



CES Enrollment Receipt

HMIS Client ID: _____

Client Name: _____ Client Signature: _____

Agency: _____ Date Enrolled Into CES: _____

Staff Name: _____ Staff Signature: _____

STEPS IN THE COORDINATED ENTRY PROCESS

1) ASSESSMENT

A Coordinated Entry Assessor at the site where you have been enrolled will ask you a series of questions in order to complete the Comprehensive Homeless Assessment Tool (CHAT) and assign a CHAT Score.

The Coordinated Entry Assessor will also work with you to collect necessary documentation of homeless episodes, disability, income, etc.

2) PRIORITIZATION

All homeless persons in Westchester are prioritized for the homeless services and housing that they need based on two factors: Length of Time Homeless and the CHAT Score.

Persons that have been homeless longest, and have the highest needs will be assigned to appropriate housing first.

The prioritized list of homeless is updated every day. When new openings for housing become available, referrals are made from the top of this prioritized list.

3) REFERRAL

When an appropriate housing opening becomes available, and no other eligible homeless person is ahead of you on the prioritized list, you will be referred to a specific housing project.

Your Coordinated Entry Assessor will let you know that a referral has been made. A staff person from the housing project will contact you, and clearly explain what you can expect from the new housing.

You have the right to refuse any referral made by Coordinated Entry, and to remain where you are currently living. This will NOT affect your position on the prioritized list.

If you accept the new housing, the staff person from the housing project will work with you and your Coordinated Entry Assessor to obtain all necessary documents and to get everything ready for your move into housing.