



Women's Way Enrollment Policy

It is required that enrollment and case management be handled in the Local Coordinating Unit (Home LCU) of a woman's county of residence ("where she sleeps"), unless the Home LCU has agreed in writing that another LCU may do so.

- A. If a potential client goes to an enrollment site outside of her Home LCU, it is the responsibility of the Outside LCU to ensure the potential client is connected up with her Home LCU.
- B. It is the responsibility of the Outside LCU to explain the *Women's Way* structure and enrollment process so the potential client will understand that her point of contact is the local coordinator of her Home LCU.
 - While client preference is an important consideration, it is not the determining factor. The final determination will be reflected in documented written agreement of the Home LCU and the Outside LCU.
 - Both the Home LCU and the Outside LCU will maintain written documentation of these cases.
 - If a woman is managed by an Outside LCU, a note shall be added in the Baseline comments of CaST.
- C. When a new client is enrolled through a clinic, the paperwork will be sent to the LCU in which the clinic is located.
 - The LCU, in which the clinic is located, will forward the paperwork to the Home LCU.
 - It will be the responsibility of the Home LCU to contact the clinic and request that the client's *Women's Way* forms be sent to the Home LCU.