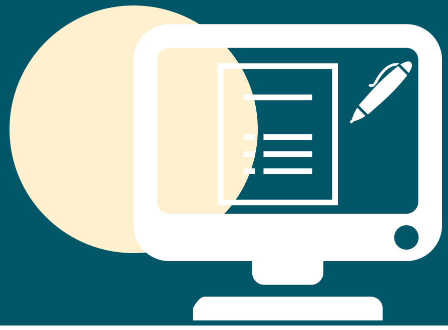


Receiving Agency Guidance

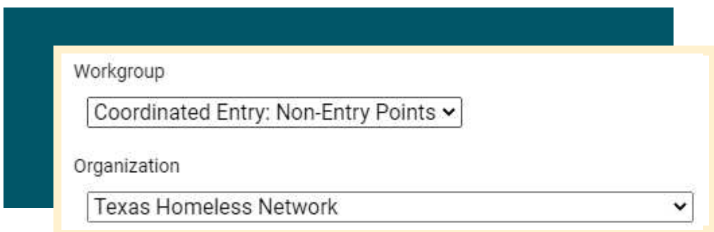
NOW YOU'RE A RECEIVING AGENCY

What does this mean?

- You have trained case managers who will be able to do the following in HMIS: Respond to/ update client referrals, exit clients from Coordinated Entry, and update client statuses.
- When a unit becomes available in your program, projects will consult their referrals or the Housing Priority List and apply the **prioritization standards** to determine the next participant.

What does your HMIS set-up look like?

- Workgroup access: **Coordinated Entry: Non-Entry Points**
    - In this workgroup, you will be able to access your referrals on your provider profile and exit clients from their Coordinated Entry enrollment.



- **Questions?**

1.What if I don't see referrals on my provider profile?

- Talk to your entry points. Assessors must record referrals to your agency based on the results of a client's VI-SPDAT or F-VI-SPDAT and the eligibility matrix

2. Who exits the client's CE enrollment once they've been accepted into a housing program?

- The receiving agency. You have the ability to exit a client's CE enrollment and add CE and Active/Inactive statuses as necessary.

- **HMIS Access for Receiving Agencies**
    1. Full Access
    2. Read-Only Access
    3. No Access- Ghost Profile

Do you have questions or need more guidance? Select from below.

Email CE@THN.org | CE Website | CE Written Standards | CE Data Guide