

Instructions for completing the Balance of State CoC Coordinated Entry forms

You'll find, in the site that contained these instructions, 3 other documents:

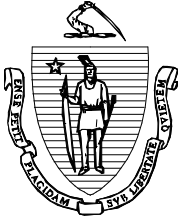
- 1) *Coordinated Entry (CE) Vulnerability Tool*: this form gives us all the necessary information to help identify appropriate housing opportunities for applicants. Please fill in this form as completely and accurately as possible. Feel free to leave blank any questions you are uncomfortable answering. It is important to note that the more information we have, the easier it will be for us to identify an appropriate housing program for you. You can complete this form on the computer, or by hand. Providers submitting the forms on behalf of clients **MUST** complete this form on the computer.
- 2) *Consent Form*: this document allows us to send your information to an appropriate program. When a program is identified, they will then call and invite you to meet with them for a more comprehensive screening for their specific program. Please note that if we do not receive this form completed and signed, we cannot actually forward your information onto any programs. Complete the Substance Use section of the release only if you have indicated in Section 4B of the CE Vulnerability tool that you have now, or in the past had, a substance use disorder.
- 3) *Housing Preference Form*: the third and final document helps us understand what kind of housing you are in need of, and what areas you can live in. We have included a map of all of the available cities and towns for you to better decide which ones you would be willing to live in. Cities/towns not listed are outside of our service area; write-in options will not be considered. Please make sure you respond to the question about Rapid Rehousing options, as it will help connect you to such resource.

Please be sure to send **ALL** pages of **ALL** forms. The Coordinated Entry package will not be considered complete unless every form is appropriately completed and signed by the applicant.

Once you have completed your forms, you can get them back to us in either of the following ways:

- Scan and e-mail them to Karla.Sordia@state.ma.us
- Mail them to Karla Sordia
DHCD, 100 Cambridge St., Suite 300
Boston MA 02114

If you have any questions, feel free to call Karla at 617-573-1390.



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

The Massachusetts Balance of State Coordinated Entry Process

March, 2017

What is the Coordinated Entry Process? This Coordinated Entry (CE) process has been created by the Massachusetts Balance of State Continuum of Care (BoS CoC) to facilitate the process of assessing the housing needs of individuals experiencing homelessness, and meeting those housing needs.

Why is a Coordinated Entry Process necessary? The goal of the CE process is to provide each consumer with adequate services and supports to meet their housing needs, with a focus on returning them to housing as quickly as possible. The CE process will standardize the assessment of housing needs and prioritize the referrals of those most vulnerable to the most appropriate housing interventions. In addition, some sources of funding from US Department of Housing and Urban Development (HUD) require that a Coordinated Entry process be used to match people and housing.

Who can be on the Coordinated Entry list? This process is intended to serve individuals experiencing homelessness with ties to the 79 communities within the BoS CoC. Homelessness will be defined in accordance with the official HUD definition of homelessness, [Hearth Homeless Definition - Final Rule](#). For projects housing serving chronically homeless families or individuals please refer to [Defining Chronic Homelessness Final Rule](#).

How does someone get onto the list? The housing consumer should complete a CE packet, which includes: (a) The Vulnerability Assessment Tool, (b) the combined Consent and Release Forms, and (c) the Housing Preference Form. The forms should be filled out and signed where appropriate. Providers and applicants are welcome to include additional documentation if it will assist us in assessing housing needs. The forms should be returned to Karla Sordia, Federal Grants Management Unit, Massachusetts Department of Housing and Community Development (DHCD), 100 Cambridge Street, 3rd floor, Boston, MA 02114, or scanned and emailed to Karla.Sordia@state.ma.us

If you have any further questions please call Karla at 617-573-1390