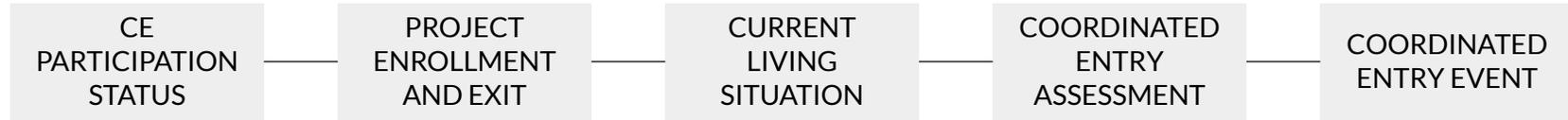


HUD’s HMIS Data Standards include five data collection requirements for coordinated entry systems. This document describes each of those elements to help you evaluate whether your setup meets the data standards requirements.



Several coordinated entry models comply with coordinated entry data standards. Configuration and workflows will be described for each model:

One CE Project	Multiple CE Projects	Mixed CE and Non-CE Projects	No CE Projects
<p>One centralized coordinated entry project under which all coordinated entry-related data collection is completed (enrollment and exit, services, referrals, events, etc.)</p>	<p>Two or more coordinated entry projects under which all coordinated entry-related data collection is completed. The projects may represent multiple geographic regions, populations, or points in the process (e.g. crisis response and housing prioritization).</p>	<p>One (or more) coordinated entry project(s) and at least one non-coordinated entry project (e.g. outreach, shelter, etc.), under which all coordinated entry-related data collection is completed. This model may represent, for example, a community that completes diversion through “front door” programs such as outreach and emergency shelters, and enrolls clients in their coordinated entry program once it’s clear that diversion will not meet their needs; or a community that collects the bulk of coordinated entry data through front door programs, but uses a coordinated entry program enrollment to document clients not otherwise engaged in services.</p>	<p>No coordinated entry project is set up in HMIS. All coordinated entry-related data is collected under other HUD project types (e.g. street outreach, emergency shelter, services only, etc.).</p>

COORDINATED ENTRY PARTICIPATION STATUS (2.09)

Configuration

HUD requires all projects in HMIS to record the following data elements to determine whether they participate in the coordinated entry system:

- Project is a coordinated entry access point?
- If yes, project provides:
 - Homeless prevention assessment, screening, and/or referral
 - Shelter assessment, screening, and/or referral
 - Housing assessment, screening, and/or referral
 - Direct services (search and/or placement support)
- Project receives coordinated entry referrals?
- CE participation status start date
- CE participation status end date

One CE Project	Multiple CE Projects	Mixed CE and Non-CE Projects	No CE Projects
<p><u>All projects within HMIS</u> must record all Coordinated Entry Participation Status elements.</p>	<p><u>All projects within HMIS</u> must record all Coordinated Entry Participation Status elements.</p>	<p><u>All projects within HMIS</u> must record all Coordinated Entry Participation Status elements.</p>	<p><u>All projects within HMIS</u> must record all Coordinated Entry Participation Status elements.</p>

PROJECT ENROLLMENT AND EXIT

HUD requires projects participating in coordinated entry to collect the following universal data elements as part of project enrollment and exit:

- 3.08 Disabling Condition (Enrollment)
- 3.10 Project Start Date (Enrollment)
- 3.11 Project Exit Date (Exit)
- 3.12 Destination (Exit)
- 3.20 Housing Move-in Date (housing projects only) (Enrollment)
- 3.917B Prior Living Situation (Enrollment)

Note: The 2024 HUD: CoC Minimum and Standard Project Enrollment and Exit forms include all required data elements

One CE Project

One project set up with Coordinated Entry (14) project type.

Multiple CE Projects

At least two projects set up with Coordinated Entry (14) project type.

Mixed CE and Non-CE Projects

At least one project set up with Coordinated Entry (14) project type, plus projects of any project type set up for all other projects involved in CE data collection.

No CE Projects

Projects of any project type, set up for all projects involved in CE data collection.

Configuration

Workflow

Enrollment: Determine when a client is enrolled in coordinated entry.

Exit: Determine when a client exits from coordinated entry. Per HUD Data Standards, clients should be exited when:

- The client has entered a permanent residential project type or is otherwise known to have found permanent housing
- The client is known to have left the CoC to pursue other assistance or resources
- The client is deceased
- No staff working in the CE system has been able to locate the client for an extended length of time (e.g. 90 days from last contact) and there are no Current Living Situation records.

