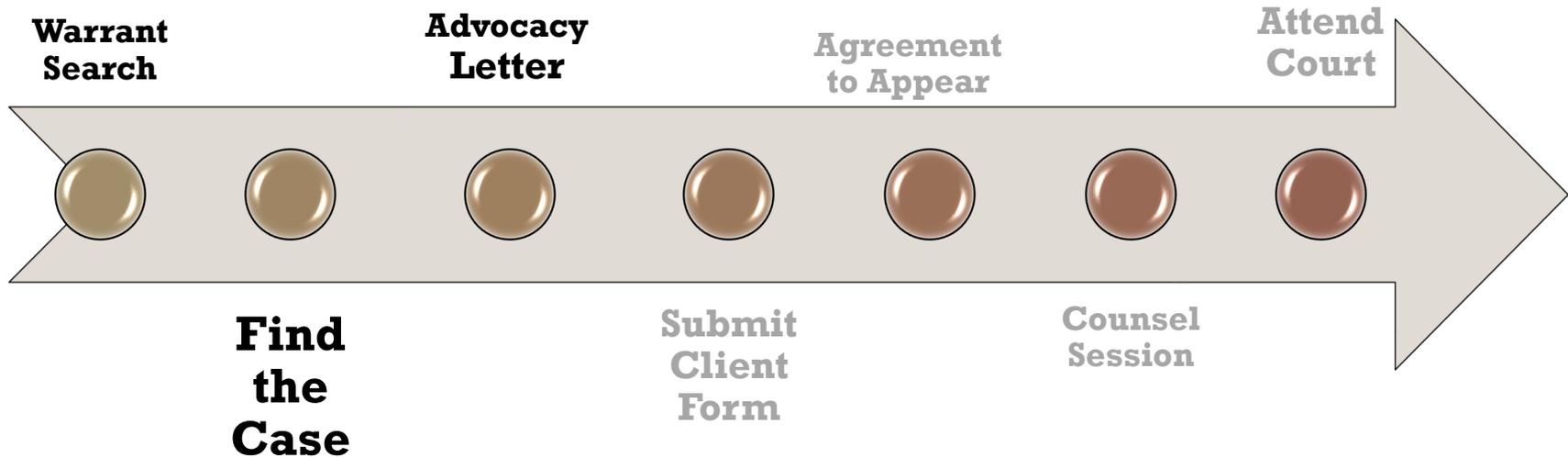
Smart Search
Search for family court records.



Make Payments
Traffic cases - pay ticket/fine, traffic school, set up payment plan, 30-day extension to appear/pay



HOMELESS COURT PROCESS



REFERRAL PROCESS - ADVOCACY LETTER

Description of
program and
services

Start date and
length of time in
program

Summary of
client's
circumstances

Insight
overcoming
challenges
positive change

Work hours,
number of
meetings, etc.;

Statement from
client

Accomplishments



REFERRAL PROCESS - ADVOCACY LETTER



REFERRAL PROCESS- ADVOCACY LETTER EXAMPLE

□ Example CEO Outline

- Introduce CEO, our mission, and program framework
- Client's participation at CEO and what they are doing well
 - Enroll and Complete Pathways to Employment 1 day Orientation
 - Work 3-4 days / week - paid daily and provided feedback
 - Weekly job coach and job development appoints - documented in case notes
 - Employment skills training (OSHA Certifications)
 - Employment and retention for 1 year
- Client's Progress outside of CEO - completed or in progress & proof
 - Other programs
 - Classes - CBT, Parenting, relapse prevention, employment training, etc
 - Housing / sober living
 - NA/AA meetings and sobriety date
 - Community involvement
- How will Homeless Court Benefit
 - Financially, CA DL and job opportunities
 - Relieve mental burden / fresh start



REFERRAL PROCESS- ADVOCACY LETTER EXAMPLE





August 11th, 2020

Re: Homeless Court - Jane Doe (DOB 1/1/1985)

Dear Honorable Judge:

The Center for Employment Opportunities (CEO) provides comprehensive employment services to people with criminal convictions. We offer life skills education, paid transitional employment, full-time job placement and follow-up, so individuals will be less likely to become re-incarcerated.

Jane Doe enrolled at CEO on June 18th 2020, completed a one week Pathways to Employment class and works 5 days a week doing litter abatement with Caltrans. She is paid daily and earns \$14.00 per hour and is recognized as a hard worker with a good attitude who is extremely dependable. She applies to at least three jobs weekly with a job coach and job developer creating resumes and practicing interviewing.

