

# Texas Balance of State Continuum of Care

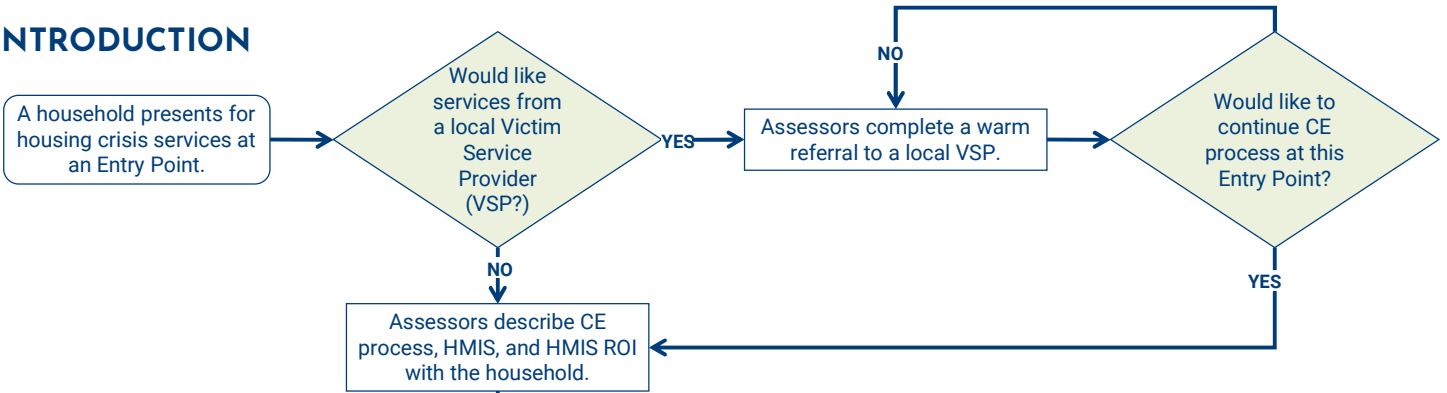
## Coordinated Entry Process Flowcharts

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The Coordinated Entry process is divided into four processes: Access, Assessment, Prioritization, and Referral. Each of these processes are described in detail in the [Texas Balance of State Continuum of Care Coordinated Entry Written Standards](#). They are also depicted as flowcharts on the following five pages. If you have questions or need more information, please contact the Systems Change team at [CE@THN.org](mailto:CE@THN.org).

