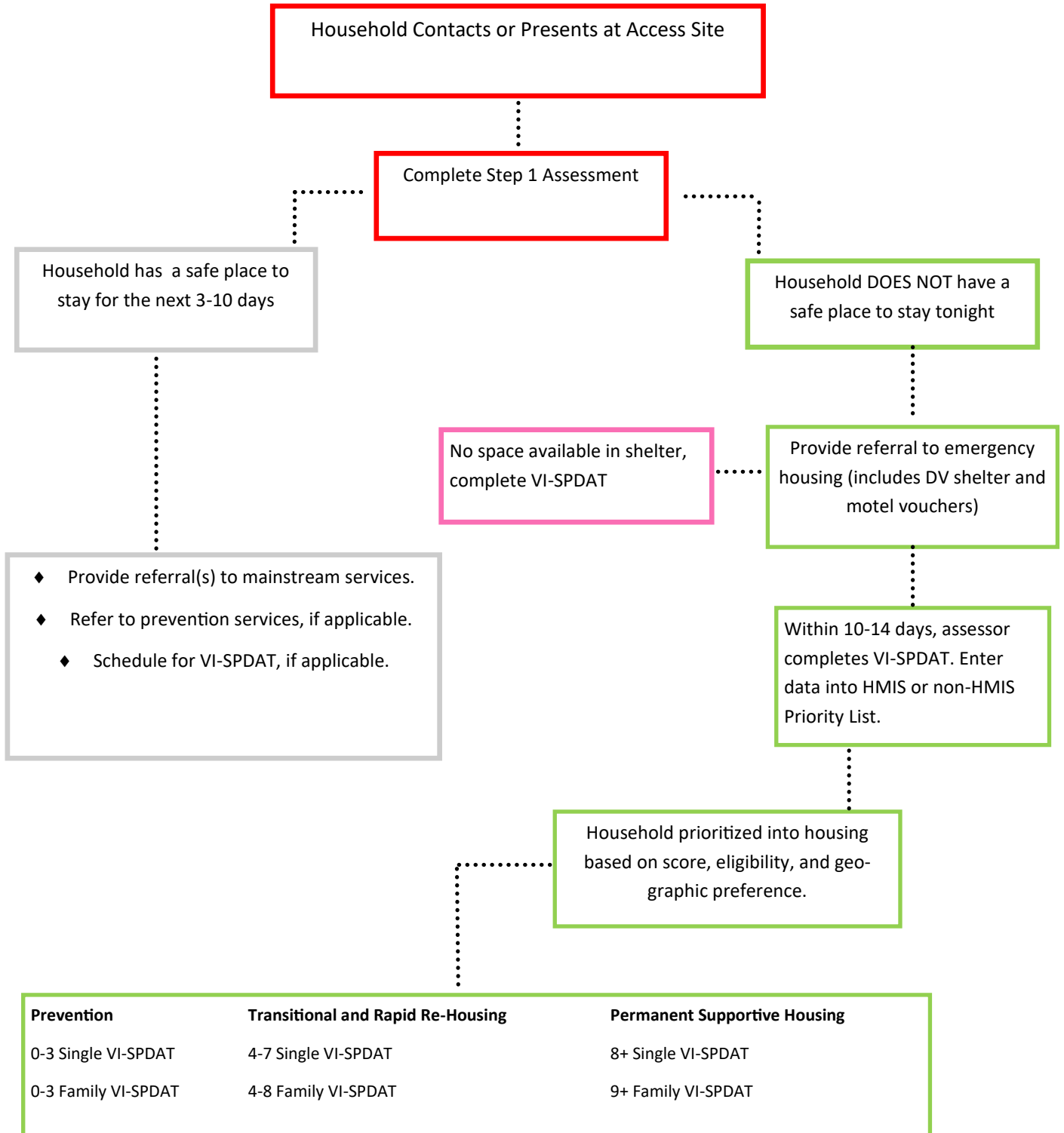


NE CoC Coordinated Entry Process



Coordinated Entry Steps

Step 1

- ◆ Household will access CES through one of the access points identified on the NE CoC Access Points Chart
- ◆ Complete Step 1 Assessment
- ◆ If determined household is homeless, schedule VI-SPDAT within 10-14 days. (Step 2)
- ◆ If determined household is not homeless, provide referral(s) to mainstream resources and connect household to local prevention program. (Prevention)

Forms Needed: Step 1 Assessment

Step 2

- ◆ Complete VI-SPDAT and Supplemental Questions
- ◆ Enter into HMIS (if participating in HMIS)
- ◆ If not participating in HMIS, assign identifying code (first initial, last initial, birthdate) to household and send code and data (**do not include client name**) via email to necesprioritylistmanager@gmail.com (Priority List Manager). Priority List Manager will add data to non-HMIS priority list.
- ◆ Household signs HMIS Data Privacy Notice/ROI (if participating in HMIS)
- ◆ Household signs CES ROI (if not participating in HMIS or if household chooses not to participate in statewide data sharing in HMIS)
- ◆ Household receives CES receipt.
- ◆ Assessor will be responsible for following up with households after completing assessment, unless determined otherwise by local CES group.

Forms Needed: VI-SPDAT, Supplemental Questions, HMIS Data Privacy Notice, CES ROI, CES Receipt

Referrals

- ◆ Housing Agency will notify Priority List Manager via email of open units (necesprioritylistmanager@gmail.com)
- ◆ Within 72 hours, Priority List Manager will identify a household and determine best fit based on identified CES priorities and program requirements (identified on program eligibility form submitted by agency)
- ◆ Priority List Manager sends referral via HMIS and/or email and connects the Assessor (working with household) to the Housing Agency
- ◆ Housing Agency contacts household (if accepting referral). Housing Agency will complete a contact log and send to Priority List Manager via email
- ◆ If Housing Agency denies the referral, an Agency Denial Form must be completed and emailed to Priority List Manager.
- ◆ If household denies housing opportunity, a Client Denial Form must be completed and emailed to Priority List Manager.
- ◆ If household is housed with Housing Agency, the housing agency will exit the household from the CES priority list (if in HMIS) notify the Assessor and Priority List Manager via email. If the household is not in HMIS, the Priority List Manager will archive the client on the non-HMIS priority list.

Forms Needed: Contact Log, Agency Denial Form, Client Denial Form