

HMIS Coordinated Entry Cheat Sheet

Use this guide to gain a better understanding of how each data element affect CES, and clients access to housing opportunities. This guide is based on the 2020 HMIS Data Standards.

Access Points

Please note that everything in this section must be completed for the Coordinated Entry System (CES).

Enrollment

Data Element: 3.08 Disabling Conditions

Why is this important?

This data element is used, along with other information, to identify whether a household meets criteria for chronic homelessness (CH).

How can this impact my clients?

If households are not properly identified as being CH, they will not be considered for Permanent Supportive Housing opportunities.

A disabling condition is one or more of the following:
A) A physical, mental or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:

- is expected to be long continuing or indefinite duration
- Substantially impedes the individual's ability to live independently; AND
- Could be improved by the provision of more suitable housing conditions

B) A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bills of Rights Act of 2000 (42 U.S.C 15002); OR

C) The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome

Data Element: 3.917 Prior Living Situation:

Why is this important?

This data element is used, along with other information, to identify whether a client meets criteria for chronic homelessness (CH).

What does this data element consist of?

It is important to remember that this data element is more than just 1 question, it is a series of question, so extra attention must be placed here:

- **Approximate Date Homelessness Started** - This date should reflect the first date of the household's current episode of homelessness, with no "breaks in homelessness" between this date and the date the client is enrolled in the project.
- **Number of times on the street, in ES, or Safe Haven in the past 3 years** - This should reflect the number of times the household has been homeless with "breaks in homelessness" between each time.
- **Total # of months homeless on the streets, in ES, or Safe Haven in the past 3 years** - This should reflect the cumulative amount of time the household has been homeless over the past 3 years. If the household has had "breaks in homelessness", the case worker should sum the amount of time each episode lasted.

- For a household to be considered CH the head of household should have the following information reflected:

- They must have one year of consistent homelessness, as reflected in the **Approximate Date Homelessness Started** field

OR

- They must have 3 episodes of homelessness, as reflected in the **Number of times on the Street, in ES, or Safe Haven in the past 3 years** field AND they must have a total of 12 months of homelessness as reflected in the **Total # of months homelessness on the streets, in ES, or Safe Haven in the past 3 years** field

AND

- A disabling medical condition as reflected in the Disabling Condition fields

**Break in Homelessness: When a household has stayed in one of the living situations listed for a specified set of time:*

- Institutional Setting for longer than 90 days
- Permanent/ Temporary Setting for longer than 7 days

ALL CES Users

Data Element: 4.12 Current Living Situation

Why is this important?

This information is used to record each contact between people experiencing homelessness and service providers. Additionally, it will help provide information on the number of contacts required to engage a client and document the client's current living situation as needed.

How can this impact my clients?

Not recording this assessment in a client's enrollment does not capture the work that is required to successful place a household in permanent housing, which is critical for having a full understanding of how the Coordinated Entry System functions.

- If the Current Living Situation is a Temporary or Permanent Setting, additional housing status information will need to be collected to support the determination of imminent and at-risk of homelessness housing status.
- For CE Enrollments, record a new Current Living Situation record anytime any of the following occurs:
 - A Coordinated Entry Assessment or Coordinated Entry Event is recorded; or
 - The client's living situation changes;
 - If a Current Living Situation has not been recorded for longer than a community-defined length of time (ie. longer than 90 days)
 - When the household is enrolled into the Coordinated Entry project.
- Completing a Current Living Situation assessment automatically updates the client's Last Activity Date on the Referrals page.

Data Element: 4.19 Coordinated Entry Assessment

Why is this important?

This information is meant to standardize CES in areas like access, referrals and prioritization.

How can this impact my clients?

Households without a CE assessment cannot be added to the Community Queue and get housing assistance through CES.

- The Orange County CoC has chosen to use the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) to assess all households being served through the Coordinated Entry System
- Scores that result from this assessment are used to help determine the type of housing assistance the household needs to be successfully placed in permanent housing

Data Element: 4.20 Coordinated Entry Events

Why is this important?

The purpose of the CE Events is to capture when referrals and placements occur.

How can this impact my clients?

This information will help the CoC better understand what events go into achieving desired and undesired results, and is necessary to understand outcomes for households served through the Coordinated Entry System.

- Events that are not referrals to housing projects must be tracked on the Services page under the Coordinated Entry enrollment
- Housing referral events are automatically tracked when a household is matched to a housing opportunity through the Community Queue:
 - A housing referral is considered successful if the household is enrolled in the housing project they were referred to
 - A housing referral is considered unsuccessful if the housing agency or the household denies the match, or if the referral expires because it has not been updated for 90 days

Coordinated Entry Prioritization

Why is this important?

Orange County has developed criteria to determine the households that should be prioritized to serve with the available housing opportunities. This is to ensure that the most vulnerable households are served with the limited resources available.

How can this impact my clients?

Ensuring that this information is accurate and up-to-date will help households be identified as priorities. Please note that these priorities are subject to change as the needs of the community change.

- The two current priorities are serving the households with the longest lengths of homelessness and assisting those in shelter. Case managers are able to update this information at any time in HMIS.
 - **Length of Time Homelessness**
 - This is captured in the Approximate Date Homelessness Started field, and should reflect the date the client's current episode of homelessness began.
 - Case managers are encouraged to write out a timeline with clients to help determine any breaks in homelessness or other episodes they may have experienced.
 - **Shelter/Not Shelter**
 - If a client is staying in a shelter or has moved out of a shelter they were staying in AND they have completed a VI-SPDAT assessment, the case manager must update their CE Assessment question "Where do you and your family sleep most frequently?"