



## NW CoC Diversion/Coordinated Entry Training

### IMPORTANT – DO THIS FIRST:

Assessors, Housing Coordinators/Case Managers who are completing this training to gain access to your Diversion and Coordinated Entry Provider for NW CoC Coordinated Entry in HMIS, complete your HMIS New User Training before you start the NW CoC Diversion/CES training. The HMIS New User Training is at [hmismn.org](http://hmismn.org) under Training. When you have completed your HMIS New User Training, you can start the NW CES process.

### NW COC CES INSTRUCTIONS FOR NEW USERS

1. View the CES videos on the [hmismn.org](http://hmismn.org) website.

Go to: [hmismn.org](http://hmismn.org), then  
Training, then  
Coordinated Entry.

As you scroll down, you will see “What’s Your Role?”

If you will only be entering households into Coordinated Entry, you are an **Assessor**.

If you are a case manager for a housing program (PSH, YHDP, THP, RR, etc), you are a **Housing Provider**.

You may also have a **dual role as both an Assessor and a Housing Provider**.

Click on your role to view the videos and resources. If you are both an Assessor and a Housing Provider, be sure to view the videos and resources under both.

2. The NW CoC training link is: <https://www.nwmf.org/resources/strategic-partnerships/nwcoc/housing-access-coordinated-entry/#tab-5e34672e2183c>. Scroll down to the Implementation tab. Under this tab, you will find the NW CoC Coordinated Entry System Training Series. Complete all 7 of the videos.

When you have completed the NW CoC training, go to the following link for the quiz:

[https://docs.google.com/forms/d/e/1FAIpQLScxGLLnjZkz3W9IoVjECeT4IPuHmX4vDJlpMyRC\\_pVXC4p7dg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScxGLLnjZkz3W9IoVjECeT4IPuHmX4vDJlpMyRC_pVXC4p7dg/viewform?usp=sf_link).

Notify me by e-mail when you have completed the trainings and quiz. We will set up a follow-up Teams meeting and I will notify the HelpDesk to add the NW CES Diversion and Coordinated Entry to your HMIS providers. My e-mail address is [meganc@nwmf.org](mailto:meganc@nwmf.org).