Marin-Entering Navigation Services for Coordinated Entry

Open the Coordinated Entry Enrollment

To open a Coordinated Entry (CE) enrollment, click the *Programs tab* in the client record. Click edit next to the CE enrollment. (figure 1)

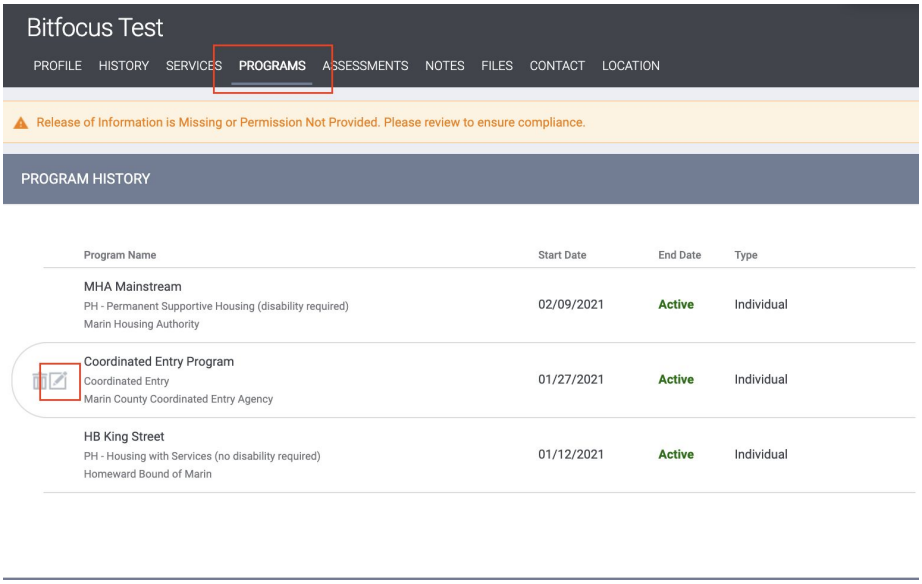

figure 1

Entering Services

To enter a Navigation service, click the *Provide Services Tab. C*lick the drop-down arrow to the right of the applicable service. Please include a note in the note box documenting additional information about the service provided. Change the date to the date that the service was rendered if needed. (figure 2)

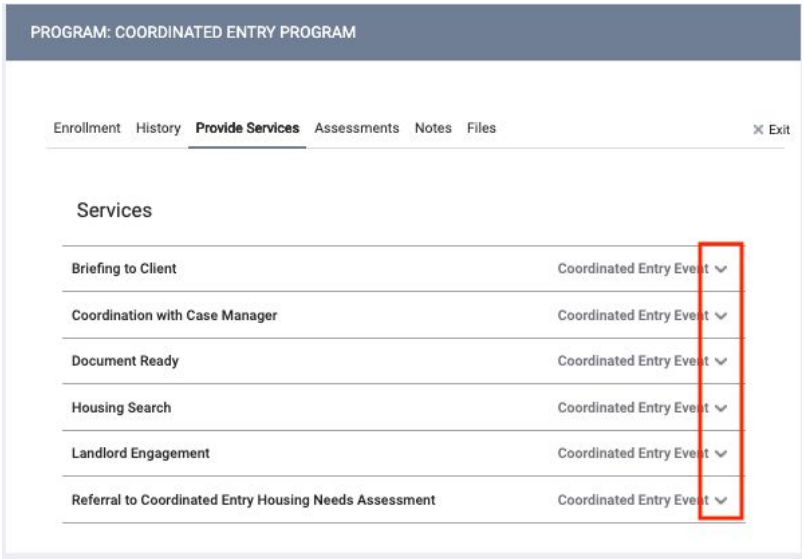

figure 2

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Please note: If you do not see the service available, you should check two things. 1. Are you logged in under the Coordinated Entry Agency. If not, you will need to switch to that agency. 2. Has the client been exited from the CE program? If the client has been exited, you will need to delete the exit date, enter the services, and then exit the client again.

Full instructions on how to complete services can be found here.

Current Living Situation

A Current Living Situation must be entered if a Navigation Service has been recorded. Click the program level Assessment tab. Click *Start* next to the Current Living Situation Assessment. *(figure 3)* Click Add Current Living Situation. *(figure 3)*

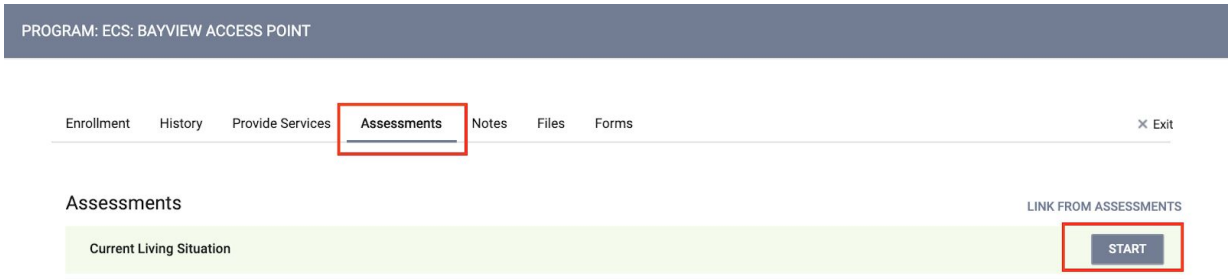

figure 3

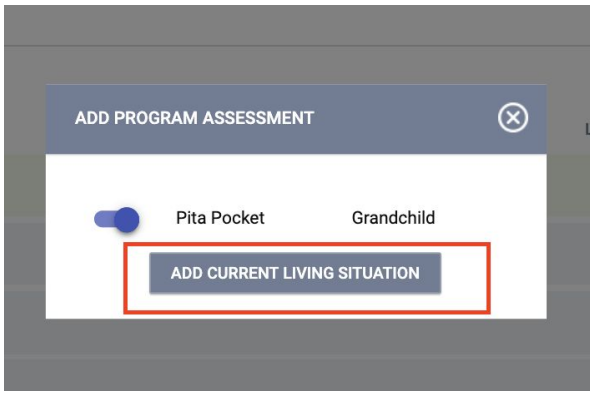

figure 4

Full instructions on how to complete a Current Living Situation Assessment can be found here.

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