### ACCESS

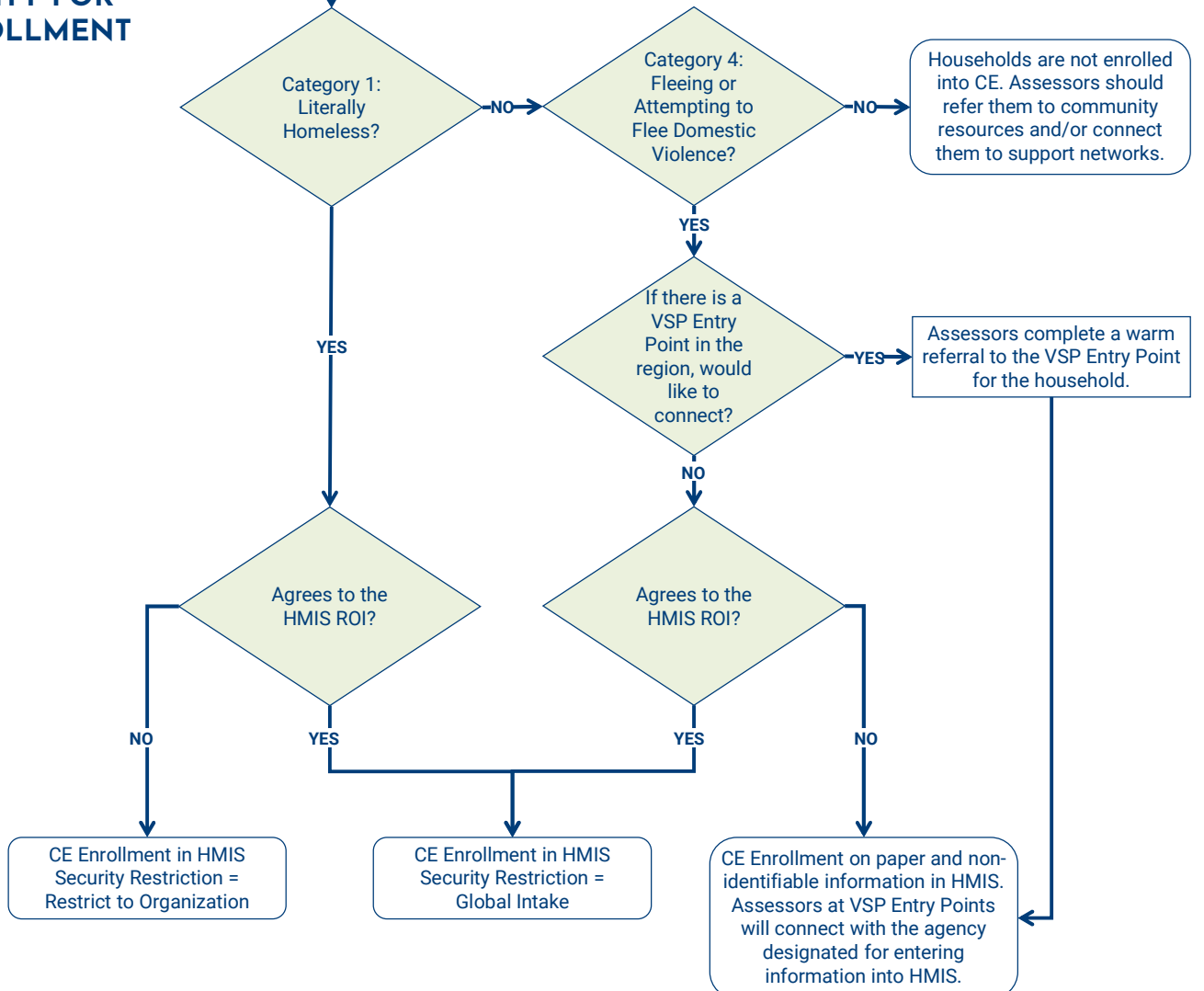
#### INTRODUCTION



#### DIVERSION

Diversion conversations for up to 14 days.