Once employed outside of CEO her Retention Specialist for 12 months will provide workplace coaching, skills training, financial counseling and career planning. With each milestone she will receive a cash bonus each month she maintains employment and successfully completes her one-year employment anniversary.

Jane also participates in the Welfare to Work program for supportives services such as childcare, transportation payments and/or work related expenses, Homelessness Prevention Services, Transportation Emergency Assistance and Family Stabilization Referral Services.

Jane is grateful to Welfare to Work and CEO helping her to provide for her family while she looks for full time employment to become eligible for housing assistance through the Welfare to Work program. Her 4 month old and 13 year old inspire her daily basis to keep making strides. In her spare time, she enjoys going to the beach with her children and taking in the scenery while her children play.

She plans to allocate her income to saving and hopefully obtain some stability. She is looking forward to a fresh start by resolving his outstanding ticket debit.

Thank you for your time and consideration. If you have any questions I can be reached at 619-209-1568 or orgcontact@ceoworks.org.

Sincerely,

Organization Contact - Title, Organization Name

Service Provider

A little about you as a service provider

Intervention/Services

The wonderful services/interventions that your client is progressing through

Post-Case Goals

After completing services/interventions what will your client do?



ADVOCACY LETTER MUST CONTAIN

2 INTRODUCE ORGANIZATION, YOUR MISSION, AND THE PROGRAM/INTERVENTION FRAMEWORK

1. Client's participation in program interventions and what they are doing well
 - Enrolled, Progressing in and or Completed
 - Work 3-4 days / week - paid daily and given feedback
 - Weekly job coach and job development appointments - documented in case notes
 - Employment skills training (OSHA Certifications)
 - Employment and retention for 1 year
2. Client's Progress outside of organization - completed or in progress & proof
 - Other programs
 - Classes - CBT, Parenting, relapse prevention, employment training, etc
 - Housing / sober living
 - NA/AA meetings and sobriety date
 - Community involvement
3. How will Homeless Court Benefit
 - Financially, CA DL and job opportunities
 - Relieve mental burden / fresh start



TEMPLATE

August 9, 2021

To Whom it may concern:

This letter serves as verification that XXXXXXXXXXXX, has been participating in VA San Diego Healthcare for Homeless Veterans programming and in the Housing and Urban Development Veteran's Affairs Supported Housing (HUD-VASH) case management program since Month/day/year.

The HUD-VASH program is a joint project of the Department of Veterans Affairs and the Department of Housing and Urban Development (HUD). The HUD-VASH program helps homeless veterans secure independent section 8 apartments in the community. Participation in the HUD-VASH program is based on a need for subsidized housing, the meeting of certain eligibility requirements, and the ability of the VA staff to effectively work with a particular veteran. Eligibility requirements include history of chronic homelessness, and a demonstrated need and willingness to participate in case management. Examples of case management include identified needs in the areas of medical, mental health, substance abuse, financial, legal and/or social connectedness.

Mr./Ms. XXXXXXXX has been actively participating in the program to ensure HE/SHE obtained and maintain stable housing. HE/SHE completed all the necessary steps to obtain HIS/HER Section 8 voucher and was recently housed after being homeless on the streets for over XX years. **EXPLAIN ALL THE SEC 8 VOUCHER STEPS, WHAT BARRIERS/ISSUES HAD TO BE OVERCOME & HOW THEY DID IT**

Mr/Ms. XXXXXXXX has shown growth and progressed as a result of our case management services in the areas of ***(Sobriety, Addiction Therapist, Employment/Applying for benefits, Education, Social Relationships, Medical and mental health appointment compliance. Need details for how they are currently addressing)***

Since becoming involved with our program HE/SHE has completed with success the following goals started on HIS/HER treatment plan:

- **SOBRIETY, SUBSTANCE ABUSE TX AND HOW MANAGING?**
- **MENTAL HEALTH ISSUES AND HOW FREQUENT ADDRESSING?**
- **EMPLOYMENT; WHERE & HOW OFTEN?**
- **SCHOOL/EDUCATION?**
- **FAMILY/SOCIAL RELATIONSHIPS THAT ARE POSITIVE?**
- **MEDICAL ISSUES THEY ARE MAINTAINING/OVERCOMING?**

Intake date

Program description

Prompts

Prompts



LETTER

August 9, 2021

To Whom it may concern:

This letter serves as verification that [REDACTED], has been participating in VA San Diego Healthcare for Homeless Veterans programming and in the Housing and Urban Development Veteran's Affairs Supported Housing (HUD-VASH) case management program since June 29, 2020 .

