

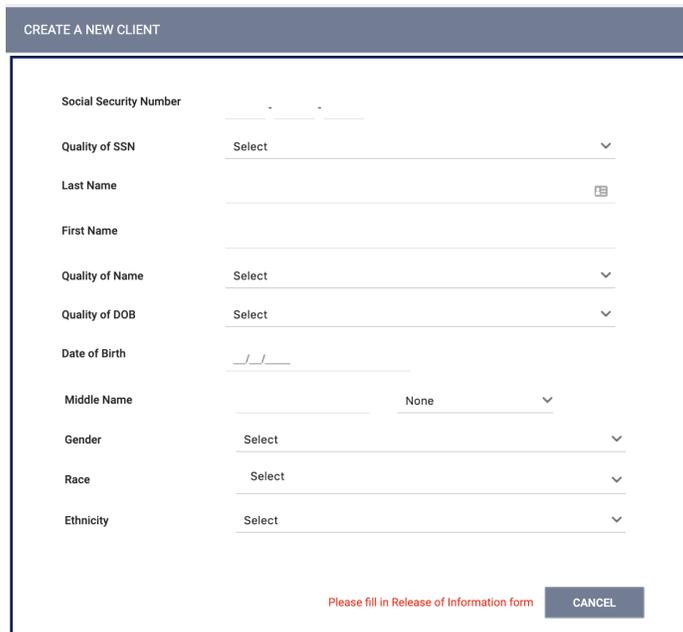
## Coordinated Entry Events: Quick Guide

This guide provides step by step instructions on utilizing the coordinated entry events tab, that was added to Clarity Human Services, November 14th, 2022.

### **Step 1: Search for/Create a Client Profile**



- Search for client/ head of household
- Search by name, DOB and SSN
- If unable to find head of household, create a new profile



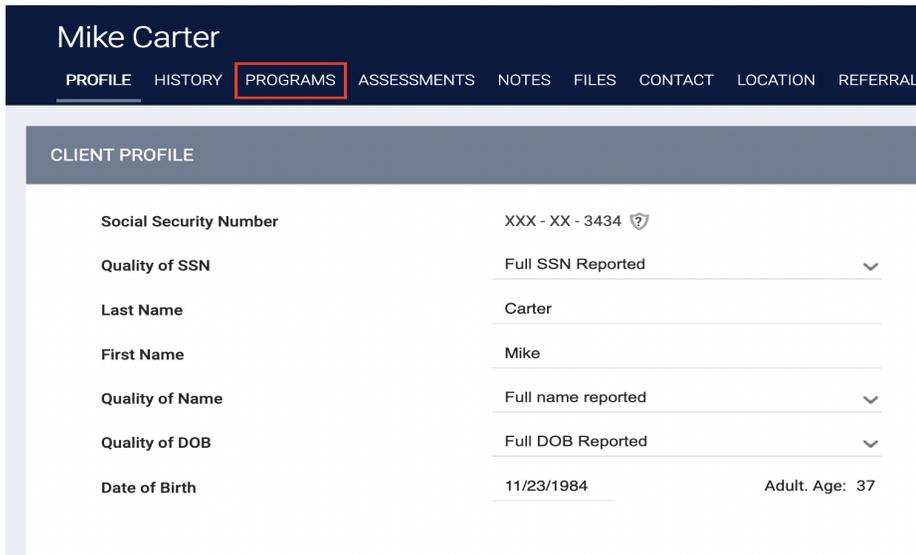
When creating a new client profile, the system will prompt you to have the client sign a Release of Information.

- The Release of information enter date, should correspond with both the date that the client signed the release and the date you created the client

## Coordinated Entry Events: Quick Guide

### Step 2: Enroll a Client in the Coordinated Entry System Program

- Enrollments indicate that a client is being served by a particular program
- Make sure you are logged into your coordinated entry agency.
- Navigate to the client you are planning to enroll in the coordinated entry system program.
- On the client's profile screen, click **Programs**.
  - You will see a list of the programs available at your agency.
  - Click on the down caret next to the coordinated entry system program. Information about the program will display. Click Enroll.

