

SSO-CE Desk Monitoring Checklist

_____,'

NCCEH will be monitoring _____'s SSO-CE activities in June 2020. Please upload the following materials to this form by _____, 2020:

- Minutes and agendas from all regional coordinated entry meetings held during the operating year.
- The Region __ Coordinated Entry Plan and any local additional local procedures (like CE meeting structures or decision-making procedures)
- _____'s Coordinated Entry Policies and Procedures
- Financial statements that verify all SSO-CE financial transactions (like a general ledger report or expense report)
- Copies of all reimbursement requests submitted to NCCEH and all financial records related to the SSO-CE project from _____, 2020 through _____, 2020
- Timesheets for all staff billing time to the SSO-CE grant from _____, 2019 through _____, 2020
- Documentation of any CE grievances filed during the operating year.
- Verification of homelessness for all clients on the by-name list. NCCEH staff will review the files for the following clients:
 - HMIS ID _____
 - HMIS ID _____
 - HMIS ID _____
 - HMIS ID _____
 - HMIS ID _____