

Tammy Black
Co-Chair

Celene Steckel
Co-Chair



10 Distillery Drive
Suite 101
Westminster, Maryland 21157
410-386-3800

Coordinated Entry Process



*The following agencies can complete Shelter and Housing Screenings during regular business hours:
Carroll County Bureau of Housing, Aging and Disabilities, and Access Carroll

HSP Shelter and Housing Screening Walk-in Hours:

Monday – Thursday: 8:30 AM – 12 PM

Friday: 10 AM – 12 PM

Wednesday: 1 PM – 4PM at On Our Own

Staff Name, Position	Contact Information	Relevant Job Duties
Kacey Lynn Ingram, Homeless Recovery Case Manager	Phone: 410.871.4886 Fax: 410.857.8793 Email: kingram@hspinc.org	<ul style="list-style-type: none">• Conducts walk-in Shelter and Housing Screenings• Case Manager targets participants on eligibility lists, street, and chronic homeless individuals• Provides intensive case management services to house individuals first to avoid entering shelter or reduce time in shelter
Matt Thornton, Coordinated Entry Case Worker	Phone: 410.386.6626 Fax: 410.871.4866 Email: CoordinatedEntry@hspinc.org	<ul style="list-style-type: none">• Completes Coordinated Entry Interviews for homeless / at risk participants• Places individuals on eligibility lists for shelter and housing programs as appropriate• Refers participants to community resources
Carly Long, Housing Services Manager	Phone: 410.386.6669 Fax: 410.871.4866 Email: clong@hspinc.org	<ul style="list-style-type: none">• Oversees HSP's Housing Services, including Security Deposits/Evictions, Family Stability, Rapid Re Housing, Permanent Housing, Homeless Recovery and Coordinated Entry
Health Department		<ul style="list-style-type: none">• Conducts Shelter and Housing Screenings in the field

Providers: Please fax or email any completed Screening Tools or Assessments to HSP as soon as possible.

Domestic Violence Hotline/Coordinated Entry Hotline: 443-865-8031

The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. Anyone requiring an auxiliary aid or service for effective communication or who has a complaint should contact The Department of Citizen Services, 410.386.3600 or 1.888.302.8978 or MD Relay 7-1-1/1.800.735.2258 or email ada@carrollcountymd.gov as soon as possible but no later than 72 hours before the scheduled event.