Coordinated Entry Training Requirements

Coordinated Entry training empowers staff at entry points and receiving agencies to serve presenting households effectively. Kick off the training process with one of these two training checklists:

Entry Point Assessors

Receiving Agency Staff

At any point during or after the on-boarding period, an agency can request additional one-on-one technical assistance through the Technical Assistance Request Form. The assistance provided can range from:

- **In-depth program assistance**
- **Capacity building**
- **Online resources and webinars**
- **Brainstorming solutions to end homelessness in your community**
- **And more!**

In addition to the HMIS training and Litmos courses provided by THN, the Coordinated Entry Assessor Manual provides additional resources for new assessors regarding topics such as trauma informed care, case conferencing, and referrals. This manual provides assessors with the reasoning and purpose behind Coordinated Entry, as well as supplemental knowledge that will assist them in serving households that are seeking care.
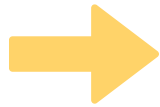
CE Training Checklist:
Assessors

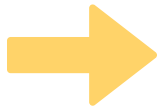Are you a new assessor at an entry point with only CE services?

1. Complete training request form for CE.

2. Gain access to and watch Litmos videos: HMIS Data Security, Diversion Theory, Diversion HMIS, CE Theory, CE HMIS.

3. Complete task list in ClientTrack training site (CE Diversion Task List).

4. Sign HMIS User Agreement. THN staff to grant HMIS access afterwards.

Are you a new assessor at an entry point and using HMIS for additional services or projects?

1. Complete training request form for HMIS.

2. Gain access to and watch Litmos videos relevant to your agency's services.

3. Complete task list in ClientTrack training site (programs / services).

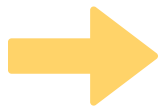**4.** Complete training request form for CE.

5. Watch Litmos videos: HMIS Data Security, Diversion Theory, Diversion HMIS, CE Theory, CE HMIS.

6. Complete task list in ClientTrack training site (CE Diversion Task list).

7. Sign HMIS user agreement. THN staff to grant HMS access afterwards.

CE Training Checklist: Receiving Agency Staff

Are you a new staff member at a CE receiving agency?

1. Complete training request form for HMIS.

2. Gain access to and watch Litmos videos that match the programs and services your agency provides.

3. Complete task list in ClientTrack training site (programs / services).

4. Complete training request form for CE.

5. Watch Litmos videos - HMIS Data Security, CE Theory, CE HMIS.

6. Sign HMIS User Agreement. THN staff to grant HMIS access afterwards.