

## Texas Balance of State Continuum of Care

# COORDINATED ENTRY MANUAL

For all who are participating in a local Coordinated  
Entry process or interested in learning more

Systems Change Team at Texas Homeless Network

# Introduction

## Chapter 1: CE Planning

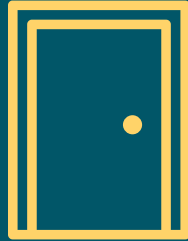
- Definitions
- Organizational Chart
- Roles and Responsibilities
- Coordinated Entry Planning Entity Meetings
- Regional Governance Documents
- Training Requirements
- Steps for New Agencies in CE Regions
- Steps for New CE Regions

## Chapter 2: CE Process

- CE Process Flowchart
- Eligibility Matrix
- Ghost Profiles in HMIS
- Referral Process for Entry Points
- Referral Process for Receiving Agencies
- Prioritization
- Case Conferencing Meetings
- Serving Survivors - Victim Service Provider Entry Points
- Serving Survivors - Entry Points (Non-Victim Service Providers)

## Chapter 3: Data and Reporting

- Entry Point Guidance HMIS
- Receiving Agency Guidance HMIS
- How to Find Referrals
- How to Navigate the Housing Priority List (HPL)
  - The Housing Priority List and Excel Data Export (CE Data Guide Appendix F)
- How to Run the Clients In Program Report



# INTRODUCTION

## Coordinated Entry (CE) Manual

The Coordinated Entry (CE) Manual is a set of CE-related infographics. Infographics are graphic visual representations of information, data, or knowledge. The purpose is to communicate information in a clear, concise manner. The information aligns with the Texas Balance of State Continuum of Care Coordinated Entry Written Standards and Coordinated Entry Data Guide.

The CE Manual is available as one multi-page PDF document or as separate PDF documents for people to download, print, and use as a reference in their workspace. Note: Infographics vary in page size (letter or legal) and orientation (portrait or landscape).

### Audience:

- **People who are planning and/or participating in a local Coordinated Entry process.**
- **People who are interested in learning more about Coordinated Entry in the Texas Balance of State Continuum of Care.**

*If you have any questions or suggestions, please contact the Systems Change Team at [CE@THN.org](mailto:CE@THN.org).*

*For more information about Coordinated Entry in the Texas Balance of State Continuum of Care, please select from below:*

- [Texas Balance of State Continuum of Care Coordinated Entry Website](#)
- [Texas Balance of State Continuum of Care Coordinated Entry Written Standards](#)
- [Texas Balance of State Continuum of Care Coordinated Entry Data Guide](#)