***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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |

**Approved by CoC Governing Board 8/17/23**