The HUD-VASH program is a joint project of the Department of Veterans Affairs and the Department of Housing and Urban Development (HUD). The HUD-VASH program helps homeless veterans secure independent section 8 apartments in the community. Participation in the HUD-VASH program is based on a need for subsidized housing, the meeting of certain eligibility requirements, and the ability of the VA staff to effectively work with a particular veteran. Eligibility requirements include history of chronic homelessness, and a demonstrated need and willingness to participate in case management. Examples of case management include identified needs in the areas of medical, mental health, substance abuse, financial, legal and/or social connectedness.

Ms. [REDACTED] has been actively participating in the program to ensure she obtained and maintain stable housing. She completed all the necessary steps to obtain her Section 8 voucher and was recently housed after being homeless on the streets for over 3 years.

Ms. [REDACTED] has shown growth and progressed as a result of our case management services in the areas of **Medical and mental health appointment compliance**. [REDACTED] has identified and scheduled mental health care with a community provider to address symptoms of PTSD and mood disorders. [REDACTED] has also initiated contact with the Vocational Rehabilitation program and Department of Rehabilitation to begin educational services and identify employment.

Intake date 

Program description 

Prompts 

Prompts 



FINAL DRAFT

August 10, 2021

To the Honorable Judge :

This letter serves as verification that Ms. [REDACTED] participates in VA San Diego Healthcare for Homeless Veterans programming and in the Housing and Urban Development -Veteran's Affairs Supported Housing (HUD-VASH) case management program. HUD-VASH is a joint project of HUD and the VA designed to help homeless veterans secure independent section 8 apartments in the community. The primary component of the program is comprehensive case management services that are designed to improve the veteran's physical and mental functioning, and enhance their ability to remain stably housed, and community-integrated.

Participation in HUD-VASH is based on a need for subsidized housing, history of chronic homelessness, a demonstrated need and willingness to participate in case management to make improvements, and the ability of the VASH staff to effectively work with a particular veteran. Examples of case management include identifying needs in the areas of medical, mental health, substance abuse, financial, legal and/or social connectedness and assisting with appropriate referrals and follow through.

Ms. [REDACTED] began participating in HUD-VASH on June 29, 2020 and was finally housed in March 2021, ending three years of homelessness, that further triggered her diagnosed of PTSD, Bipolar Disorder and contributed to her former substance abuse. Ms. [REDACTED] has shown willingness to work toward turning her life around, by actively participating in case management through the voucher process and in searching for housing. Furthermore, now that she has been housed she is she has been connected to Vocational Rehabilitation Services and has learned to better market herself as an employee and contributing to a workforce. She continues to actively pursue employment and education opportunities. Even more importantly, since enrolling in VASH, following the recommendation of her treatment team, she is beginning psychotherapy to further address her mental health symptoms, an important step to helping her regain custody of her children

In closing, Ms [REDACTED] has been and continues to work hard to combat the debilitating effects of mental illness and substance abuse to make the next right steps to again achieve stability, financial security, mental and spiritual well-being, and to reunite with her children. In light of the above, it is hoped that the court will support her commendable efforts.

Program description 

Intake date 

Prompts 

Prompts 



SUMMARY

- Revisit your templates
 - Find the unclear expectations
- Court staff are not experts in your field
 - Write with examples
- Remember who you are writing TO and FOR
- NO generalized statements of progress
- Get a Release of Information BEFORE the letter
- Proofread ALL letters



