

Texas Balance of State Continuum of Care

How to Add a New Entry Point and/or Receiving Agency

Note: Underlined items reference regional governance documents.

1. 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?
 - When and where are the regularly scheduled CEPE meetings?
- The agency reads and signs the Memorandum of Understanding between Participating Agencies in the region.

2. Inform THN's Systems Change Team (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
- Accessibility Information - Limited English Proficiency

3. Sign Up for CE Training

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)

- 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](#).

4. 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 this 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.

5. 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 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.

If you have questions or need assistance in completing this process please contact our team at CE@THN.org.