One CE Project

The point at which a client enrolls in the coordinated entry project described above, and the point at which the client exits from that program.

Multiple CE Projects

The first time a client enrolls in one of the coordinated entry projects described above, and the last time they exit from one of the programs (does not have to be the same program).

Mixed CE and Non-CE Projects

The first time a client enrolls in one of the following, and the last time they exit (does not have to be the same program):

- A coordinated entry project
- A project within which coordinated entry assessments are provided to the client
- A project within which coordinated entry events are provided to the client

No CE Projects

The first time a client enrolls in either of the following, and the last time they exit (does not have to be the same program):

- A project within which coordinated entry assessments are provided to the client
- A project within which coordinated entry events are provided to the client

CURRENT LIVING SITUATION (4.12)

HUD requires all projects of type Coordinated Entry (14), to collect current living situation containing the following elements:

- Information date
- Current living situation
- Rental subsidy type (if applicable)
- Living situation verified by (CE projects only)
- Is client going to have to leave their current living situation within 14 days?
- Has a subsequent residence been identified?
- Does individual or family have resources or support networks to obtain other permanent housing?
- Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days?
- Has the client moved 2 or more times in the last 60 days?
- Location details

Note: The standard Current Living Situation program status screen includes all required data elements.

Note: Coordinated Entry project types have an additional element, Living Situation Verified By, which allows communities to document current living situation data that was verified by other projects in the CoC.

Configuration

One CE Project

Enabled as Additional Status Screen for Coordinated Entry project.

Multiple CE Projects

Enabled as Additional Status Screen for all Coordinated Entry projects.

Mixed CE and Non-CE Projects

Enabled as Additional Status Screen for Coordinated Entry project(s) above, as well as any other project type (such as Street Outreach) requiring Current Living Situation.

No CE Projects

Enabled as Additional Status Screen for any project type requiring Current Living Situation.

Note: It is possible for communities to have **no** projects collecting Current Living Situation.

Workflow

Determine process for collecting Current Living Situation at applicable client contacts.

Per HUD Data Standards Manual: A contact is defined as an interaction between worker and client designed to engage the client. Contacts include conversations between the street outreach worker and the client about the client's well-being, office visits to discuss housing plans, or referrals to other providers. A Current Living Situation must be recorded at project entry and any time a client is met, including when a CE Assessment or CE Event is recorded.

Note: Projects required to collect current living situation (such as street outreach) are not required to duplicate data entry under the Coordinated Entry project.

One CE Project

Must be documented at all client contacts as described above, unless otherwise documented in the system (i.e. in a Street Outreach enrollment).

Multiple CE Projects

Must be documented at all client contacts as described above, unless otherwise documented in the system (i.e. in a Street Outreach enrollment).

Mixed CE and Non-CE Projects

Must be documented in coordinated entry enrollment and/or any other project enrollment requiring this element.

No CE Projects

Must be documented in any project enrollment requiring this element.

COORDINATED ENTRY ASSESSMENT (4.19)

For any assessment being used as part of your coordinated entry system, HUD requires the following:

- **Relevant assessments toggled as Coordinated Entry** - Toggling an assessment as Coordinated Entry enables fields required by HUD Data Standards, and indicates to the system that this assessment should be included in all Coordinated Entry-related reporting.
- **Relevant assessments designated as Crisis or Housing Needs assessments** - Toggling an assessment as Coordinated Entry automatically enables this field. Picklist field can be set to be editable or not on a per assessment basis.
- **Relevant assessments include field to track assessment location** - Toggling an assessment as Coordinated Entry automatically enables this field. Picklist values are locally defined and can be set up by system administrator.
- **Relevant assessments track contact type (phone, virtual, in person)** - Toggling an assessment as Coordinated Entry automatically enables this field. Picklist field can be set to be editable or not on a per assessment basis.

Note: To be counted in the CE APR, projects must operate as a CE access point or must accept CE referrals as documented in CE Participation Status (2.09). Additionally, projects must collect either 4.19 - Coordinated Entry Assessment, or 4.20 - Coordinated Entry Event.

Configuration

One CE Project

Relevant assessments enabled at project level for Coordinated Entry project.

Multiple CE Projects

Relevant assessments enabled at project level for Coordinated Entry projects.

Mixed CE and Non-CE Projects

Relevant assessments enabled at project level for Coordinated Entry project(s), as well as for any other projects where assessments will be completed.

No CE Projects

Relevant assessments enabled at project level for any projects where assessments will be completed.

Workflow

1. Determine process for collecting assessments.
2. Determine process for referring assessments to community queue as appropriate.