REFERRAL PROCESS

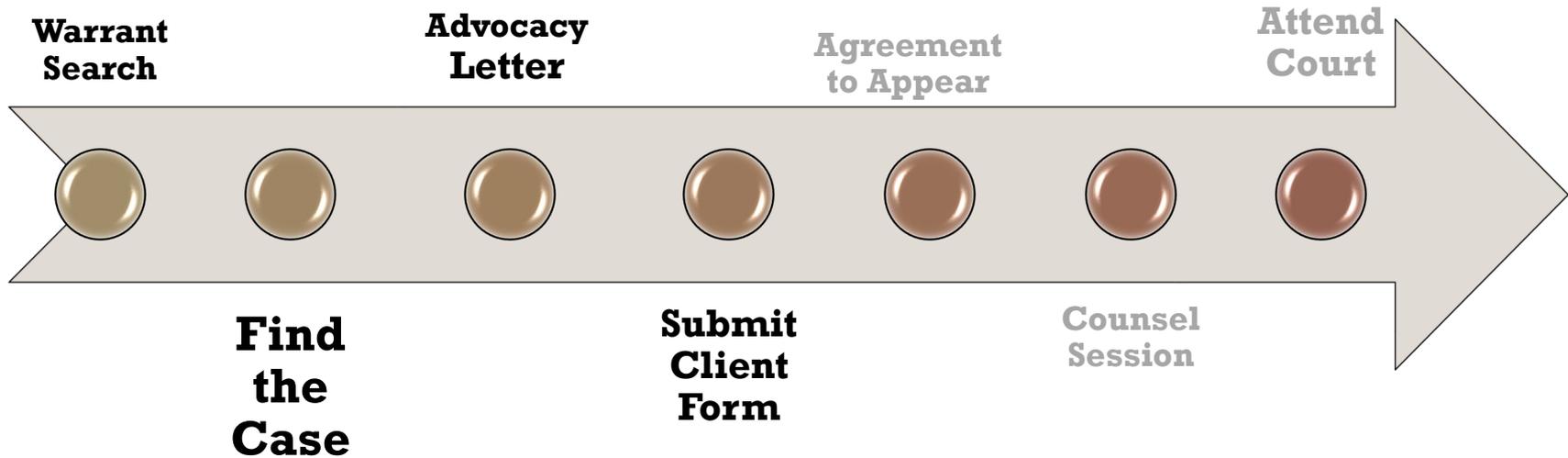
All Advocacy Letters are reviewed
prior to acceptance on court calendar

Advocacy Letter Do Not's

- Reconcile past offenses with current accomplishments
- Include reputation statements from friends
- List or explain away offenses
- Generalized statements



HOMELESS COURT PROCESS



REFERRAL PROCESS - SUBMISSION

- ❑ Participant Lists are submitted by HCP to the Court and City of San Diego on a monthly basis, and graduations are held monthly.
 - ❑ The submission due dates and all other relevant dates are at this link

[Homeless Court Program Calendar](#)

- ❑ When your client has completed the requirements (or if they will be completed by the time of the next session), please submit their information here at this link:

[Homeless Court Program Client Submission/Referral Form](#)



REFERRAL PROCESS - SUBMISSION



Homeless Court Client Submission

Once you've filled out this form, you will get an email once your client has officially been added to the Homeless Court Calendar. If you have questions on your submission, you can email naomi.latada@sdcounty.ca.gov.

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not [REDACTED]@gmail.com? [Switch account](#)

* Required

Email address *

Your email

HCP Provider/Agency submitting this participant *

- Hispanic/Latino
- African-American/Black
- Prefer not to say
- Other: _____

Veteran? *

- Yes
- No

Does this Participant need assistance with Clean Plates (City of San Diego Parking Citations). ***NOTE: Clean Plates relief is ONLY available to the registered owner of the vehicle.*** *

- Yes
- No

Next

Page 1 of 5



REFERRAL PROCESS - SUBMISSION

SD Clean Plates Questions

Please provide at least one Case/Citation Number *

Your answer

Please provide the License Plate # of the vehicle. *

Your answer

Does this Participant need assistance with Traffic/Misdemeanor Criminal violations in Traffic/Criminal Court? *

Yes

No

Back

Next

Page 2 of 5

San Diego Clean Plates

- Parking Citations
 - Min. 60 days old in City of San Diego only
- City Treasurer oversees, NOT court
- Only to registered owner of vehicle
- Citation #'s obtained by calling 619-744-3100 or email collections@sandiego.gov



REFERRAL PROCESS - SUBMISSION

Homeless Court Client Submission

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not [REDACTED]@gmail.com? [Switch account](#)

* Required

Document Upload

Please upload the Participant's Letter of Advocacy from your Program. *

 Add file

A copy of your responses will be emailed to the address you provided.

Back

Submit

Page 5 of

- You will upload a PDF or Word Document version of your Advocacy Packet.
- You can also include proof of citation/case documents if the citation/case was not found on the online system.
- Please ensure all documents are uploaded for consideration.



