

# NWCoC Coordinated Entry Procedure Manual

## Appendix G: CE Assessor Agency Check Report Instructions

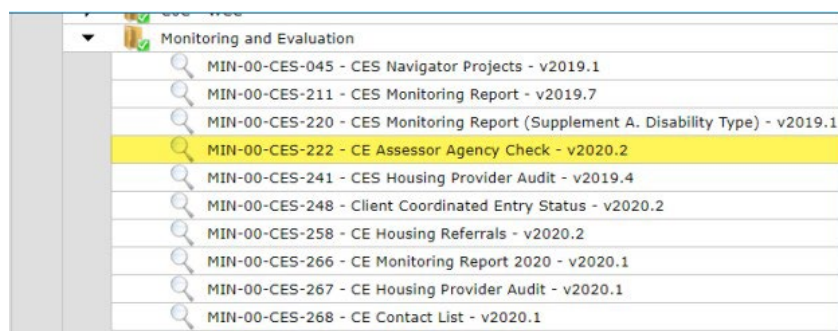
V: 10/26/22



NW COC PRIORITY LIST CLEAN-UP 1-07-23

Run the CE Assessor Agency Check. The report's full name is MIN-00-CES-222 – CE Assessor Agency Check

To find the report, open Connect to Business Objects in ServicePoint. Expand the following folders in order: **Public Folder=>Minnesota\_live\_folder=>SSA Report Gallery=>Coordinated Entry=>Monitoring and Evaluation.**



Report Prompts:

Select Assessment Provider(s): Use your 4 digit CE Provider (see chart below)

Select CoC Code: **SKIP**

EDA Provider: selected automatically – **DO NOT CHANGE THIS VALUE!**

Enter Effective Date: The date you are running the report

(4390) Alluma-NWC-Coordinated Entry Assessment

(4381) BICAP-NWC-Coordinated Entry Assessment

(4383) Care and Share-NWC-Coordinated Entry Assessment

(4386) Evergreen-NWC-Coordinated Entry Assessment

(4973) Housing Matters-NWC-Coordinated Entry Assessment

(4387) ICCC-NWC-Coordinated Entry Assessment

(5316) MACV-NWC-Coordinated Entry Assessment

(4388) Mahube-NWC-Coordinated Entry Assessment

(4389) NWCAA-NWC-Coordinated Entry Assessment

(5626) NWICDC-NWC-Coordinated Entry Assessment

(4392) Ours to Serve-NWC-Coordinated Entry Assessment

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(4394) Red Lake Homeless Shelter, Inc.-NWC-Coordinated Entry Assessment

(4395) Red Lake Reservation Housing Authority-NWC-Coordinated Entry Assessment

(6301) Sanford Health-CA-NWC-Coordinated Entry Assessment

(4391) TVOC-NWC-Coordinated Entry Assessment

(4850) White Earth-NWC-Coordinated Entry Assessment






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The Interim Check tab will show households who have not had a review in the past 90 days or have no interim review at all. All household's should have at least one assessment every 90 days.


The agency that does the intake and assessment has the responsibility to keep in contact with the household and update the CES record accordingly. Housing Agencies working with the household for a referral will also update the CES record.

Client CES entries must be updated by adding an **Interim Review** to the clients CE at least once every 90 days. **DO NOT USE THE ASSESSMENT TAB TO UPDATE A RECORD**

1. Go to the client's record in HMIS, (be sure to EDA to CES).
2. Choose Interim in the NW CoC CES project.
3. Add Interim Review,
4. Review type is Update

Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count
Basic	 06/07/2021				

Showing 1-1 of 1



If you have had contact with the household in the past 90 days, please indicate the type of contact and any changes in the household's situation in the Assessor Notes.

If you cannot contact a household, or you receive information that shows the household is no longer in need of Coordinated Entry/housing assistance, update the assessor notes showing the date(s) contact was made, type of contact, and result. Exit the household from the Coordinated Entry program. (see Diversion and Coordinated Entry instructions).