Note: CE assessments are only required for heads of household.

Note: Referring an assessment to the CQ designates a referral as "placed on prioritization list." All other CE assessments are marked "not placed on prioritization list."

One CE Project

Assessments must be documented within coordinated entry enrollment.

Multiple CE Projects

Assessments must be documented within coordinated entry enrollments.

Mixed CE and Non-CE Projects

Assessments may be documented within coordinated entry enrollments, or enrollment in any other program.

No CE Projects

Assessments may be documented within any program enrollment.

COORDINATED ENTRY EVENT (4.20)

To capture coordinated entry events that are not automatically inferred, Clarity Human Services provides the following services. To be counted as a coordinated entry event, these must set up with category of Coordinated Entry Event, and set with appropriate subcategories:

- Referral to Prevention Assistance project
- Problem Solving/Diversion/Rapid Resolution intervention or service
- Referred to scheduled Coordinated Entry Crisis Needs Assessment
- Referred to scheduled Coordinated Entry Housing Needs Assessment
- Referral to post-placement/follow-up case management
- Referral to Street Outreach project or services
- Referral to Housing Navigation project or services
- Referral to Non-continuum services: Ineligible for continuum services
- Referral to Non-continuum services: No availability in continuum services
- **Referral to Emergency Shelter bed opening**
- **Referral to Transitional Housing bed/unit opening**
- **Referral to Joint TH-RRH project/unit/resource opening**
- **Referral to RRH project resource opening**
- **Referral to PSH project resource opening**
- **Referral to Other PH project/unit/resource opening**
- Referral to emergency assistance/flex fund/furniture assistance
- Referral to a Housing Stability Voucher

Note: HUD does **not** require collection of **all** events, only those relevant to the workflow of a particular community.

Note: To be counted in the CE APR, projects must operate as a CE access point or must accept CE referrals as documented in CE Participation Status (2.09). Additionally, projects must collect either 4.19 - Coordinated Entry Assessment, or 4.20 - Coordinated Entry Event.

Note: These services only need to be collected for head of household.

Note: Events in **bold** may be set up to be automatically inferred from system events rather than manually entered.

Configuration

One CE Project

Where applicable, services enabled at project level for Coordinated Entry project above.

Multiple CE Projects

Where applicable, services enabled at project level for Coordinated Entry projects above.

Mixed CE and Non-CE Projects

Where applicable, services enabled at project level for Coordinated Entry project above, as well as for any other projects where these services will be documented.

No CE Projects

Where applicable, services enabled at project level for any projects where these services will be documented.

Workflow

1. Process for entering relevant Coordinated Entry Event services?
2. If tracking "Problem Solving/Diversion/Rapid Resolution intervention or service," process created to respond to follow up question: *Problem Solving/Diversion/Rapid Resolution intervention or service result - Client housed/re-housed in a safe alternative?*
3. If tracking "Referral to post-placement/follow-up

Note: Referrals to shelter and housing will only count as Coordinated Entry Events if a) the assessment connected to the referral is documented at the program level, and b) the referral from that assessment is made via the eligibility determination screen or from the community queue.

Note: To be counted in the CE APR, projects of types other than coordinated entry **MUST** collect either 4.19 - Coordinated Entry Assessment, or 4.20 - Coordinated Entry Event.

Workflow cont'd

case management,” process created to respond to follow up question: *Referral to post-placement/follow-up case management result - Enrolled in Aftercare project?*

4. Referrals to Emergency Shelter, Transitional Housing, Joint TH-RRH, Rapid Rehousing, Permanent Supportive Housing and/or Other Permanent Housing being made directly from eligibility determination screen or from community queue?
5. Process for all housing/shelter referrals above to be completed by either enrolling client in relevant program or by denying referral?

Note: *Referral outcomes are documented as follows:*

- *Client enrolled in referred-to program designates a referral as “Successful referral: client accepted.”*
- *Referral denied with Denied By Type of “Client” designates a referral as “Unsuccessful referral: client rejected.”*
- *Referral denied with Denied By Type of “Provider” designates a referral as “Unsuccessful referral: provider rejected.”*
- *Referral expiring due to Community Referral Threshold designates a referral as “Unsuccessful referral: provider rejected.”*

One CE Project

Services and referrals must be documented within Coordinated Entry project above.

Multiple CE Projects

Services and referrals must be documented within Coordinated Entry projects above.

Mixed CE and Non-CE Projects

Services and referrals may be documented within Coordinated Entry project above, or in or any other projects participating in CES.

No CE Projects

Services and referrals may be documented within any projects participating in CES.