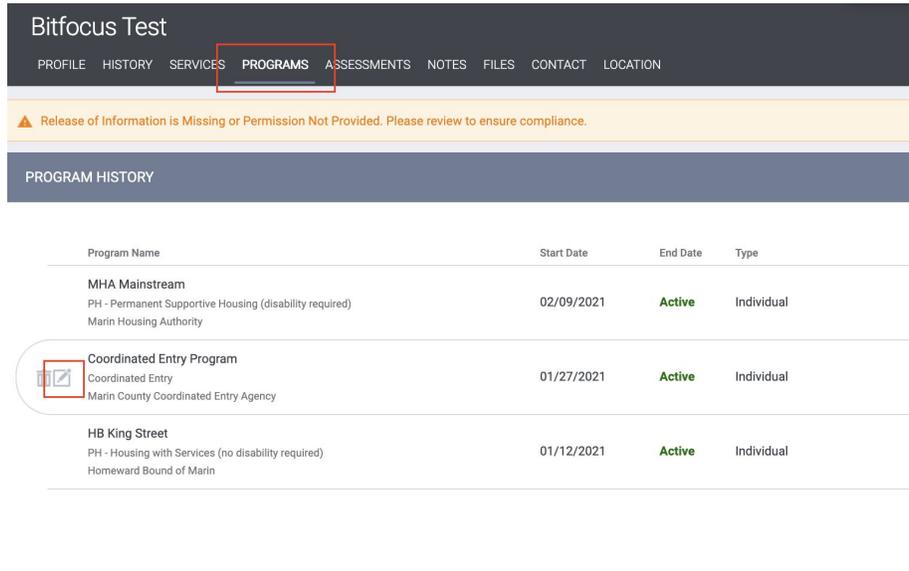


# Marin-Entering Navigation Services for Coordinated Entry

## 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)



Bitfocus Test

PROFILE HISTORY SERVICES **PROGRAMS** ASSESSMENTS NOTES FILES CONTACT LOCATION

▲ Release of Information is Missing or Permission Not Provided. Please review to ensure compliance.

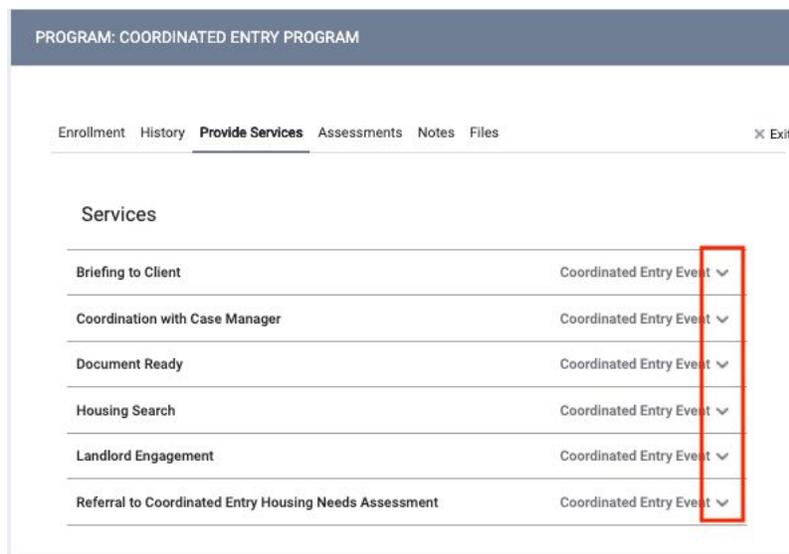
PROGRAM HISTORY

Program Name	Start Date	End Date	Type
<b>MHA Mainstream</b> PH - Permanent Supportive Housing (disability required) Marin Housing Authority	02/09/2021	Active	Individual
<input checked="" type="checkbox"/> <b>Coordinated Entry Program</b> Coordinated Entry Marin County Coordinated Entry Agency	01/27/2021	Active	Individual
<b>HB King Street</b> PH - Housing with Services (no disability required) Homeward Bound of Marin	01/12/2021	Active	Individual

figure 1

## Entering Services

To enter a Navigation service, click the *Provide Services Tab*. Click 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)



PROGRAM: COORDINATED ENTRY PROGRAM

Enrollment History **Provide Services** Assessments Notes Files ✕ Exit

**Services**

Briefing to Client	Coordinated Entry Event	▼
Coordination with Case Manager	Coordinated Entry Event	▼
Document Ready	Coordinated Entry Event	▼
Housing Search	Coordinated Entry Event	▼
Landlord Engagement	Coordinated Entry Event	▼
Referral to Coordinated Entry Housing Needs Assessment	Coordinated Entry Event	▼

figure 2

## Marin-Entering Navigation Services for Coordinated Entry

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)

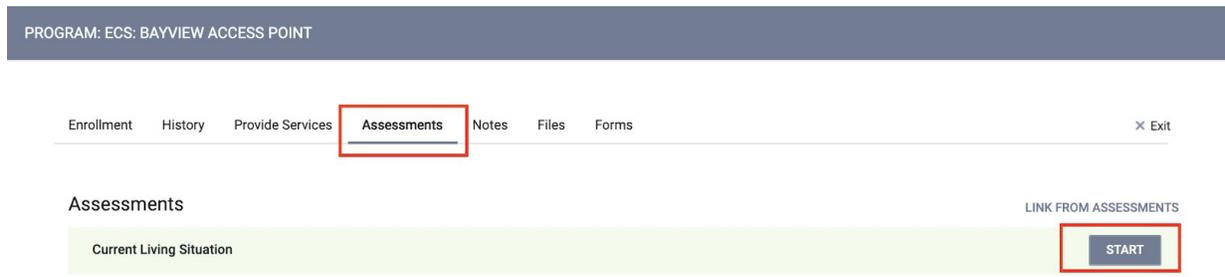


figure 3

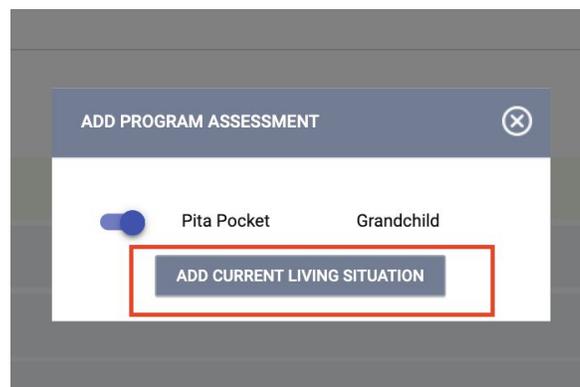


figure 4

Full instructions on how to complete a Current Living Situation Assessment can be found [here](#).