



HMIS DOCUMENT

# CE DATA ELEMENTS WORKFLOW

Homeless Services Network of Central Florida

4065-D L.B. McLeod Road

Orlando, FL 32811

Phone: (407) 893-0133

Fax: (407) 893-5299

[www.hsncfl.org](http://www.hsncfl.org)

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## Purpose

The purpose of this document is to outline the new Coordinated Entry (CE) Data Elements **4.19 Coordinated Entry Assessment** and **4.20 Coordinated Entry Event** and provide guidance on collecting these elements in HMIS.

## HMIS Roll-out Schedule

**March 23-30, 2020** – Workflows are created and training provided to CES General Intake staff on new data elements

**April 1, 2020** – New CE Data Elements are made available to CES General Intake staff

**April 1 – May 31, 2020** – CES General Intake staff collect new elements and provide feedback, HMIS develops simple reporting to support new workflow changes

**June 1 - July 31, 2020** – New data elements are introduced to the “second phase” of CES collection (staff who complete RecordKeeping Reviews), impacts to registry are noted and revisions made to workflows as necessary

**July 31- Sept 30, 2020** – Revisions as necessary, roll out to other access point staff

**Oct 1, 2020** – CE data elements are officially and consistently collected across all necessary access points

**Oct 1, 2021** – CE APR submission date

## CE Data Elements

There are **2** new data elements associated with the new Coordinated Entry data collection process:

### 4.19 Coordinated Entry Assessment

The 4.19 Coordinated Entry Assessment...

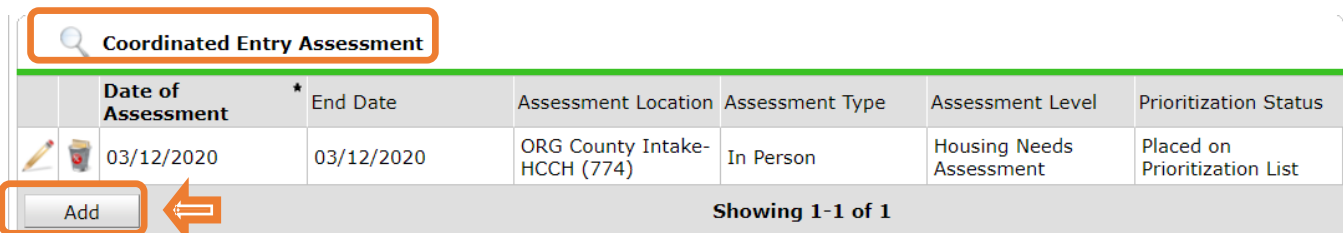
...”is a flexible data element that collects an assessment date, location, and result. It allows CoCs to define their own assessment questions and responses and categorizes each assessment into different types: Crisis Needs or Housing Needs. This data element is intended to standardize data collection on core components of Coordinated Entry like access, assessment, referral, and prioritization.”


This element must be collected every time a VI-SPDAT, VI-F-SPDAT, or TAY-VI-SPDAT is completed with a client, along with a 4.12 Current Living Situation (Coordinated Entry or Street Outreach projects ONLY) and a 4.20 Coordinated Entry Event.

### 4.19 COORDINATED ENTRY ASSESSMENT INSTRUCTIONS

A 4.19 Coordinated Entry Assessment element is collected whenever a client is assessed using a “Housing Needs Assessment”; a VI-SPDAT, VI-F-SPDAT, or TAY-VI-SPDAT. This element collects information about the assessment.

To **ADD** a new 4.19 Coordinated Entry Assessment...













Coordinated Entry Assessment							
	Date of Assessment *	End Date	Assessment Location	Assessment Type	Assessment Level	Prioritization Status	
	03/12/2020	03/12/2020	ORG County Intake-HCCH (774)	In Person	Housing Needs Assessment	Placed on Prioritization List	


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Add

### Coordinated Entry Assessment

Date of Assessment *	03 / 13 / 2020	   G
End Date	/ /	   G
Assessment Location	-Select-	 G
Assessment Type	-Select-	 G
Assessment Level	-Select-	 G
Prioritization Status	-Select-	 G

**Save** **Save and Add Another** **Cancel**



**Date of Assessment** – Date the Housing Needs Assessment was completed

**End Date** – Leave blank

**Assessment Location** – Select from the picklist the location where the Housing Needs Assessment occurred (your project/agency from the dropdown list)

**Assessment Type** – Select from the picklist the method that the Housing Needs Assessment was completed; In Person, Over the Phone, or Virtual

**Assessment Level** – Select “Housing Needs Assessment” ONLY

**Prioritization Status** – Select “Placed on Prioritization List” ONLY

## 4.20 Coordinated Entry Event

The 4.20 Coordinated Entry Event...

...”element is designed to capture key referral and placement events, as well as the results of those events. It will help communities understand the events that go into achieving desired (and undesired) results through the Coordinated Entry system. This data element is intended to standardize data collection on core components of Coordinated Entry like access, assessment, referral, and prioritization.”

This element must be collected along with a 4.19 Coordinated Entry Assessment, as well as whenever referrals or other events take place with intent to permanently house the client.

## 4.20 COORDINATED ENTRY EVENT INSTRUCTIONS

To **ADD** a new 4.20 Coordinated Entry Event...

Coordinated Entry Event					
	Start Date *	Date of Event *	Event *	Referral Result	Date of Result
	11/11/2019	11/11/2019	Problem Solving/Diversion/Rapid Resolution intervention or service		
<input type="button" value="Add"/>			Showing 1-1 of 1		

Coordinated Entry Event	
Start Date *	03 / 13 / 2020
End Date	/ /
Date of Event *	/ /
Event *	-Select-

**Start Date** – Date of the event being recorded

**End Date** – Leave blank

**Date of Event** – This should correspond with the date of the Housing Needs Assessment

**Event** – The event provides many picklist options in two subcategories: Access Events and Referral Events.

FOR ACCESS POINTS – “Referral to a Scheduled Coordinated Entry Housing Needs Assessment” should be selected **ONLY**

The following section of the Coordinated Entry Event, circled in **Green**, are fields that are dependent on what picklist option was chosen above in “Event”. These fields are applicable to Recordkeeping staff **ONLY**.

If 'Event' answer was 'Problem Solving/Diversion/Rapid Resolution intervention or service result', please answer the following question:

Problem Solving/Diversion/Rapid Resolution intervention or service result - Client housed/re-housed in a safe alternative  G

If 'Event' answer was 'Referral to post-placement/follow-up case management result', please answer the following question:

Referral to post-placement/follow-up case management result - Enrolled in Aftercare project  G

If 'Event' answer was a Referral to an ES, TH, Joint TH-RRH, RRH, PSH, or Other PH opening, please answer the following question:

Location of Crisis Housing or Permanent Housing Referral  G

If 'Event' answer was a Referral to an ES, TH, Joint TH-RRH, RRH, PSH, or Other PH opening, please answer the following question:

Referral Result  G

If 'Event' answer was a Referral to an ES, TH, Joint TH-RRH, RRH, PSH, or Other PH opening, please answer the following question:

Date of Result  /  /     G