



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 (CESP) and complete Housing Triage Tool (HTT) in HMIS

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 (HNF) 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: Nominate to Resources Appropriately

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. Nominations **must** be made within the timeframe detailed below to be considered. Housing nomination must align with household preference data captured in the HNF. Nomination forms are automatically routed to the appropriate CE team member, and email notification of nominations is not required.

Step 4: Navigate households through intake to placement

Nomination Timeframes (M-F except for holidays)

Population	Start	End	Point of Contact
HCC	8:30am	10:30am	surya.aguilar@kcrha.org
Family	10:30am	12:30pm	surya.aguilar@kcrha.org



Single Adult	12:00pm	3:00pm	thomas.regan@kcrha.org
ROW	12:00pm	3:00pm	surya.aguilar@kcrha.org
Young Adult	3:00pm	5:00pm	nicole.fillmore-meshesha@kcrha.org