



**WESTCHESTER COUNTY CONTINUUM  
OF CARE PARTNERSHIP TO END  
HOMELESSNESS**

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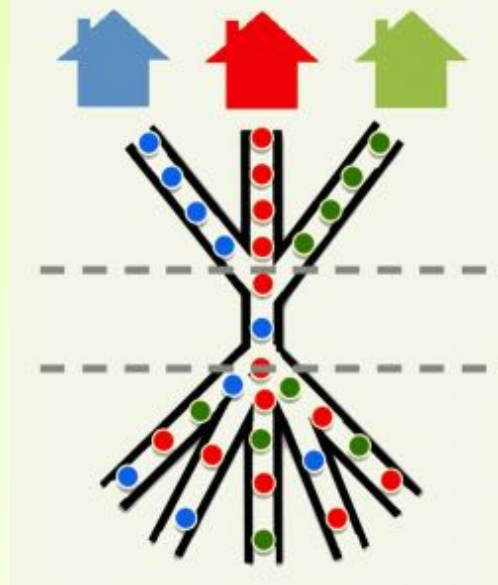
**WESTCHESTER COORDINATED ENTRY KEY ELEMENTS  
AND UPDATES**



# Key Elements of Coordinated Entry

- Access
- Assessment
- Prioritization
- Referral

## \* Key Elements of Coordinated Entry



### ACCESS

- **Access Points:**
  - DSS District Offices
  - Emergency Shelters
  - Drop Ins
  - Street Outreach Workers

## \* Key Elements of Coordinated Entry

### ASSESSMENT

- **Length of Time Homeless** measured in # of months homeless in the last 3 years.

**CHAT (Comprehensive Homeless Assessment Tool)** produces a **TWO scores** used to prioritize the customer on a list. The CHAT must be recorded in HMIS.

- Participants are also assessed for **specific Disabilities**.



# \* Key Elements of Coordinated Entry

## PRIORITIZATION

- The number of months homeless and their CHAT score will determine their place on the list
- List is system generated in HMIS
- List is sortable for Length of Time Homeless, CHAT score, Disability, # of household members, and other eligibility factors.



## \* Key Elements of Coordinated Entry

### REFERRAL

- Referrals are made by DSS Coordinated Entry Administrator using prioritization list in HMIS
- At Referral, email is sent to Housing Provider staff and Coordinated Entry Assessor at most recent Access Point used by client.
- Referral triggers Coordinated Entry Assessor and Housing Provider to work together to transition participant in Permanent Housing as swiftly as possible.

## \* **Coordinated Entry Assessor key tasks**

1. Enroll participants into Coordinated Entry in HMIS
  - a) Data for # of months homeless must match check-in records in HMIS, or be supplemented by documentation upload into HMIS
  - b) Data for barriers/ disabilities must be supplemented by documents uploaded to HMIS
  - c) **CHAT** completed in HMIS.
  - d) Provide CE participant with **CE Receipt, Info Sheet, HMIS Release**

ALL Coordinated Entry clients must have:

- # of months homeless matching HMIS check-in records plus uploaded supplemental docs
- disabilities matching uploaded documentation
- completed CHAT.

## \* Coordinated Entry Assessor key tasks

**NEW!** System calculates shelter and outreach check-ins to provide base # of months homeless at CE enrollment.

Use this number UNLESS documentation of additional time homeless has been uploaded into HMIS [maximum 3 months for self-certification on the streets].

e.g. if System calculates participant has been homeless 9 months, but the person says they were on the streets as well for 4 months,

- enter 9 months
- OR upload signed self-certification for the extra street homelessness AND enter 12 months homeless.





## CES Enrollment Receipt

Client Name: \_\_\_\_\_ HMIS Client ID: \_\_\_\_\_

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 Homeless Assessment Tool (HAT) and assign a HAT 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 HAT 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.

For more information about all of the policies and practices of the CES please download our policy manual at <https://tinyurl.com/CESPolicy>

## \* Coordinated Entry Assessor key tasks

2. Link Coordinated Entry participants to Permanent Housing after referral
  - a) Notify client when Referral is made
  - b) Arrange meeting between client and Housing Provider staff
  - c) Obtain and upload documentation of time spent homeless on the street, in a vehicle or location not intended for human habitation; as well as time spent homeless outside of Westchester County.
  - d) Contact Coordinated Entry Administrator to resolve any issues which arise during referral process.

## \* Coordinated Entry Assessor key tasks

### 2. Link Coordinated Entry participants to Permanent Housing after referral

Coordinate with housing provider staff, outreach personnel, Coordinated Entry Administrator and CoC administrative staff, on a continuous basis to ensure barriers to engagement in the housing process are identified and addressed on behalf of clients.

Coordinated Entry Assessors are the Initial & primary contact for Coordinated Entry to other elements of the Coordinated Entry process including Coordinated Entry Administrator, Housing Providers, and CoC staff.

## \* Coordinated Entry Assessor key tasks

3. Attend ALL Coordinated Entry Referral Conference (CERC) meetings.

These workgroups maintain the by-name list of all Coordinated Entry participants and allows Coordinated Entry Assessors and Housing Provider staff to coordinate actions needed to move every household into Permanent Housing

PSH CERC meets once each month:

- 3<sup>rd</sup> Tuesday at 11am in Room 601 of 112 E. Post Road

RRH CERC meets once each month:

- 4<sup>th</sup> Tuesday at 11am in Room 601 of 112 E. Post Road



## \* Coordinated Entry Assessor key tasks

4. Participate, as requested, in relevant CoC training events and meetings.

Coordinated Entry Committee meets once each month:

- 3<sup>rd</sup> Tuesday at 10am in Room 601 of 112 E. Post Road

REMEMBER: Jomarie, Allison, and Craig are available as needed if you have questions or concerns about any client!

**All materials related to  
Coordinated Entry can be accessed  
through this link:**

<https://www.wcohomeless.org/Coordinated-Entry>

# Contact Information:

## Coordinated Entry

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