



CE Assessor – Nomination and Navigation 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.**

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: Document readiness

To move into housing, households may require certain documentation for applications. Work with households towards document readiness so they can move through the application process more swiftly. Common documentations required for housing – identification, income verification, disability verification and chronic homelessness status verification.

Step 4: Nominate to Resources Appropriately

In order to nominate to resources, providers will need access to the “CES – Office Hour and Unit Availability” Microsoft Teams workspace. You can request access [here](#).

Office Hours 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 Office Hours is not required, however it is the space to get your questions answered about resources available, service matching and anything else related to the CE system.

Nominations are made via a Smartsheet form that is shared along side the resources available. Nominations must be made within the timeframes 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.

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 and providers can make nominations to resources at the meeting.

American Indian and Alaska Native office hours are scheduled twice a week.

Trueblood case conferencing meetings are scheduled once a week.

Step 5: Navigate households through intake to placement

Participate alongside the household during the intake with the housing provider. Advocate for the household until they are successfully housed.

Population	Days	Office Hours/Case Conferencing	Nomination Window	Point of Contact
AIAN	M + F	10:00a – 10:30a	Flexible	surya.aguilar@kcrha.org
Family	M-F	10:30a -11:00a	10:30a – 12:30p	surya.aguilar@kcrha.org
Emergent Needs	M-F	None	8:30a – 9:30a	Dependent on Emergent Need
Single Adult	M-F	1:00p – 1:30p	12:00p-3:00p	SA@kcrha.org
Trueblood	T	10:00a – 10:30a	Flexible	korrinna.jordanhernandez@kcrha.org
Veteran	Th	9:00a – 11:00a	Flexible	autumn.nolan@kcrha.org
Young Adult	M-F	3:00-3:30p	3:00p-5:00p	autumn.nolan@kcrha.org