

COORDINATED ENTRY FAQ – ASSESSORS





FREQUENTLY ASKED QUESTIONS

- How do I make sure that the person I assessed will appear on the priority list?..... 1
- How can I check my work?..... 2
- How can I see if the person I assessed is currently on the priority list? 2
- How can I see if someone has an active housing referral? 3
- Should I create a new Entry/Exit if someone already has an open entry in my CoC?..... 3
- I still have a question! What should I do?..... 3

HOW DO I MAKE SURE THAT THE PERSON I ASSESSED WILL APPEAR ON THE PRIORITY LIST?



The following must be true for a person to appear on a priority list:

- #1. There must be an Entry/Exit created by a [Coordinated Entry Assessment](#) provider **and** that Entry/Exit **cannot** have an [Exit Date](#) (A).

Entry / Exit						
Program	Type	Project Start Date	Exit Date	Interims	Client Count	
 ICA-Coordinated Entry Assessment-Training Provider (1353)	Basic	 03/14/2020 A				
<input type="button" value="Add Entry / Exit"/>		Showing 1-1 of 1				

If there is an **Exit Date, the individual or family will not appear on the priority list.*

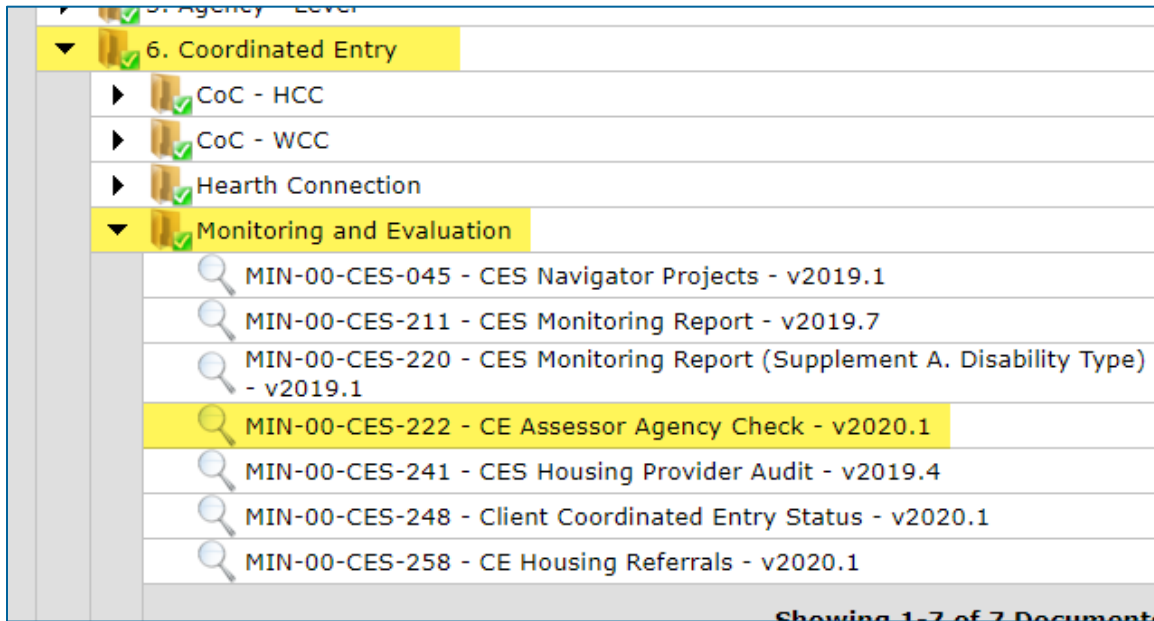
- #2. There must be a row in the [Coordinated Entry Assessment](#) sub-assessment that **does not** have an [End Date](#) (B). That same row **must** have the answer [Placed on Prioritization List](#) selected in the [Prioritization Status](#) field (C).

Coordinated Entry Assessment					
Date of Assessment	* End Date	Assessor's Name	Assessor's Organization	Prioritization Status	
  03/14/2020 B		Jane Smith	MN Street Outreach Program C	Placed on Prioritization List	
<input type="button" value="Add"/>		Showing 1-1 of 1			

- #3. The individual or head of household **must** have an answer of [Self](#) selected for the question [Relationship to Head of Household](#).

