

Coordinated Entry Transition Document

This document is for a quick reference guide to entering clients into the new Coordinated Entry Project.

- Clients from the active clients from the CE LPC project that wish to stay on the list – **exit client from CE LPC project for 10/31/2020* and enter the new CE BOS project for 11/1/2020***
- Clients that agency is unable to get in touch with will need to be exited from the CE LPC project– **exit client from CE LPC project after 3 fail attempts (prior to November 1)* Use exit date of where third and final attempt was made but exit date must be on or prior to 10/31/2020**

*Keep in mind in this instance only can you pre-date (future date) exit someone from a project as well as pre-enter someone in a project.

- The exiting and re-entry of clients **only pertains to clients your agency has entered into a CE LPC project**. You do not need to exit and re-enter clients for any other project type except Coordinated Entry (not ES, not TH, etc.)
- Don't enter a client in the BOS CE project prior to 11/1/2020
- If you have entered a client on the BOS CE project and used a date prior to 11/1/2020 please go back and change the date
- This only pertains to your active clients on the LPC list, if the 90 days has passed and the client is already technically considered inactive, please exit them from the CE LPC project.
- Make sure when entering clients on the NEW BOS CE project to complete the **ENTIRE** assessment for the client to pull on the **NEW** Prioritization list properly – use the intake form if necessary, to assist you while talking with the client