



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.

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

In order to nominate to resources providers will need access to the new "CES - Office Hour and Unit Availability" Microsoft teams work space. Please request access [here](#).

Office Hour 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 Off Hours is not required. Tiebreaking factors may be applied as necessary.

Nominations are made via a Smartsheet form that is shared via the new teams workspace. 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.

In the event that multiple nominations are collected for households who are eligible, whose preferences in the Housing Needs Form align with the resource, and whose service match as captured in the Housing Needs Form align with the resource – tiebreaking will be applied.

Tiebreaking currently consists of five criteria that are applied in descending order as follows:



1. Households with approved Mobility Requests
2. Households who were prioritized as of 4/14/23
3. Households with the longest length of time homeless in their current episode*
4. Households who are fleeing or attempting to flee violence
5. Households who are unsheltered

**In most circumstances, the household with the longest length of stay receives the referral.*

Veteran Case Conferencing meetings are scheduled once a week, providers can make nominations to resources at the meeting.

Step 4: Navigate households through intake to placement

Nomination Timeframes (M-F except for holidays)

Population	Start	End	Point of Contact
TAP/ROW/HNS	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
Young Adult	3:00pm	5:00pm	nicole.fillmore-meshesha@kcrha.org

Veteran Case Conferencing Timeframe (Thursdays Only, except for holidays)

Population	Start	End	Point of Contact
Veteran	9:00am	11:00am	korrinna.jordanhernandez@kcrha.org