

Coordinated Entry Data Elements

September 2020

Data Elements Overview

What are Coordinated Entry Data Elements?

- ▶ HUD requires that HMIS databases collect information about each person served by a homelessness or housing provider
- ▶ This information is collected via a series of “data elements”
- ▶ HUD has “Universal” data elements (UDE) such as demographics, disability, housing history that are collected on everyone served by a provider
 - ▶ Exceptions may include children and non-head of household adults
- ▶ HUD now has “Coordinated Entry” data elements to collect information (along with UDEs) about the types, frequency, location of assessments, the outcome of the assessments, and the frequency/type of contacts made until engaged

Current Living Situation (4.12)

Current Living Situation (4.12)

- ▶ For: Heads of Households AND other Adults

- ▶ Purpose:
 1. Record contacts between homeless individuals/households and Street Outreach staff until engagement
 2. Record whenever a client's living situation changes

- ▶ Usage:
 1. At Start and as needed
 2. 1st contact date (equals Project Start Date and may equal Date of Engagement, Prior Living Situation)
 3. Recorded anytime the provider meets with the client to conduct an assessment (4.19) or make a referral (4.20)
 4. Access Hub/Sites and all service providers (Shelter, Outreach, Transitional, PH Providers)

Add to client record in HMIS

Current Living Situation:

****ANSWER FOR HEAD OF HOUSEHOLD AND ADULTS****

Street Outreach Projects MUST record a Current Living Situation for every contact made. PLEASE REFER TO THE STREET OUTREACH SUPPLEMENTAL FORM FOR MORE DETAIL

Night by Night Shelters should ONLY record a Current Living Situation if the interaction between the shelter personnel and client goes beyond a basic provision of shelter services

Contacts may include activities such as a conversation between the shelter worker and the client about the client's well being or needs, an office visit to discuss their housing plan, or a referral to another community service
















Start Date *	Information Date	Current Living Situation	End Date
<input type="button" value="Add"/>			

Click here to
add new entry

*** Always use Enter Data As (and Back Date Mode if applicable)

Date info is added

Click to find your project name

Current Living Situation	
Start Date *	09 / 27 / 2020    G
Information Date	<input type="text"/> / <input type="text"/> / <input type="text"/>    G
Current Living Situation	-Select-  G
If "Other", Specify	<input type="text"/> G
Living situation verified by	<input type="text"/> <input type="button" value="Lookup"/> <input type="button" value="Clear"/> G
If living situation is INSTITUTIONAL, TEMPORARY, OR PERMANENT answer the question below.	
Is client going to have to leave their current living situation within 14 days?	-Select-  G
If 'Yes' to 'Is client going to have to leave their current living situation within 14 days?' answer the following questions.	
Has a subsequent residence been identified?	-Select-  G
Does individual or family have resources or support networks to obtain other permanent housing?	-Select-  G
Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days?	-Select-  G
Has the client moved 2 or more times in the last 60 days?	-Select-  G
Location details	<input type="text"/> G
End Date	<input type="text"/> / <input type="text"/> / <input type="text"/>    G
<input type="button" value="Save"/> <input type="button" value="Save and Add Another"/> <input type="button" value="Cancel"/>	

When info is no longer valid

Include Add'l details here

Access Hub/site example



Current Living Situation

Start Date *	Information Date	Current Living Situation	End Date
09/27/2020	09/27/2020	Place not meant for habitation (HUD)	

Add Showing 1-1 of 1

Current Living Situation

Start Date * 09 / 27 / 2020

Information Date 09 / 27 / 2020

Current Living Situation Place not meant for habitation (HUD)

If "Other", Specify

Living situation verified by (7536) Wake Partnersh

If living situation is INSTITUTIONAL, TEMPORARY, OR PERMANENT answer the question below.

Is client going to have to leave their current living situation within 14 days? Yes (HUD)

If 'Yes' to 'Is client going to have to leave their current living situation within 14 days?' answer the following questions.

