CE Nomination - Provider Job Aid

This Job Aid is for service provider partners who have HMIS access. **HMIS access is required to nominate households to resources via CE**. If you are an agency serving households experiencing homelessness in King County and you do not yet have HMIS access, please fill out this form to request HMIS access for your agency.

Requirements for Nominating Households to Coordinated Entry Resources

Step 1: Enroll household in Coordinated Entry System Program (CESP) and complete Housing Triage Tool (HTT) in HMIS

The Coordinated Entry System Program enrollment and the Housing Triage Tool are accessible in HMIS to those who have completed the CE Assessor training. For instructions on how to become a CE Assessor please visit this page.

Step 2: Complete Housing Needs Form (HNF) in HMIS

The Housing Needs Form is also located under the Coordinated Entry System Program enrollment. Completion of this form ensures the minimum necessary information about the household's needs and preferences is tracked. This information can be edited to most accurately reflect the present state. *If a Housing Needs Form already exists, do not create a new one- please edit the existing form.*

Step 3: Nominate to Resources Appropriately

In order to nominate to resources, providers will need access to the "CES - Office Hour and Unit Availability" Microsoft teams workspace. Please request access here.

Available housing resources are shared 3 times a week in the Teams workspace by sub population and providers have a 24 hour window of time to make nominations. Unified office hours are available on days that resources are shared (see below for more information)

Nominations are made via a Smartsheet form that is shared in the Teams workspace. Housing nomination must align with household preference data captured in the HNF. Nomination forms are automatically routed to the appropriate CE team member, and email notification of nominations is not required.

In the event that multiple nominations are collected for households who are eligible - households whose preferences and service match in the Housing Needs Form align with the resource - tiebreaking will be applied.

Tiebreaking currently consists of five criteria that are applied in descending order as follows:

1. Households with approved Mobility Requests
2. Households who were prioritized as of 4/14/23
3. Households with the longest length of time homeless in their current episode*
4. Households who are fleeing or attempting to flee violence
5. Households who are unsheltered

In most circumstances, the household with the longest length of stay receives the referral.

<mark>**Step 4: Navigate households through intake to placement**</mark>

Housing Resources & Unified Office Hours

Day	Housing Resource Drop Time	Unified Office Hour Start	Unified Office Hour End
Monday	10:00am	1:00pm	2:00pm
Tuesday	2:30pm	3:00pm	4:00pm
Thursday	10:00am	1:00pm	2:00pm

These meetings will now have a unified format and no longer divided up by sub-populations (Single Adults, Youth/Young Adults, Families, etc.) **They will also be mandatory for housing providers who have available units that day.**

Office Hours are for questions about the available units of the day and general Coordinated Entry information. This could include but is not limited to discussing available units, eligibility requirements, and asking questions about programs, program types, etc. It is important that both housing and navigation providers are present. Housing providers are best positioned to answer questions about eligibility info and program descriptions. Resource navigators benefit from the shared learning environment and hearing directly from housing providers about their programs.

Case Conferencing Timeframes

Population	Day	Start	End	Point of Contact
Family	Wednesday	10:00am	11:00am	surya.aguilar@kcrha.org
Youth and Young Adult	Wednesday	11:30am	12:30pm	autumn.nolan@kcrha.org
Single Adult	Wednesday	1:00pm	2:00pm	SA@kcrha.org
Trueblood	Wednesday	2:00pm	3:00pm	korrinna.jordanhernandez@kcrha.org
AIAN	Wednesday	2:00pm	3:00pm	surya.aguilar@kcrha.org
Veteran	Thursday	9:00am	11:00am	autumn.nolan@kcrha.org

These meetings will still take place by sub-population and will be managed by sign-up sheets in Teams.

Case Conferencing is for client based questions and is a time for providers from the community to ask follow up questions about a long pending referrals, difficult client situations (e.g., determining whether an MR is appropriate, learning more about someone's homeless history and CH eligibility, navigating emergent needs like terminal diagnoses, severe mental health, or imminent risk of losing housing, etc.) These are conversations about a particular household with a particular challenge.