



Coordinated Entry Nomination Form Tips

Coordinated Entry (CE) makes a nomination form available to housing navigators looking to match their clients to available and appropriate housing resources. This form is a core component of our Microsoft Teams-based case conferencing system. Here are some key areas to be aware of when filling out the form:

Mobility Request

The answer to this should only be “**yes**” if your client has an approved [Mobility Request](#) through the CE system.

Coordinated Entry System Enrollment

A Coordinated Entry System Program (CESP) enrollment is required to nominate a household for a posted resource. A housing navigator should confirm enrollment by going to the “Programs” tab of the client profile. If the client already has a CESP enrollment, please check that the information is accurate and up to date.

Housing Needs Form

Confirm that your client has a Housing Needs Form (HNF) that is accurate and up to date. If they do not, please complete one with them. To find the form, click on the “Assessments” tab of the client profile. All areas of the form should be completed

Please be advised that HNF data is used by the CE team for matchmaking and referral processing. This means that if a client is being nominated for a resource in south King County, but their HNF indicates that they would not accept a resource in that location, or it is not safe for them, the CE team will not process this nomination into a referral.

Single Adult Opening Unit ID

Only use the drop-down labeled “Single Adult opening unit ID” when nominating a client for a Single Adult Resource. This drop-down allows consideration for multiple available units in the same building (as long as they have the same eligibility criteria) without requiring housing navigators to submit more than one nomination form. When using the Single Adult drop-down:

- Please ensure that the numbers in the drop-down list correspond with the ID numbers in the unit posting

- If the posted drop-down options do not match the posted resources for the day, please contact us at SA@kcrha.org
- If the nomination does not contain the correct Single Adult opening unit ID, or if there is no selection made in the drop-down, the nomination will not be considered

Start of Current Episode of Homelessness

The “Prior Living Situation” section must have a start date for the current episode of homelessness, which should match the data in the CESP enrollment and program history.

This can be difficult to establish for a household experiencing chronic homelessness. Recall that jail, hospital or behavioral health treatment stays longer than 90 days or episodes of couch surfing which have lasted longer than 7 nights are interruptions in an episode of homelessness. Please read the [HUD definition of Chronic Homelessness](#) and do your best to learn from the client when their most recent episode of homelessness began.