Coordinated Entry Supplement Guidance for applicants
River Valleys Continuum of Care (MN-502)

Question A

1. For the questions below that relate to referrals given to our project, please refer to the referral logs that your staff or service provider uses in tracking referrals received from coordinated entry. On each referral log there are three highlights to note; red highlight represents a declined referral, green represents a housed referral, and yellow represents a referral that is still pending.

You can also run your project’s APR to confirm that all entries match the entries on the referral logs. For those referrals that are received from the non-HMIS priority list, you may need to confirm with your staff or service provider, the name of the participant.

Since January 1, 2018: For the CoC project requesting funds in this application...

_____ Number of openings that occurred in the CoC project - Number of entries on your APR during the report period.

_____ Number of household referrals requested by the agency from the CES priority list - Add up referrals given during the report period on the referral log.

_____ Number of household referrals housed from the CES priority list - Add up any green highlighted entries from referral log and confirm with the entries from your APR during the report period.

2. _____ Number of households assessed with the Step 1/Step 2/VI- SPDAT CES Assessment and added to CES priority list by agency staff

*This question is answered if your agency provides emergency shelter or acts as an access/assessment site.

To find the number of assessments your agency has completed, you would run the CE Assessor Agency Check during January 1, 2018 - December 31, 2018. See image below for how to locate the report in ART.
Filling out the report prompts:
Enter CES Assessment Provider: This would be your agency's CE HMIS provider number.
EDA Provider: DO NOT CHANGE THIS FIELD
Enter Start Date: January 1, 2018
Enter End Date (PLUS 1 Day): January 1, 2019
Enter Effective Date: January 1, 2019

- It is best to run this report in Xcel format.
- On the summary tab (the first tab), the report will state how many households were assessed in the time period.