

Steps for New Agencies in CE Regions

01. Connect with the Coordinated Entry Planning Entity (CEPE)



The agency connects with the CEPE to understand:

- What does the local CE process currently look like?
- Which agencies are participating and how are they participating?
- What and where are the regional governance documents?
- Who serves as the region's Coordinated Entry Steering Committee (CESC) Chair?
- Is there a process of "approving" a new Entry Point and what is that process?

The agency reads and signs the Memorandum of Understanding between Participating Agencies in the region.

02. Inform THN's Systems Change Team

Email CE@THN.org. The agency or a representative from the CEPE emails a signed copy of the Memorandum of Understanding. The agency or a representative from the CEPE emails THN with the following information:

New Entry Point:

- Agency Name and Address
- Hours of Operation
- CE Hours of Operation
- Contact Name, Phone Number, and Email
- Accessibility information - Visual and/or Hearing Impairments and Limited English Proficiency

New Receiving Agency:

- Agency Name and Address
- Hours of Operation
- Referral Contact Name, Phone Number, and Email
- Services Provided (i.e. Rapid Re-Housing, Permanent Supportive Housing, Transitional Housing)



03. Sign Up for CE Training

The agency completes CE Training Request Form for staff members. Staff members have 30 days to complete CE training online.

If the agency is new to participating in HMIS, the agency must read and complete THN's New HMIS Agency Application.



04. Update Governance Documents

The agency or a representative from the CEPE edits the region's Eligibility Matrix. THN's Systems Change Team will review and approve the document.

THN's Systems Change Team edits regional policies and procedures and marketing materials. A representative from the CEPE will review and approve these documents.



05. Complete Training and Begin the CE Process

Staff members at Entry Points who complete training are known as ASsessors and can complete the CE process in HMIS with households eligible for CE. THN will add new Entry Points to HMIS and to the Entry Point map on THN's website.

Staff members at Receiving Agencies can begin viewing and acknowledging referrals and updating the result of referrals in HMIS.



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

[Email CE@THN.org](mailto:CE@THN.org) | [CE Website](#) | [CE Written Standards](#) | [CE Data Guide](#)

