INSTITUTE FOR COMMUNITY ALLIANCES

NH COORDIANTED ENTRY QUICK GUIDE

For a client to be added to the prioritization list they need **BOTH** an enrollment into Coordinated Entry **AND** a NH Coordinated Entry Assessment completed.

If all the following steps are not completed, your client will NOT populate on the coordinated entry prioritization list.

1. Ensure you are in the NH Coordinated Entry Agency



- 2. Search for your client and enroll them/their entire household into your CoC's Coordinated entry program.
- 3. Complete the enrollment questions for each household member.

Dad Test profile history programs assessments referrals notes files contact location						
PROGRAMS: AVAILABLE						
BoS CoC Coordinated Entry		^				
Active Clients	Referrals (90 Days) 2 INTERNALS 100 % Referrals Pending 0 % Referrals Connect 0 % Referrals Denied					
Funding Source HUD.COC - Supportive Services Only Availability Full Availability Include group members: Child Boy Test Baby Girl Test						
PRINT DIRECTIONS	_	ENROLL				

4. Complete the NH Coordinated Entry Assessment for the Head of Household.

PROGRAM: BOS COC COORDINATED ENTRY	
Enrollment History Provide Services Assessments Notes Files	× Exit
Assessments	LINK FROM ASSESSMENTS
Current Living Situation	START
Status Update Assessment	START
Annual Assessment	START
NH Coordinated Entry Assessment	START
Prevention and Diversion Tool	START

5. Toggle on "NH Queue" and click "Refer Directly to Community Queue"

PROGRAM: BOS COC COORDINATED ENTRY					
Enrollment History Provide Services	Assessments Notes Files	× Exit			
PROGRAM ELIGIBILITY DETERMINATION					
NH CE Score Summary					
CURRENT LIVING SITUATION	8				
HISTORY OF HOMELESSNESS	4 EVICTION HISTORY	2			
INCOME AND EMPLOYMENT	2 HISTORY WITH CRIMINAL JUSTICE SYSTEM/ INSTITUTIONAL CARE	2			
HOUSEHOLD COMPOSITION SAFETY	6 HEALTH 0 SUBSTANCE USE	9			
MENTAL HEALTH	4 RESOURCES AND SUPPORTS	4			
MENTALHEALTH		v			
	NH CE PRE-SCREEN TOTAL 41				
🕖 NH Queue					
REFER DIRECTLY TO COMMUNITY QUEUE(S)					
NH Queue					

6. Add any notes that may be necessary and click "Send Referral"

REFERRAL: ADD TO CQ			
Send to Queues	NH Queue		
Referred Program	Community Queue		
Referred to Agency	Community Queue		
Referring Agency	NH Coordinated Entry		
Private			
B <i>I</i> := :=			
	SEND REFERRAL CANCEL		

7. Check that the client has been sent to the Community Queue by clicking into the Community Queue within Referrals and search for your client.

NH Coordinated Entry					D SEARCH ≡ CASELOAD & REFERINALS
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REFERRALS					Las
Pending Community Queue Analysis Completed Denied Sent Availability O	pen Units				1 20
Search test Mode	•	Standard		~	
Sort E	Ву	Default		~	Pending Completed
Eligible Clients Only				SEARCH	- Compariso
Client	Refe	erral Date	Days Pending		
Johnny Test Referred by: NH Coordinated Entry 🕢	02/3	23/2022	131		
Dad Test Referred by: NH Coordinated Entry ()	07/0	05/2022	0		

IF YOUR CLIENT IS IN THE PENDING SECTION, THEY ARE NOT GOING TO POPULATE ON THE PRIORITIZATION LIST