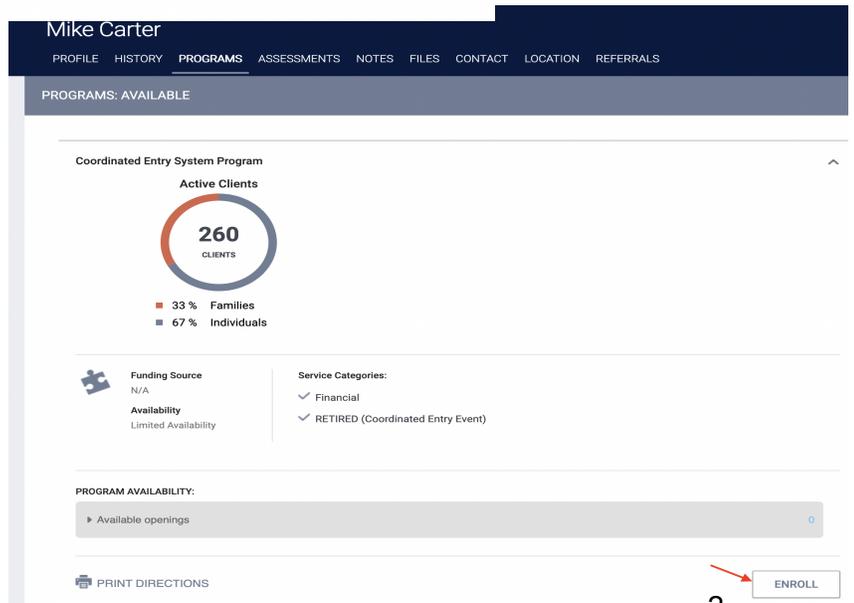


Mike Carter

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

CLIENT PROFILE

Social Security Number	XXX - XX - 3434	
Quality of SSN	Full SSN Reported	
Last Name	Carter	
First Name	Mike	
Quality of Name	Full name reported	
Quality of DOB	Full DOB Reported	
Date of Birth	11/23/1984	Adult. Age: 37



Mike Carter

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

PROGRAMS: AVAILABLE

Coordinated Entry System Program

Active Clients

260 CLIENTS

33 % Families  
67 % Individuals

Funding Source: N/A  
Availability: Limited Availability

Service Categories:  
✓ Financial  
✓ RETIRED (Coordinated Entry Event)

PROGRAM AVAILABILITY:  
Available openings: 0

PRINT DIRECTIONS

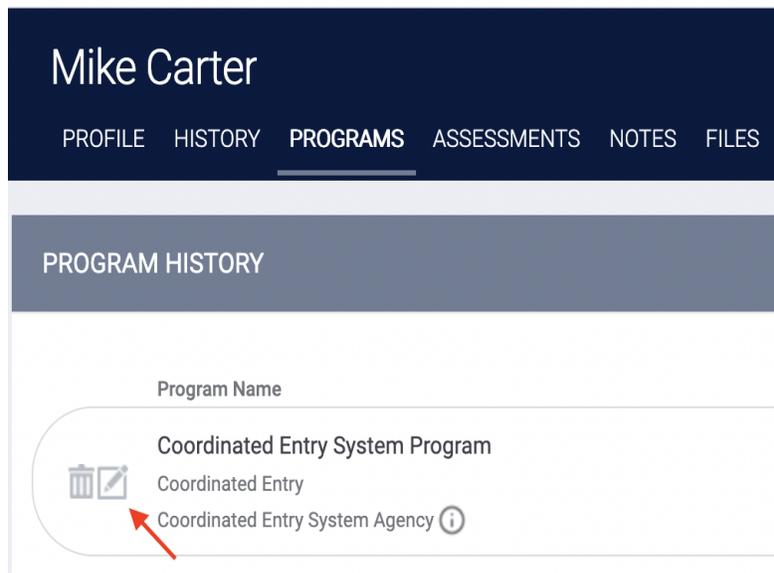
ENROLL

## Coordinated Entry Events: Quick Guide

---

### **Step 3: Locate 'Events' tab**

- Navigate to the client's program history by visiting the program tab.
- Click on the edit icon next to the coordinated entry system program option



- Navigate to the event tab.

### **Step 4: Using the events tab**

- Once you have located the 'Events' tab, click on the event that applies to your workflow; a drop down will then show a text box.

## Coordinated Entry Events: Quick Guide

PROGRAM: COORDINATED ENTRY SYSTEM PROGRAM

Enrollment History Provide Services **Events** Assessments Notes Files Forms × Exit

### Coordinated Entry Events

Referral to Prevention Assistance project

Problem Solving/Diversion/Rapid Resolution intervention or service

Referral to Street Outreach project or services

Referral to emergency assistance/flex fund/furniture assistance

### Step 4: Using the events tab (continued)

- When entering an event, the start date and end date will both be the date you provided the service for the client.
- Like services, events only needed to be entered for the head of household.

Mike Carter

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

### Coordinated Entry Events

Referral to Prevention Assistance project

[DIV] and CE Referral Services: CE Referral to Homelessness Prevention & Housing Stability Services

Date 11/09/2022 

Event Note:

**B** *I*   

|

SUBMIT

## Coordinated Entry Events: Quick Guide

---

### FAQ's :

- Financial services such as diversion assistance to clients should still be tracked under the “Provide Services” tab as they always have been. This will allow them to show up under the “Housing Problem Solving/Diversion” in the CE APR.
  - However, the event will need to be entered separately under the new “Events” tab in order to be fully compliant with HUD data standards.

### Need Help?

- For additional information regarding this workflow please visit [Recording and Editing Coordinated Entry Events in the Client Record](#).
- Other useful articles related to Coordinated Entry Events, can be found by visiting the [Clarity Human Services Help Center](#) & at [King County: Coordinated Entry Training](#)
- For questions or support about how to enter data or use Clarity, please contact King County HMIS HelpDesk at [KCSUPPORT@BITFOCUS.COM](mailto:KCSUPPORT@BITFOCUS.COM) & (206) 444-4001, EXT 2.