REFERRAL PROCESS - SUBMISSION

Provider/Agency

- Agency contact name/phone/email

Participant Info

- Last name, first name, & aliases. Intake date and DOB

Gender, Race, Veteran

- Collected to track trends

Clean Plates Program

- City of San Diego Parking citations 60 days old

Court Case Number/ Warrant

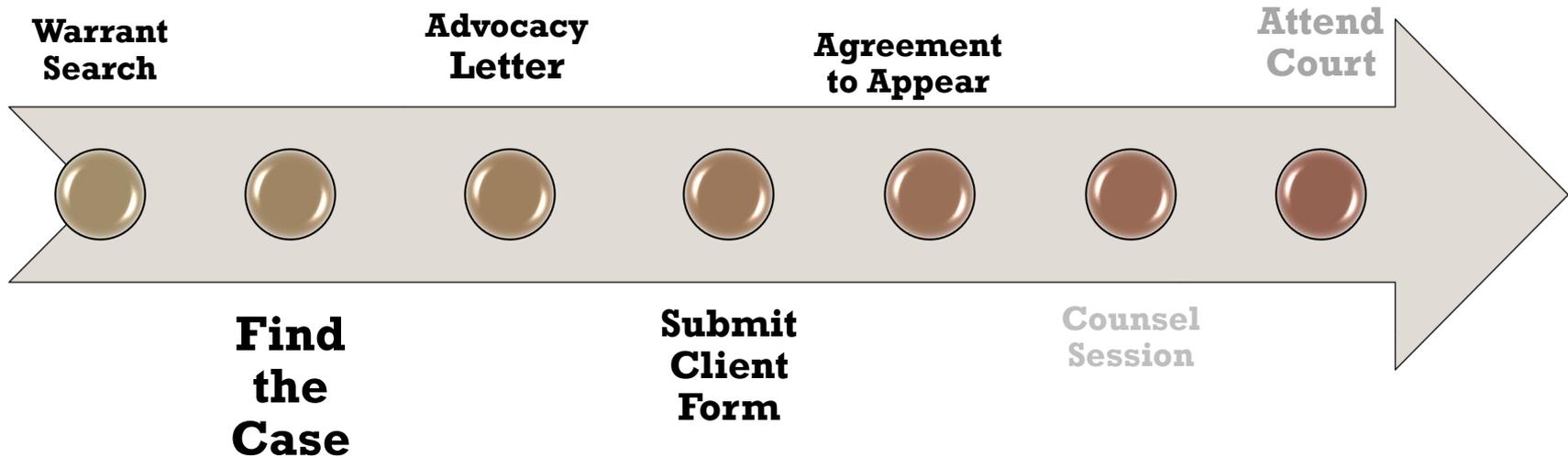
- 1 Verified case number
- Warrant YES/NO

Submit To

<http://tinyurl.com/HCPClientForm>



HOMELESS COURT PROCESS



REFERRAL PROCESS – AGREEMENT TO APPEAR (NON-COVID)

NOTICE TO APPEAR HOMELESS COURT PROGRAM

Name: _____

Shelter:

Father Joe Villages
1501 Imperial Ave
San Diego, CA 92101

Veterans Village of San Diego
141 Pacific Hwy
San Diego, CA 92101

MUST BRING THE FOLLOWING
TO THE COUNSELING SESSION:
1 COPY OF:
All Certificates
Documents
Letters

Counseling with Public Defender
Date: _____
Time: Always 9:00 am

COURT HEARING

Date: _____

Time: Always 1:00 pm

Without admitting guilt, I PROMISE TO APPEAR, at the above date, time and shelter to address my (misdemeanor/infraction) criminal case(s).

Signature: _____ Date: _____
(Participant)

Signature: _____ Date: _____
(Agency Contact)

NOTICE TO APPEAR HOMELESS COURT PROGRAM

Name: _____

Shelter:

Father Joe Villages
1501 Imperial Ave
San Diego, CA 92101

Veterans Village of San Diego
Jack Lyon Auditorium
4141 Pacific Hwy
San Diego, CA 92110

MUST BRING THE FOLLOWING
TO THE COUNSELING SESSION:
1 COPY OF:
All Certificates
Documents
Letters

Counseling with Public Defender
Date: _____
Time: Always 9:00 am

COURT HEARING

Date: _____

Time: Always 1:00 pm

Without admitting guilt, I PROMISE TO APPEAR, at the above date, time and shelter to address my (misdemeanor/infraction) criminal case(s).

