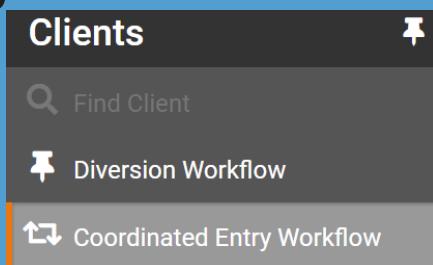


HMIS: CE PROCESS

1

COMPLETE THE CE (INCLUDING VI SPDAT)



Coordinated Entry (CE) is it's own workflow inside HMIS that includes the VI or F-VI SPDAT and generally takes 30 minutes to complete

2

ADD "ACTIVE" SERVICE STATUS TO CLIENT PROFILE

Active/ Inactive Statuses

- Active - Returned Sheltered
- Active - Returned Unsheltered
- Active - Sheltered**
- Active - Unsheltered

On the client's dashboard, go to "Services" then "Add New Service." Select a "Sheltered" status for clients living in shelter, or "Unsheltered" for clients living outside. Select a "Returned" status for clients who are returning from inactive or housing

3

ADD CE SERVICE STATUS TO CLIENT PROFILE

CE Statuses

- CE Process Not Applicable
- CE Reassessment
- Client Accepted
- Client Assessed**

On the client's dashboard, go to "Services" then "Add New Service." Select "Client Assessed" for clients who have gone through CE for the first time, or have opened a new CE after a previous CE was already exited. Select "CE Reassessment" for clients who already have an open CE.

4

MAKE REFERRALS

Make referrals to agencies based on your client's needs and VISPDAT responses.

