**HMIS Coordinated Entry Cheat Sheet**

*Use this guide to gain a better understanding of how each data element affects CES, and client's access to housing opportunities. This guide is based on the 2020 HMIS Data Standards.*

**Access Points**

Please note that everything in this section must be completed under the Family Solutions Collaborative (FSC) agency for the Family Coordinated Entry System (FCES). Make sure to switch to the Family Solutions Collaborative in HMIS.

### Data Element: 3.08 Disabling Conditions

**Why is this important?**
- This data element is used, along with other information, to identify whether a household meets criteria for chronic homelessness (CH).

**How can this impact my clients?**
- If households are not properly identified as being CH, they will not be considered for Permanent Supportive Housing opportunities.

**What is the disabling condition?**

A disabling condition is one or more of the following:

- A physical, mental or emotional impairment, including on impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:
  - Is expected to be long continuing or indefinite duration
  - Substantially impedes the individual's ability to live independently; AND
  - Could be improved by the provision of more suitable housing conditions
- A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bills of Rights Act of 2000 (42 U.S.C. 1502); OR
- The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome

### Data Element: 3.9.17 Prior Living Situation:

**Why is this important?**
- This data element is used, along with other information, to identify whether a client meets criteria for chronic homelessness (CH).

**What does this data element contain?**

- For a household to be considered CH the head of household should have the following information reflected:
  - They must have one year of consistent homelessness, as reflected in the Approximate Date Homelessness Started field
  - They must have 3 episodes of homelessness, as reflected in the Number of Times on the Street, in ES, or Safe Haven in the past 3 years field and they must have a total of 12 months of homelessness as reflected in the Total # of months homeless on the streets, in ES, or Safe Haven in the past 3 years field
- AND
  - A disabling medical condition as reflected in the Disability Condition Fields

*Break in Homelessness: When a household has stayed in one of the living situations listed for a specified set of time:
- Institutional Setting for longer than 90 days
- Permanent/Temporary Setting for longer than 7 days

### Data Element: 4.12 Current Living Situation

**Why is this important?**
- If the Current Living Situation is a Temporary or Permanent Setting, additional housing status information will need to be collected to support the determination of imminent and at-risk of homelessness housing status.
- For CE Enrollments, record a new Current Living Situation record anytime any of the following occurs:
  - A Coordinated Entry Assessment or Coordinated Entry Event is recorded; or
  - The client's living situation changes; if a Current Living Situation has not been recorded for longer than a community-defined length of time (ie. longer than 90 days)
  - The household is enrolled in the Coordinated Entry project.

**How can this impact my clients?**
- A Coordinated Entry Assessment updates the client's Last Activity Date on the Referrals page.

### Data Element: 4.20 Coordinated Entry Events

**Why is this important?**
- Events that are not referrals to housing projects must be tracked on the Services page under the Coordinated Entry enrollment.
- Housing referral events are automatically tracked when a household is matched to a housing opportunity through the Community Queue.

**How can this impact my clients?**
- Coordinated Entry Events data can help the CoC understand what events are occurring and provide valuable insights for the Coordinated Entry System.

### Data Element: 4.19 Coordinated Entry Assessment

**Why is this important?**
- The Orange County CoC has chosen to use the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) to assess all households being served through the Coordinated Entry System.

**How can this impact my clients?**
- Households without a CES assessment cannot be added to the Community Queue and get housing assistance through CES.

### Data Element: 4.18 Coordinated Entry Priority

**Why is this important?**
- The two current priorities are serving the households with the longest lengths of homelessness and the longest in a shelter. Case managers are able to update this information at any time in HMIS.

**How can this impact my clients?**
- Ensuring that information is accurate and up-to-date will help households be identified as priorities.

### Data Element: 4.17 Coordinated Entry

**Why is this important?**
- The Coordinated Entry is designed to determine the households that should be prioritized to serve with the available housing opportunities. This is to ensure that the most vulnerable households are served with the limited resources available.

**How can this impact my clients?**
- Ensuring that information is accurate and up-to-date will help households be identified as priorities.

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Housing Agencies

Data Element: 3.11 Project Exit Date
Why is this important?
- Exits from the Family Coordinated Entry project must be completed under the Family Solutions Collaborative agency.
- Project Exit Date should reflect the date the household was accepted into the housing project.
- Destination should reflect the type of housing project the client is being enrolled in. Below are the project types a household can be referred to, and the corresponding destination that should be entered:
  - Rapid Rehousing Projects: Rental by client, with RRH or equivalent subsidy
  - Permanent Supportive Housing or Other Permanent Housing Projects: Permanent housing (other than RRH) for formerly homeless persons
  - Transitional Housing Projects: Transitional housing for homeless persons (including homeless youth)
  - Projects with "other" project type: Select the destination that most closely matches the function of the project. In most cases, these projects function like Rapid Rehousing.

Denying Referral
Why is this important?
- When a Housing Agency denies a referral, they must complete the following information:
  - Status: Denied
  - Send to Community Queue: Yes/No
  - This should always be "Yes" unless the household no longer needs to be served through CES
  - Denied by Type: Client/Provider
  - This is the determining party for the denial, the client or the housing provider
  - Denied Reason: The reason the referral was denied by the household or the housing provider.
  - Denied Message (optional): Additional details regarding the reason the referral was denied.

How can this impact my clients?
If a household is unable to be served by a housing project, the referral must be denied in HMIS. In order for another household to be matched to the housing agency.

Enrolling a Household
Why is this important?
- When enrolling a household to the project they were referred to, always make sure the taggie is switched on for "Placement of a Resort of Referral provided by Family Solutions Collaborative".
- The household's Project Start Date should match the date the household was accepted into the project, not the date the household was placed in a housing unit.
- While the household is removed from the Community Queue automatically, it is the housing providers responsibility to exit the household from the Coordinated Entry project.

How can this impact my clients?
When a household is enrolled in the housing project they were referred to, they are automatically removed from the Community Queue to signify that they no longer need housing assistance through CES.

Adding Housing Opportunities
Why is this important?
- Housing opportunities need to be added to HMIS in order for a housing agency to receive referrals through the Coordinated Entry System.

How can this impact my clients?
Receiving referrals from CES to fill available housing opportunities ensures that the most vulnerable households are being served.

Additional CES Information can be found here:
- You can find the following articles in our Knowledge Base:
  - Coordinated Entry Reports
  - Coordinated Entry System (CES) for Case Managers
  - Coordinated Entry System (CES) for Housing Agencies
  - Coordinated Entry System (CES) for Matchmakers
- You can find these flowcharts in the HMIS Cheat Sheet page under the HMIS Help tab:
  - Assess Point Flowchart
  - Housing Agency Flowchart
  - Matchmaker Flowchart