Has a subsequent residence been identified? No (HUD)

Does individual or family have resources or support networks to obtain other permanent housing? No (HUD)

Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days? No (HUD)

Has the client moved 2 or more times in the last 60 days? Yes (HUD)

Location details Living behind grocery store

End Date

Emergency Shelter example



Current Living Situation

Start Date *	Information Date	Current Living Situation	End Date
09/27/2020		Emergency shelter, incl. hotel/motel paid for w/ ES voucher, or RHY-funded Host Home shelter (HUD)	

Add Showing 1-1 of 1

Current Living Situation

Start Date * / /

Information Date / /

Current Living Situation

If "Other", Specify

Living situation verified by

If living situation is INSTITUTIONAL, TEMPORARY, OR PERMANENT answer the question below.

Is client going to have to leave their current living situation within 14 days?

If 'Yes' to 'Is client going to have to leave their current living situation within 14 days?' answer the following questions.

Has a subsequent residence been identified?

Does individual or family have resources or support networks to obtain other permanent housing?

Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days?

Has the client moved 2 or more times in the last 60 days?

Location details

End Date / /

Coordinated Entry Assessment (4.19)

Coordinated Entry Assessment (4.19)

- ▶ For: Heads of Households Only


- ▶ Purpose:
 1. Collect date, location, type, and level of assessments
 - ▶ Crisis Needs Assessment
 - ▶ Housing Needs Assessment
 2. Collect prioritization status of assessment

- ▶ Usage:
 1. As needed
 2. Recorded anytime an individual/household is assessed due to an immediate crisis or due to needing permanent housing
 3. Access Hub/Sites and all service providers (Shelter, Outreach, Transitional, PH providers)

Add to client record in HMIS

****ANSWER FOR HEAD OF HOUSEHOLD ONLY****

COORDINATED ENTRY

 **Coordinated Entry Assessment**












Date of Assessment	* End Date	Assessment Location	Assessment Type	Assessment Level	Prioritization Status
<input type="button" value="Add"/>					

Click here to
add new entry

*** Always use Enter Data As (and Back Date Mode if applicable)

When info is no longer valid

Coordinated Entry Assessment Always NC-507 & Wake County

Date of Assessment *	09 / 24 / 2020    G
End Date	/ /    G
Assessment Location	-Select-  G
Assessment Location (Secondary)	-Select-  G
Assessment Type	-Select-  G
Assessment Level	-Select-  G
Prioritization Status	-Select-  G

Virtual, Phone, or In-Person

Prioritized for By-Name List or Not?

Crisis or Housing

Access Hub/site example



Coordinated Entry Assessment

Date of Assessment *	End Date	Assessment Location	Assessment Type	Assessment Level	Prioritization Status
09/27/2020		NC-507 Raleigh/Wake County CoC	Phone	Crisis Needs Assessment	Not Placed on Prioritization List

Add Showing 1-1 of 1

Edit Recordset - (4) Solo, Han

Coordinated Entry Assessment

Date of Assessment *	09 / 27 / 2020
End Date	/ /
Assessment Location	NC-507 Raleigh/Wake County CoC
Assessment Location (Secondary)	Wake County
Assessment Type	Phone
Assessment Level	Crisis Needs Assessment
Prioritization Status	Not Placed on Prioritization List

Print Recordset Save Save and Add Another Cancel

Emergency Shelter example



Coordinated Entry Assessment

Date of Assessment *	End Date	Assessment Location	Assessment Type	Assessment Level	Prioritization Status
09/27/2020		NC-507 Raleigh/Wake County CoC	In Person	Housing Needs Assessment	Placed on Prioritization List

Add Showing 1-1 of 1

Edit Recordset - (4) Solo, Han

Coordinated Entry Assessment

Date of Assessment *	09 / 27 / 2020
End Date	/ /
Assessment Location	NC-507 Raleigh/Wake County CoC
Assessment Location (Secondary)	Wake County
Assessment Type	In Person
Assessment Level	Housing Needs Assessment
Prioritization Status	Placed on Prioritization List

Print Recordset Save Save and Add Another Cancel

Placed on By-Name List

Coordinated Entry Event (4.20)

Coordinated Entry Event (4.20)

- ▶ For: Heads of Households Only

- ▶ Purpose:
 1. Collect access, assessment, referral and prioritization information