#### ELIGIBILITY FOR CE ENROLLMENT



#### FLOWCHART LEGEND

Start and End Points

Action

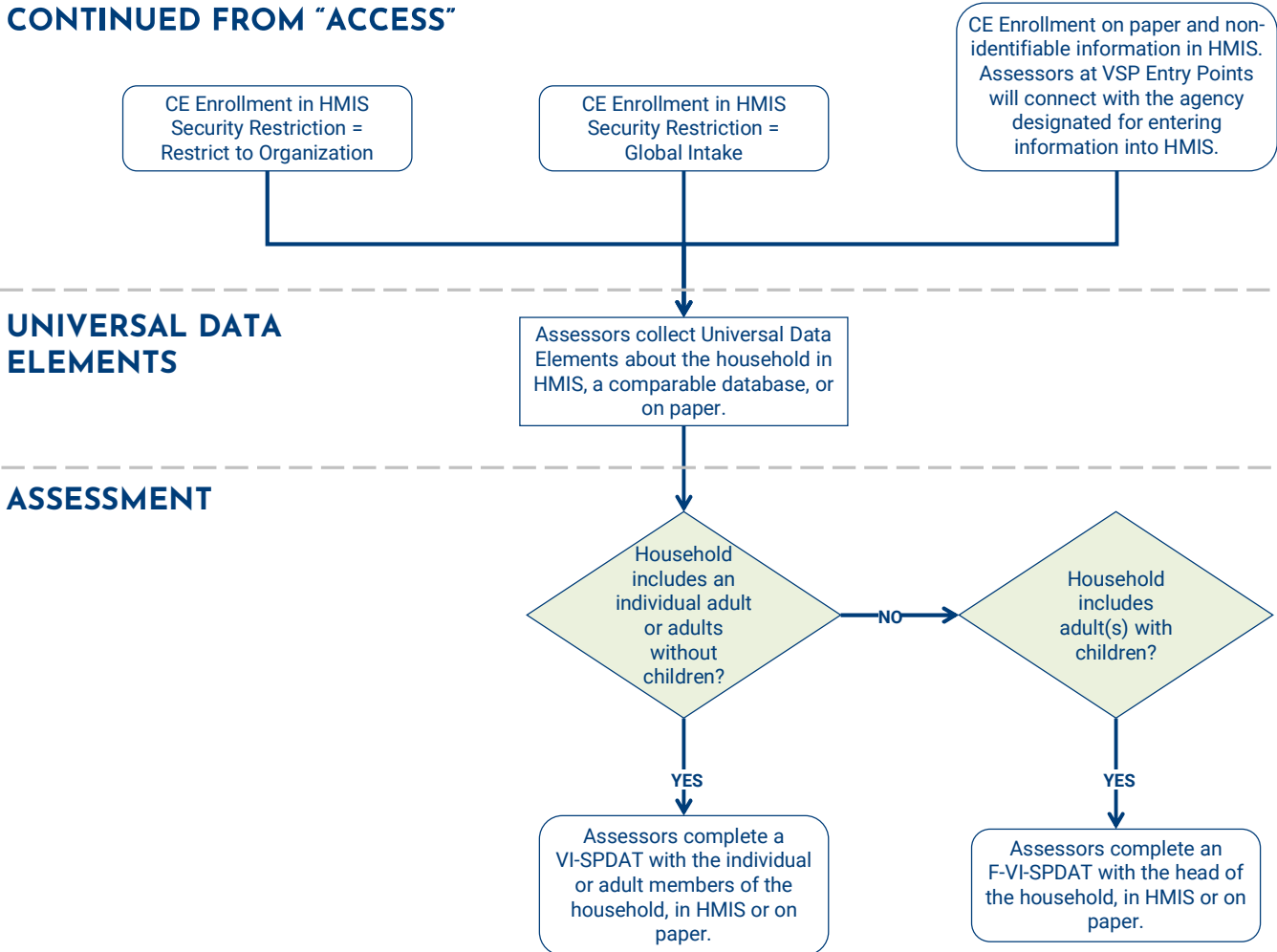
Question

# Texas Balance of State Continuum of Care

## Coordinated Entry Process Flowcharts

### ASSESSMENT

#### CONTINUED FROM "ACCESS"



#### UNIVERSAL DATA ELEMENTS

#### ASSESSMENT

#### FLOWCHART LEGEND

Start and End Points

Action

Question

### REFERRAL

#### CONTINUED FROM "ASSESSMENT"

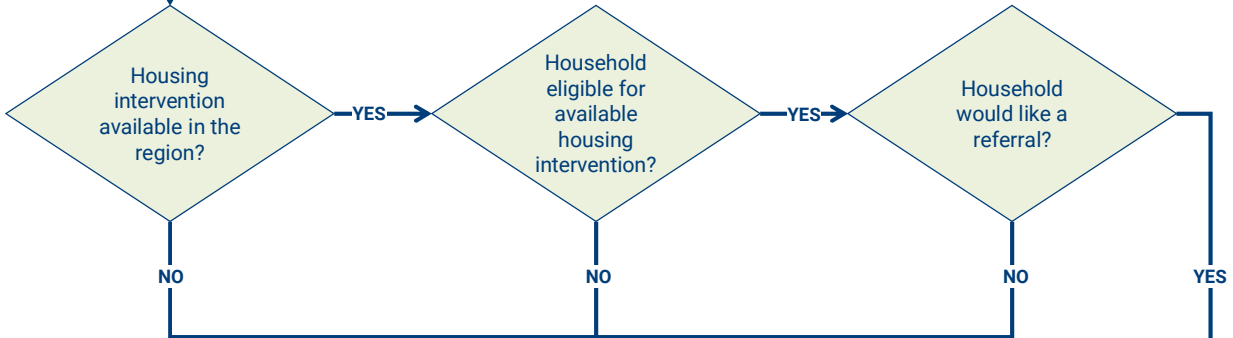
Assessors complete a VI-SPDAT with the individual or adult members of the household, in HMIS or on paper.

Assessors complete an F-VI-SPDAT with the head of the household, in HMIS or on paper.

