

All HUD-funded ESG and CoC programs are required, per the CoC Program Interim Rule (24 CFR 578.23(c)(9)), to participate in the CoC's Coordinated Entry System, which includes 1) active participation in the Coordinated Entry System and 2) accepting referrals solely from the Coordinated Entry system.

All HUD-funded ESG and CoC programs will receive referrals from the Prioritization List for housing referral and placement with available HUD-funded ESG and CoC housing resources via Coordinated Entry/Weekly Prioritization Meetings.

What Does It Mean to Be an Active Participant in Coordinated Entry?

Consistent Weekly Prioritization Team Meeting¹ Attendance and Active Participation, defined as:

- The team member(s)² can answer questions about clients currently being served by their agency and other agency-specific information relevant to the conversation.
- The team member can make decisions about the clients discussed during case conferencing meetings.
- The team member can accept/deny referrals during the meeting based on current open units and program eligibility.
- Agency works collaboratively with the CES to share resources and be transparent about client acceptance/denial

Active HMIS Participation, defined as:

- Acceptance/referral of client notification in HMIS using case notes within 48 hours (2 business days)
- For housing and service providers: all client data is recorded in HMIS no later than within 24 hours of a service or outcome being achieved or rendered.
- For intake staff: all paper assessments are recorded in HMIS within 48 hours of when the assessment was conducted.
- Case notes are detailed and complete, so any team member can understand the status of and next steps for the client when reviewing case notes.

Real-Time Housing Inventory Communication

- If an agency is a housing provider, it will provide a weekly list of units to the CE Manager. This list will include current and future openings (if known – ex. Agency A will have 1 unit opening up in 2 weeks for Program X) and include information if there are no openings that week.

¹ Weekly Prioritization Team meeting is the new name of our community case conferencing meeting.

² This may be more than one team member. Agencies are responsible for sending all appropriate individuals to the meetings, and to ensure agency coverage when the primary representative(s) is unavailable.