Signature: _____ Date: _____
(Participant)

Signature: _____ Date: _____
(Agency Contact)

**NO LONGER APPLICABLE AS
OF APRIL 2022**



REFERRAL PROCESS - COVID

- Standard HCP Timeline

- Submit Client
- Counseling session
- Attend Court session / Get Proof of Signed Graduation Order

- COVID HCP Timeline

- Cases are being processed behind the scenes due to pandemic
- Submit Client

- Make sure to include the HCP 117 Agreement Form in your Advocacy Packet.

- Administrative Process will take ~60-90 days.
- Email sandiego@homelesscourtprogram.org for proof of graduation after 60 days.

- Please ask clients to be patient. If there is an immediate need, contact us and we can try to work through it.



REFERRAL PROCESS - COVID

Post-COVID Hybrid

- Pre-COVID Standard HCP Time line
 - Submit Client
 - Counseling session
 - Attend Court session / Get Proof of Signed Graduation Order
 - POST-COVID Hybrid HCP Court Appearance
 - Clients WILL appear virtually either:
 - From their program
 - From Center for Employment Opportunities' facility (see next page)
 - From their computer or phone (with prior authorization from Public Defender)
- OR
- Clients CAN request the Public Defender appear for them if they have a conflict with work/treatment or a medical issue. (PC 977)
 - If asking for Public Defender to appear for them, the client or program MUST get permission from the Public Defender.



REFERRAL PROCESS - COVID

- On or before 2 days prior to the Court Hearing, Clients should reach out to the Public Defender to discuss their cases being heard at HCP.
- Details:
 - Center for Employment Opportunities' website: <https://ceoworks.org/locations/san-diego>
 - 303 A Street, Suite 100, San Diego, CA 92101
 - Public Defender Contact Phone for Counseling:
 - 619-940-7659
 - Court Sessions will be at 1pm and will be on Zoom. Link will be sent to the client when they communicate with the Public Defender prior to the hearing.
- **IF the Client or Program does not make contact with the Public Defender prior to the hearing, the Client's matters may be taken off calendar.**

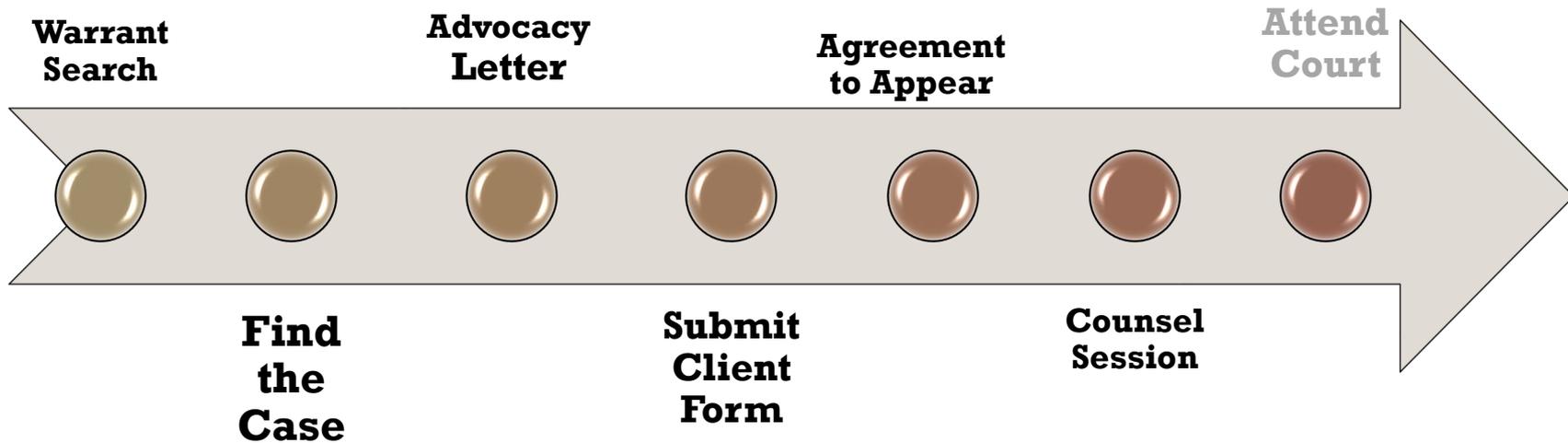
Post-COVID Hybrid



Questions on Referrals?



