

## Balance of State Coordinated Entry SSO Grant Highlights

Data should be collected using the appropriate assessment forms and workflow for any individual/household served on or after **July 1, 2018** with Balance of State Coordinated Entry SSO/Outreach funds.

### Street Outreach – (HUD Eligible Street Outreach)

**Data Collected In:** Street Outreach Provider Page

**Assessments Used:** MSHMIS Street and Shelter Intake, MSHMIS Update, MSHMIS Exit and Street Outreach Supplemental Form

**Workflow Used:** Street Outreach Workflow

**Workflow Highlights:**

- Entry/Exit workflow
- Project Start = Date of First Contact (data collected and record built over time)
- Must track contacts/date of engagement (**Important!!**)
- Service transactions are optional
- Assessment Disposition question **MUST** be answered at project exit (**Important!!**)
- Staff should monitor un-exited clients. Clients who have not had contact with outreach staff in 90 days should be closed out with an exit date that reflects that last date of contact.

### Coordinated Entry Supportive Services Only (SSO)

**Data Collected In:** HARA Screening Page

**Assessments Used:** MSHMIS HARA Screening Assessment, MSHMIS CoC Intake (3.917B), MSHMIS Update, MSHMIS Exit

**Workflow Used:** BOS Coordinated Entry SSO Workflow

**Workflow Highlights:**

- Combination service workflow (Screening) and entry/exit workflow (Coordinated Entry SSO Intake)
- Initial contact: Screening assessment completed on Client Profile and 'Case Management' service' transaction added
  - New 'Household Type' question must be answered on screening assessment (**Important!!**)
- All Category 1 individuals/households move on to CE SSO Intake
- Intake (Completed on Entry/Exit tab on HARA Screening page)

- Complete CoC Intake Assessment on the entry screen (most of the questions will already be completed)
- Complete VI-SPDAT (if not already completed)
- Service transactions are optional
- Record left open until client is no longer receiving Coordinated Entry SSO services (i.e. case management, transportation, housing search assistance, etc).
  - If services are not going to continue beyond Intake, exit date should be set for 1 day after entry date
- Assessment Disposition question **MUST** be answered at project exit. Update if response is different than it was at time of screening (**Important!!**)