#### ADVISING THE HOUSEHOLD

Assessment tool provides a score that recommends a housing intervention for the household.

Assessors review the regional Eligibility Matrix for available housing interventions and resources.



#### RECORDING REFERRALS & MAKING WARM REFERRALS

The household is connected to other available resources, if eligible and would like a referral, and remains on the region's Housing Priority List.

In HMIS or a comparable database. Assessors record referrals. Then, Assessors add a service in HMIS to record two things: CE status of "Client Assessed" and any unmet needs for the household. Assessors at VSP Entry Points contact the agency designated for entering information into HMIS.

Assessors complete warm referrals for the household to Receiving Agencies.

In HMIS or a comparable database. Assessors record referrals. Then, Assessors add a service in HMIS to record two things: CE status of "Client Assessed" and any unmet needs for the household. Assessors at VSP Entry Points contact the agency designated for entering information into HMIS.

#### FLOWCHART LEGEND

Start and End Points

Action

Question

### REFERRAL & PRIORITIZATION

#### CONTINUED FROM "REFERRALS"

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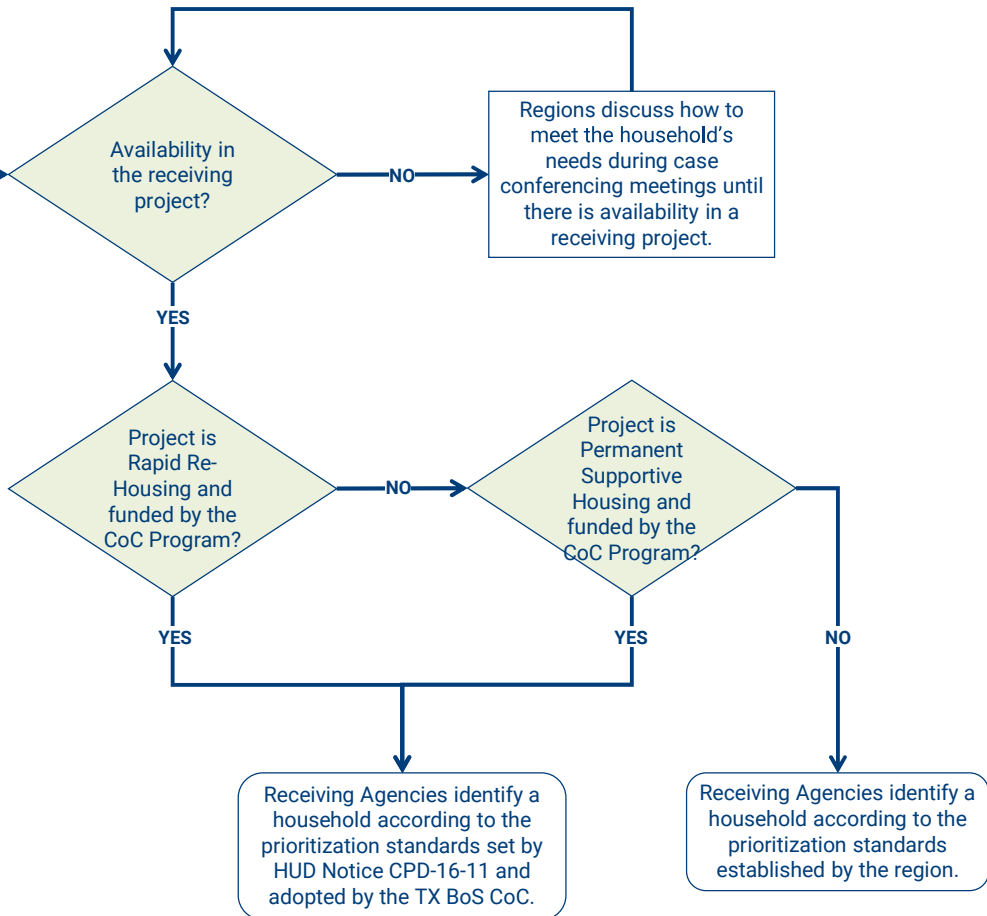
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#### ACKNOWLEDGING REFERRALS

Receiving Agencies acknowledge the referral within 3 business days.

