***Steps of Coordinated Entry***

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| Steps | Type | Tools | Initiated at | Goal/s |
| 1 | Access | * Housing Crisis Screening Tool
 | First point of contact-after person has identified a housing crisis or requested homeless services | 1. Refer to mainstream resources
2. Connect to Prevention/Diversion services and/or resources
3. Connect to emergency services if needed
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| 2 | Assessment | * Common Assessment Tool
* HMIS
 | After the Housing Crisis Screening tool has determined more intensive support if needed and/or entry in an emergency shelter | 1. Determine whether the household should be placed on the Priority List
2. If appropriate, place household on the Priority List
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| 3 | Scoring | * CES Scoring Worksheet
* Common Assessment Tool
* HMIS
 | Completed at the end of the Common Assessment-enter the score into HMIS and/or on the Common Assessment form | 1. To ensure households are referred to the most appropriate housing type for their current situation
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| 4 | Receipt | * Coordinated Entry Receipt
 | Completed at the end of the Common Assessment-a copy is given to the household | 1. Provide valuable information to the household to ensure follow up and an understanding of the CES
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| 5 | Navigation | * Priority List
* Common Assessment Tool
* HMIS
 | Once a household is placed on the Priority List and deemed as HUD homeless | 1. Assist enrolled households between assessment and housing referrals to increase likelihood of getting housed quickly
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| 6 | Housing Referral | * Priority List
* HMIS
* Housing Request Form
 | Housing providers submit a Housing Request Form to the Priority List Manager | 1. Households will be referred to housing providers
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| 7 | Housing Outcome | * HMIS
 | The housing provider and/or the household can deny/accept the housing opportunity | 1. Housing provider and household meet to complete application
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**Approved by CoC Governing Board 8/17/23**