HOMELESS COURT PROCESS *Post-COVID Hybrid*



COUNSELING SESSION

Post-COVID Hybrid

Start Time = 9am

Location – Father Joe’s Villages or VVSD

See Previous Slide – Client will contact Public Defender prior to Hearing Date.

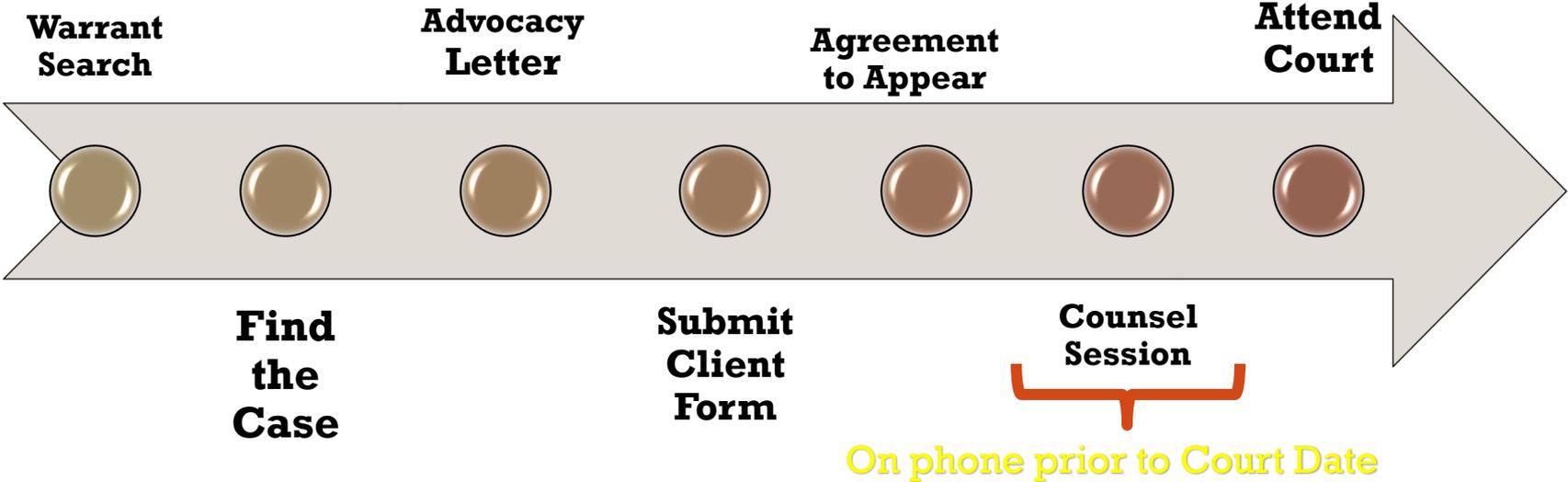
Bring documentation related to the case

- Citations, notice to appear, DMV Printouts etc.



HOMELESS COURT PROCESS

Post-COVID Hybrid



COURT SESSION

Post-COVID Hybrid

Start Time = 1 p.m.

Location – See Prior Slide – Virtual or CEO Facility

Client should **(STILL)** dress their best

No children or pets **on camera or at CEO**

Clients are called one at a time. **Mics/video should be muted until called.**

Charges, warrants, and penalties are formally resolved

98% of cases are dismissed or fines and fees satisfied



Provider Committee Members	
Rob Smith (CEO) – Chair	
Dan Forsberg (VJO) – Vice Chair	
Kelley Gebbie (Rachel’s Women’s Center)	
Manny Bedard (Salvation Army ARC)	Matt Wechter (Public Defender Attorney)
Carlos Cuervo (McAlister)	Susanna Heckman (Public Defender Support)
Raymond Saigh / Sean Caldwell (Father Joe’s)	Cambria O’Neill (CEO Support)
John Brady (Voices of Our City)	
Shivonne Ayala (VVSD)	
Paul Armstrong (SD Rescue Mission)	

**IF YOU HAVE ANY
QUESTIONS, EMAIL US!**

Contact an HCP Steering Committee
Member, or email:

sandiego@homelesscourtprogram.org