#### USING PRIORITIZATION STANDARDS



#### FLOWCHART LEGEND

Start and End Points

Action

Question

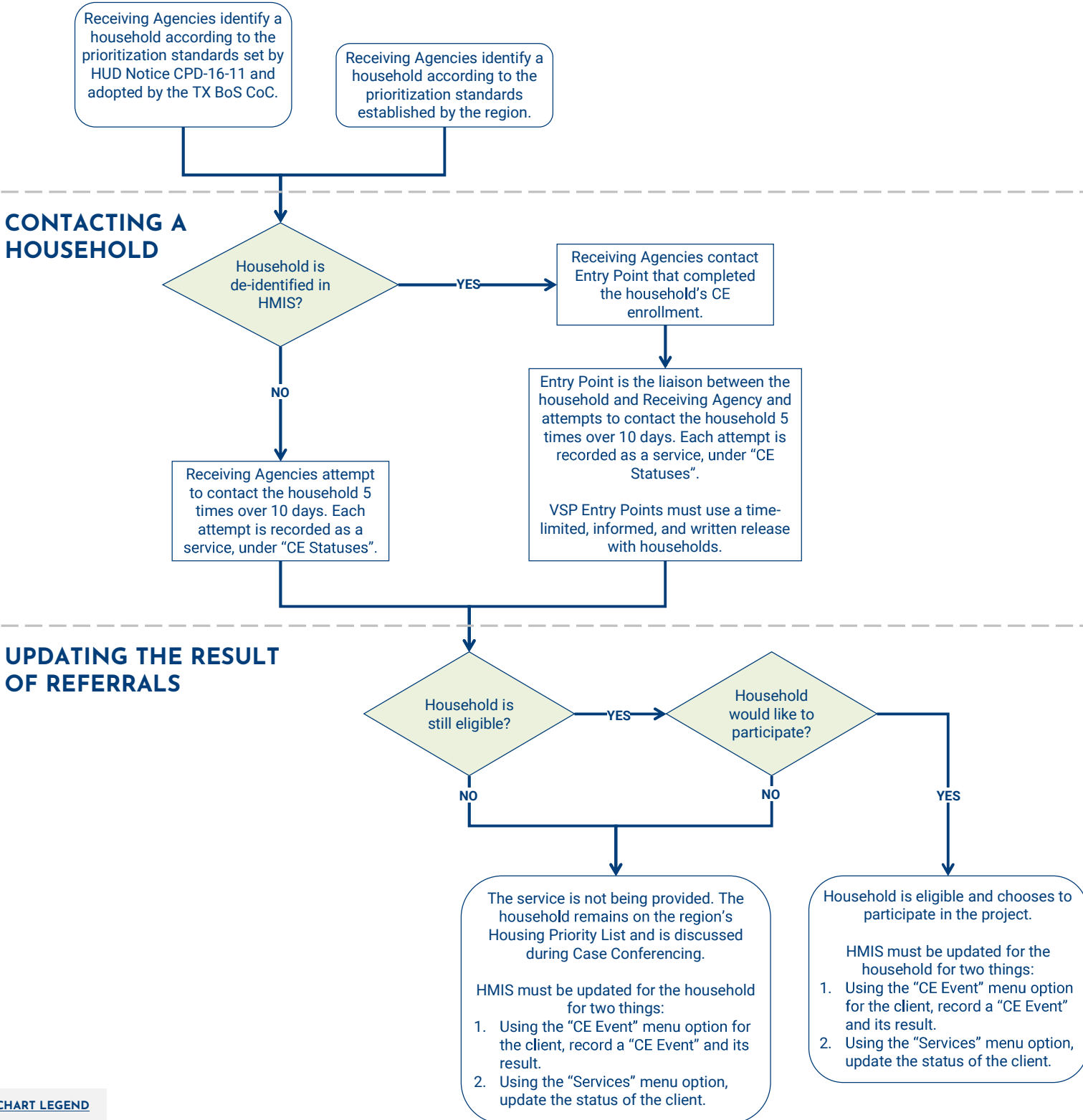
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## Coordinated Entry Process Flowcharts

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### REFERRAL

#### CONTINUED FROM "PRIORITIZATION"



#### FLOWCHART LEGEND

Start and End Points

Action

Question