

NWCoC Coordinated Entry Training

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Training Series Outline and Key Materials

January, 2023



Guiding Documents of the NWCoC Coordinated Entry System (CES)

- ▶ The Northwest Continuum of Care [NWCoC CES Policy Manual](#)
 - ▶ This manual sets the minimum standards for the NWCoC
 - ▶ The Northwest Minnesota Continuum of Care (CoC) will operate a Coordinated Assessment (CA) system in conformance with 24 CFR 578, Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Continuum of Care Program Interim Final Rule published in Vol. 77 No.147 of the Federal Register on July 31, 2012.
- ▶ The Northwest Continuum of Care [NWCoC CES Procedure Manual](#)
 - ▶ This manual outlines how the NWCoC will comply with the minimum standards set in the Policy Manual. This is the “How To” document that will guide your work and ensure compliance with the CES.
- ▶ The Northwest Continuum of Care [ESG and CoC Administration Policies](#)
 - ▶ This policy established minimum eligibility criteria for programs and program types, as well as establishing the referral criteria for the CES.

The Northwest Continuum of Care NWCoC CES Policy Manual

- ▶ The NWCoC CES Procedure Manual will be your go-to document for the implementation of the NWCoC CES process. It includes things like the following to help you:
 - ▶ Terms and Definitions
 - ▶ Key Roles
 - ▶ Participation Expectation
 - ▶ Nondiscrimination Procedures
 - ▶ Stages of the CES
 - ▶ Maintaining the Priority List
 - ▶ Project Transfers

Quiz Questions

- ▶ Appendix B of the NWCoC Coordinated Entry Procedure Manual outlines the training procedure. The link to take the quiz is located at the end of this document.
- ▶ If you are viewing this recording, it is likely you have been sent this document. If not, it can be found on the CoC CES Webpage: [Appendix B Training Access](#)
- ▶ For additional information regarding training e-mail the NWCoC Priority List Manager.

Participation Documentation

- ▶ Participation in Coordinated Entry requires an agency to complete the signing of two documents.
- ▶ [CES Inter-Agency Data Sharing Agreement](#)
 - ▶ Completed Once by the Agency
- ▶ [Coordinated Entry Participation Agreement](#)
 - ▶ Updated anytime there is a change in staff needing access to CES



Where do I go if I have questions?

▶ A. NWCOC coordinator

- ▶ For questions regarding the homeless response system and the Coordinated Entry System in Northwest Minnesota the COC Coordinator can be of help.

▶ B. Priority List Manager

- ▶ For questions regarding the priority list or client referral process in Northwest Minnesota, the Priority List Manager can be the best resources. If you have questions regarding the Alternative Priority List, the Priority List Manager can also assist with getting you access.

▶ C. MNHMIS Website / Helpdesk

- ▶ The Institute of Community Alliances who serves as the lead agency for HMIS can answer any questions regarding the role of HMIS in coordinated entry and how to use HMIS. <https://www.hmismn.org/coordinated-entry> You can also e-mail the Help Desk at MNHMIS@icalliances.org and someone will quickly response to help.

▶ D. NWCOC Website

- ▶ The NWCOC has a page dedicated the Coordinated Entry System that has training resources, policies, and forms related for agencies. <https://www.nwmf.org/resources/strategic-partnerships/nwcoc/housing-access-coordinated-entry/> .

▶ E. Grant Managers

- ▶ The program you are operating has a grant manager that can assist you with questions. Work with your supervisor if you need to ask a question of your grant manager. An important note is grant managers are not able to grant any variance to the policy and procedures of the NWCOC CES. Any variance to policy needs to be granted by the NWCOC board or a policy change needs to be implemented.



Do I need to use CES?

- ▶ If your agency is providing supportive services it is likely your program requires the use of the Coordinated Entry System (CES). All federally funded projects by the Continuum of Care program or Emergency Solutions Grant (ESG) program require the use of CES. All homeless designated beds or vouchers must utilize the CES prioritization list to fill ALL open beds/units/vouchers. This includes: Transitional Housing, Rapid Re-housing, Permanent Supportive Housing, Emergency Solutions Grant THP, High Priority Homeless (HPH) or site-based beds and Youth Homeless Demonstration Project.
- ▶ It is important to remember there is only one CES in NWCOC, meaning your grant funder cannot approve a change to how your program interacts with the CES. **The NWCOC has authority over the CES.** If you have questions regarding whether or not your program openings need to be filled with the CES, please reach out the NWCOC Coordinator.



Training Overview

- ▶ The training is broken up into the following sections:
 - ▶ Training Overview
 - ▶ System Overview
 - ▶ Overview of NWCoC Forms
 - ▶ Access and Assessment
 - ▶ Prioritization and Placement (Referral)
 - ▶ Project Transfers, Moving On, and Waivers
- ▶ All of these sections will have video recordings and Powerpoints for your review and use.
- ▶ For users that will be using the HMIS to enter data the Institute of Community Alliances has training you will need to complete. <https://www.hmismn.org/coordinated-entry>.

Thank You

- ▶ If you have questions regarding this training please reach out to the NWCoC Priority List Manager.