Coordinated Entry Access 101 for non-CE Participating Agencies

Use three steps for connecting an unsheltered person with Coordinated Entry.

1. Ask client if they are currently sleeping unsheltered\*.

\*Unsheltered means sleeping in places not meant for human habitation, which include:

* + Streets, parks, alleys, parking ramps, parts of the highway system, transportation depots and other parts of transportation systems (e.g., subway tunnels, railroad cars), all-night commercial establishments (e.g., movie theaters, laundromats, restaurants), abandoned buildings, building roofs or stairwells, chicken coops and other farm outbuildings, caves, campgrounds, vehicles, and other similar places.

1. If the client is sleeping somewhere unsheltered, please complete the below contact information with the client (as much as possible):

**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 |  | Yes No |
| Email Address |  |  |
| Social Media Handle or Website |  |  |
| Other contact method (frequent location, intersection, friend or family member, worksite) |  |  |

1. Give the completed contact information to your Regional Coordinated Entry Lead.