- ▶ Usage:
 1. As needed
 2. May or may not be recorded at same time as Coordinated Entry Assessment info
 3. Access Hub/Sites and all service providers (Shelter, Outreach, Transitional, PH Providers)

Add to client record in HMIS

Coordinated Entry Event

Start Date*	Date of Event*	Event*	Referral Result	Date of Result
<input type="button" value="Add"/>				

Click here to
add new entry

*** Always use Enter Data As (and Back Date Mode if applicable)

Add to client record in HMIS

Coordinated Entry Event

When info is no longer valid

Start Date* 09 / 27 / 2020

End Date

Date of Event*

Event* -Select-

If 'Event' answer was 'Problem Solving/Diversion/Rapid Resolution intervention or service result', please answer the following question:

Problem Solving/Diversion/Rapid Resolution intervention or service result - Client housed/re-housed in a safe alternative -Select-

If 'Event' answer was 'Referral to post-placement/follow-up case management result', please answer the following question:

Referral to post-placement/follow-up case management result - Enrolled in Aftercare project -Select-

If 'Event' answer was a Referral to an ES, TH, Joint TH-RRH, RRH, PSH, or Other PH opening, please answer the following question:

Location of Crisis Housing or Permanent Housing Referral

Lookup Clear

If 'Event' answer was a Referral to an ES, TH, Joint TH-RRH, RRH, PSH, or Other PH opening, please answer the following question:

Referral Result -Select-

If 'Event' answer was a Referral to an ES, TH, Joint TH-RRH, RRH, PSH, or Other PH opening, please answer the following question:

Date of Result

Save Save and Add Another Cancel



Access Event or Referral Event

Click to find the project name



Access Hub/site example











Coordinated Entry Event





Start Date *	Date of Event *	Event *	Referral Result	Date of Result
  09/27/2020	09/27/2020	Referral to scheduled Coordinated Entry Crisis Needs Assessment		


Add Showing 1-1 of 1

Coordinated Entry Event  


Start Date * / /    

End Date / /    


Date of Event * / /    

Event * 


If 'Event' answer was 'Problem Solving/Diversion/Rapid Resolution intervention or service result', please answer the following question:

Problem Solving/Diversion/Rapid Resolution intervention or service result - Client housed/re-housed in a safe alternative 


If 'Event' answer was 'Referral to post-placement/follow-up case management result', please answer the following question:

Referral to post-placement/follow-up case management result - Enrolled in Aftercare project 

If 'Event' answer was a Referral to an ES, TH, Joint TH-RRH, RRH, PSH, or Other PH opening, please answer the following question:

Location of Crisis Housing or Permanent Housing Referral 

If 'Event' answer was a Referral to an ES, TH, Joint TH-RRH, RRH, PSH, or Other PH opening, please answer the following question:

Referral Result 

If 'Event' answer was a Referral to an ES, TH, Joint TH-RRH, RRH, PSH, or Other PH opening, please answer the following question:

Emergency Shelter example



Coordinated Entry Event

Start Date *	Date of Event *	Event *	Referral Result	Date of Result
09/27/2020	09/27/2020	Referral to RRH project resource opening	Successful referral: client accepted	09/27/2020

Add Showing 1-1 of 1

Start Date * / /

End Date / /

Date of Event * / /

Event *

If 'Event' answer was 'Problem Solving/Diversion/Rapid Resolution intervention or service result', please answer the following question:

Problem Solving/Diversion/Rapid Resolution intervention or service result - Client housed/re-housed in a safe alternative

If 'Event' answer was 'Referral to post-placement/follow-up case management result', please answer the following question:

Referral to post-placement/follow-up case management result - Enrolled in Aftercare project

If 'Event' answer was a Referral to an ES, TH, Joint TH-RRH, RRH, PSH, or Other PH opening, please answer the following question:

Location of Crisis Housing or Permanent Housing Referral

If 'Event' answer was a Referral to an ES, TH, Joint TH-RRH, RRH, PSH, or Other PH opening, please answer the following question:

Referral Result

If 'Event' answer was a Referral to an ES, TH, Joint TH-RRH, RRH, PSH, or Other PH opening, please answer the following question:

Date of Result / /

HMIS Workflow Demo

Thank You!

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