



CE BNL Nomination – Provider Job Aid

*This Job Aid is written 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 more information. Completion of a Data Use Agreement is required for participation in case conferencing. DUA can be found [here](#) under Forms and Documents.*

Requirements for Nominating Households to Coordinated Entry Resources

Step 1: Enroll household in Coordinated Entry System Program and complete Housing Triage Tool

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 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: Daily Opportunities to Nominate to Resources

Case Conferencing meetings are scheduled daily for Single Adults, Young Adults, and Families. For each resource type, there is a window of time during which providers can make



nominations. Attendance at Case Conferencing is not required. Tiebreaking factors may be applied as necessary.

Nominations are made via a Smartsheet form that is shared via the meeting invite. The nomination form requires basic information like a household's HMIS UI, and will have spaces to add in detail regarding which resource(s) a household is being nominated for. Information used for tiebreaking is also required. Nominations **must** be made within the timeframe detailed below to be considered. Nomination forms are automatically routed to the appropriate CE team member, and email notification of nominations is not required.

Next steps: Support households through intake to placement

Nomination Timeframes

HCC: 8:30 AM – 10:30 AM

ROW: 10:30 AM – 12:30 PM

Family: 10:30 AM – 12:30 PM

Single Adult 1:00 PM – 3:00 PM

Young Adult 3:00 PM – 5:00 PM

Points of Contact

Family Resources, HCC, ROW- Surya Aguilar surya.aguilar@kcrha.org

Single Adult Resources- Olivia Haidos olivia.haidos@kcrha.org

Young Adult Resources- Nicole Fillmore-Meshesha nicole.fillmore-meshesha@kcrha.org