Generate a Coordinated Entry Priority List (entry/exit method)

Step One: Enter Data As (EDA) your CoC's Coordinated Entry provider

Log in to ServicePoint and click the Enter Data As option in the upper right corner of your screen.

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ShelterPoint	01/02/2018	New User Traini	ng - January 5th		11193	Goal	04/10/2018	78 Days
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Reports	10/03/2017	Updated Releas	e of Information					
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The Enter Data As Provider Search pop-up appears. Search for your CoC's Coordinated Entry provider and once search results appear, click the green action wheel with the plus sign next to the Coordinated Entry provider's name.

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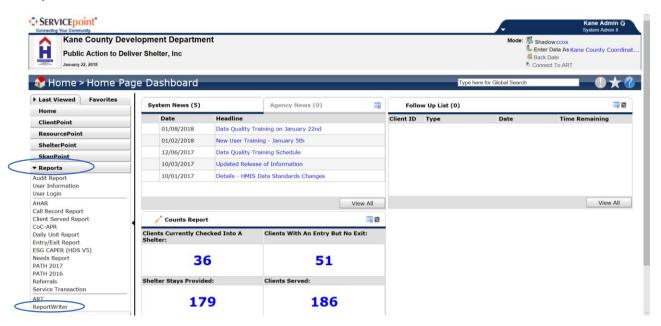
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Check to make sure that the Coordinated Entry provider's name appears next to "Enter Data As" in the upper right corner of your screen.

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Step Two: Run the Priority List report

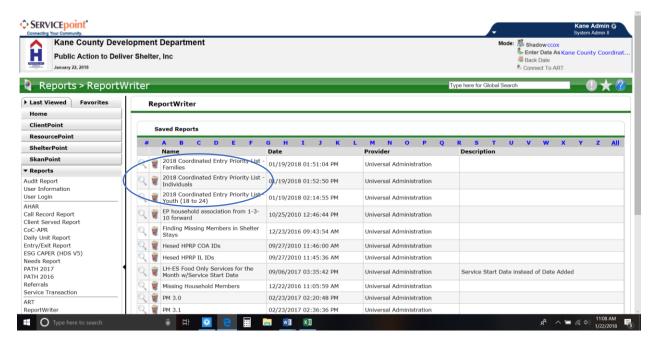
Click on the Reports item in the navigation panel on the left side of your screen, then click on the ReportWriter sub-item.







A list of Saved Reports will appear. Locate the Coordinated Entry Priority List reports. Hint: if there are many reports, click one of the letters in the row of letters across the top of the list. You will be taken to a list of reports that begin with that letter.



Once you have determined which Priority List you need, click the magnifying glass next to that Priority List report's name. Note: if you have a housing opportunity that can accept families and individuals, or individuals of all ages (including youth 18-24) you should run both applicable Priority Lists so that you get information on all Priority List participants who may qualify for that opportunity.

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The Priority List now appears, ranked by VI-SPDAT score. Use this information along with your CoC's Coordinated Entry Policies and Procedures to determine which Clients may qualify for referral to your housing opportunity.

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Note: if you download a copy of the Priority List report to your computer, remember that it contains confidential information. Delete the file immediately after use and remove it from your computer's trash folder.

Do you have questions about using HMIS for Coordinated Entry? Call the Pathways MISI help desk at 800-536-6474 or visit <u>help.pathwaysmisi.org</u>.



