

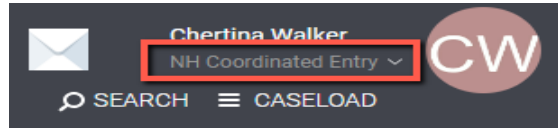
INSTITUTE FOR COMMUNITY ALLIANCES

NH COORDIANED 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.

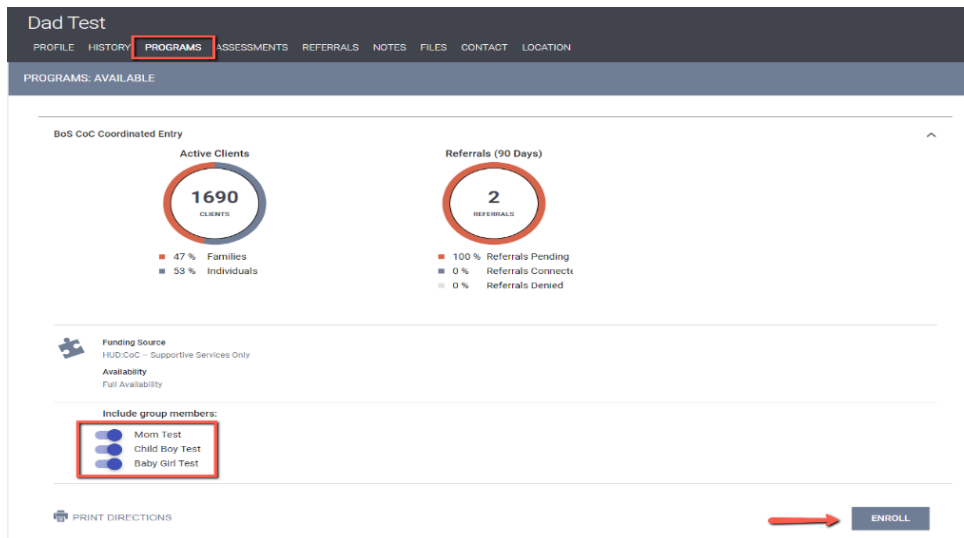
If all the following steps are not completed, your client will NOT populate on the coordinated entry prioritization list.

1. Ensure you are in the NH Coordinated Entry Agency

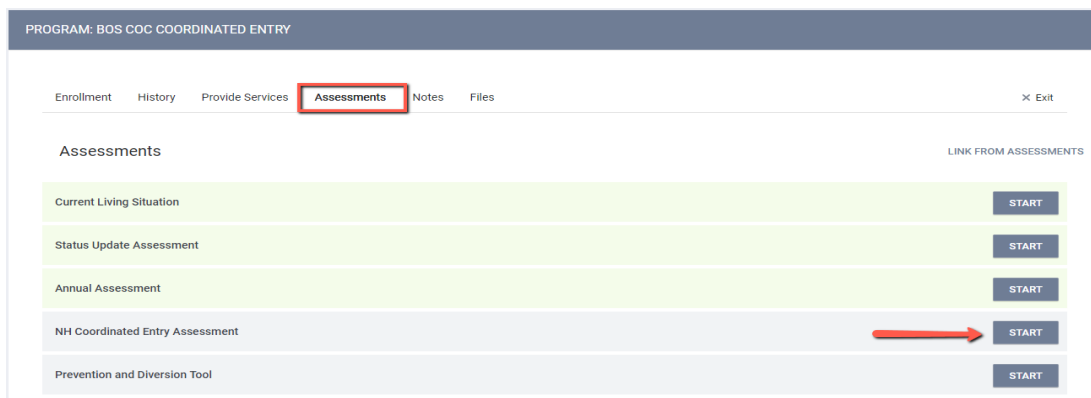


2. Search for your client and enroll them/their entire household into your CoC's Coordinated entry program.

3. Complete the enrollment questions for each household member.



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



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

NH CE Score Summary		
CURRENT LIVING SITUATION	8	
HISTORY OF HOMELESSNESS	4	EVICTON HISTORY 2
INCOME AND EMPLOYMENT	2	HISTORY WITH CRIMINAL JUSTICE SYSTEM/ INSTITUTIONAL CARE 2
HOUSEHOLD COMPOSITION	6	HEALTH 9
SAFETY	0	SUBSTANCE USE 4
MENTAL HEALTH	4	RESOURCES AND SUPPORTS 0
NH CE PRE-SCREEN TOTAL 41		

NH Queue

REFER DIRECTLY TO COMMUNITY QUEUE(S)

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

Send to Queues: NH Queue
Referred Program: Community Queue
Referred to Agency: Community Queue
Referring Agency: NH Coordinated Entry
Private:

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.

REFERRALS

Community Queue

Search: test

Client	Referral Date	Days Pending
Johnny Test Referred by: NH Coordinated Entry	02/23/2022	131
Dad Test Referred by: NH Coordinated Entry	07/05/2022	0

126
Legend: Pending, Completed

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