Steps For New CE Regions

01. Contact the Systems Change Team

Communities ready to implement CE should contact the Systems Change Team at THN to propose the formation of a new CE region in the TX BoS CoC. In some instances, communities may connect to an established CE region instead of creating a new region. If an agency is new to receiving funding from the ESG, CoC, or SSVF programs, the Systems Change Team will contact the agency.

02. Set up a community meeting

The community will set up an initial kick-off meeting with the Systems Change Team, either in person or virtually. Representatives from the Local Homeless Coalition or any agencies in the Housing Crisis Response System are encouraged to attend. This meeting will help the Systems Change team understand the local efforts to end homelessness that are already in place, and will help set expectations for CE implementation in the community. Prior to the meeting, participants should read through the Coordinated Entry Written Standards and the Systems Change Toolkit provided by the TX BoS CoC.

03. Form a Coordinated Entry Planning Entity

The CEPE should consist of at least one representative of each agency that will be participating in the Coordinated Entry process. The CEPE will establish key planning aspects for the region, consulting with the Systems Change Team for guidance. Together, the CEPE and Systems Change Team review the Regional Coordinated Entry Implementation Checklist.

04. Write Governance Documents and determine participating agencies

The CEPE creates and completes regional governance documents, consulting with the Systems Change Team for guidance. Once drafts are complete, the CEPE submits them to the Systems Change Team to review. The CEPE will also determine which agencies will be Entry Points, and which will be receiving agencies. The CEPE will request training on behalf of Entry Points and Receiving Agencies through THN's Google form.

05. Complete training and Governance Document revisions

The Systems Change Team will review drafts within two weeks from the date the governance documents are submitted. The Systems Change Team will schedule a meeting with the CEPE to present feedback and make any final revisions together. Once all documents are complete and finalized between the local agencies and the TX BoS CoC, agencies begin training to operate CE in their region. All Entry Points and Receiving Agencies should complete training within 30 days of assignment.

06. Implement Coordinated Entry

Once the governance documents and training have been completed, the community will choose a start date for when to begin assessing households through Coordinated Entry. On this date, Entry Point staff will begin engaging with households seeking services to determine if they meet the HUD definition of category 1 or 4 homelessness, discuss the CE process with them, and complete an assessment. After Entry Points have begun completing assessments, receiving agencies will begin to regularly check their provider profile in HMIS for referrals made to their agency.

THN