**Coordinated Entry Access 101 for Street Outreach**

Three steps for connecting an unsheltered person with Coordinated Entry.

1. Identify yourself and explain the purpose of your questions.

Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I am helping connect persons experiencing homelessness to resources in the community. Would you like information on shelters in your area or how to get connected to a system in your area for permanent housing?

If the person does not give consent, thank the person for his/her time and move on.

If the person gives consent, ask:

1. Has anyone asked you questions about experiencing homelessness?
2. Where are you sleeping tonight?
3. If the client is sleeping somewhere unsheltered, please complete one of the following:
4. ONLY if you have been trained on the VI-SPDAT, then please complete both the assessment and contact information below with the client.
5. If you have NOT been trained on the VI-SPDAT, then please only complete contact information with the client.

**Client Contact Information:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE OF DATA COLLECTION** | | | | | | | | | |
|  |  | **/** |  |  | **/** |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **HMIS CLIENT ID - For HMIS Users only** | | | | | | | |
|  |  |  |  |  |  |  |  |

Month Day Year

|  |  |
| --- | --- |
| **NAME - (First, Middle, Last, Suffix if not using HMIS ID)** | |
| First Name |  |
| Middle Name |  |
| Last Name |  |
| Suffix (e.g., Jr, Sr, III) |  |

|  |  |  |
| --- | --- | --- |
| **Client Contact Information**  SAY: Recording multiple ways to contact you is important to ensure that you receive services and resources as they become available. | | |
|  | | |
| **Type** | **Details** | Ok to receive texts? |
| Primary Phone Number |  | Yes No |
| Secondary Phone Number |  |
| Email Address |  |  |
| Social Media Handle or Website |  |  |
| Other contact method (frequent location, intersection, friend or family member, worksite) |  |  |

1. Give the completed contact information and/or the completed VI-SPDAT to your Regional Coordinated Entry Lead.