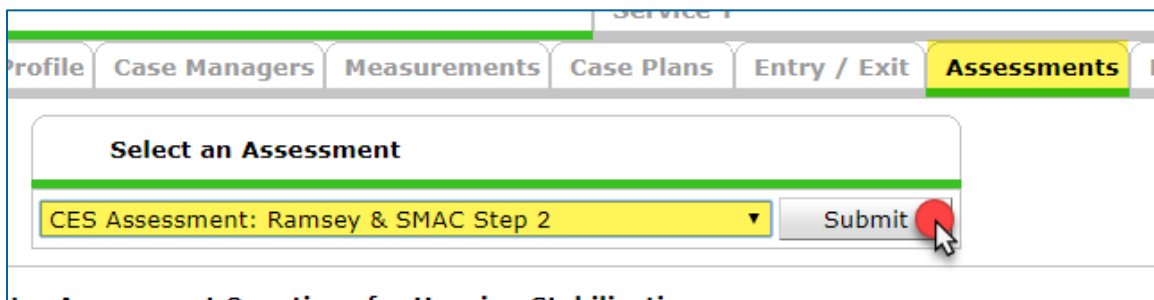
HOW CAN I CHECK MY WORK?

Option A. Run the [CE Assessor Agency Check](#) ART report for your Coordinated Entry Assessment provider(s). A report guide can be found on the [Coordinated Entry page](#) of the MN HMIS website in the [Report Resources](#) section.



The **CE Assessor Agency Check report can be found in the Coordinated Entry **Monitoring and Evaluation** folder.*

Option B. Review a person's latest Coordinated Entry information by selecting the [Assessments](#) tab in their client record, then choosing the correct CES assessment. **Do not** enter data into the [Assessments](#) tab because that information may not appear on the priority list.




After selecting the correct assessment from the drop-down, click on **Submit.*

HOW CAN I SEE IF THE PERSON I ASSESSED IS CURRENTLY ON THE PRIORITY LIST?

Run the [CE Assessor Agency Check](#) ART report for your Coordinated Entry Assessment provider(s). A report guide can be found on the [Coordinated Entry page](#) of the MN HMIS website in the [Report Resources](#) section. (See the previous Frequently Asked Question for a screenshot of the report's location in ART!)

HOW CAN I SEE IF SOMEONE HAS AN ACTIVE HOUSING REFERRAL?







To check a person’s referral status, open their assessment in the [Assessments](#) tab and find the [Coordinated Entry Event](#) sub-assessment. Remember: **Do not** enter data into the [Assessments](#) tab.

Coordinated Entry Event							
	Start Date *	End Date	Event *	Location of Crisis Housing or Permanent Housing Referral	Date Referral Acknowledged	Referral Result	Date of Result
	03/17/2020		Referral to PSH project resource opening	(1413) ICA PSH D HCC HUD CoC Training Provider	03/18/2020 A	Successful referral: client accepted B	03/21/2020 B
Showing 1-1 of 1							

*Housing providers enter a **Date Referral Acknowledged (A)** when they first receive a referral. A **Referral Result and Date of Result (B)** will be entered to mark a referral as successful or unsuccessful. Click on the **edit pencil** to see more referral details, like housing provider contact information.

SHOULD I CREATE A NEW ENTRY/EXIT IF SOMEONE ALREADY HAS AN OPEN ENTRY IN MY COC?

If an individual or household has an open entry for a Coordinated Entry Assessment provider in your CoC, you should update that entry instead of creating a new one, even if it was not created by your provider. For step-by-step directions on how to update an assessment, see the assessor-specific data entry instructions on the [Coordinated Entry page](#) of the MN HMIS website.

Entry / Exit						
Program	Type	Project Start Date	Exit Date	Interims	Client Count	
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Showing 1-1 of 1						

*Create a new **Interim update** when updating a person’s assessment.

I STILL HAVE A QUESTION! WHAT SHOULD I DO?

First, check out the training videos and written instructions available on the Coordinated Entry page of the MN HMIS website: <https://www.hmismn.org/coordinated-entry>

If you still have a question after looking there, please contact the Minnesota HMIS Helpdesk at mnhmis@icalliances.org and we’ll be happy to address any questions you may have.