CES Clarity Workflow

1. **Switch Agency to Coordinated Entry**
   a. If you do not have CE as an agency, send the CES team a helpdesk ticket
2. **New Client → HMIS Profile Information**
   a. Create all clients before moving to CES enrollment
3. **Enroll in Homeless CES**
   a. Client Profile → Programs Tab → Homeless CES → Include all group members → Enroll
4. **Complete Coordinated Entry Event**
   a. Client Profile → Programs Tab → EDIT Homeless CES → Events tab → Referral to scheduled Coordinated Entry Housing Needs Assessment → include all group members → click *SUBMIT*
5. **Complete Current Living Situation Assessment**
   a. Client Profile → Programs Tab → EDIT Homeless CES → Current Living Situation Assessment → Start
6. **KS BoS CoC CES Assessment**
   a. Client Profile → Programs Tab→ EDIT Homeless CES → KS BoS CoC CES Assessment → Start
7. **Add to Community Queue**
   a. Client Profile → Assessments Tab → most recent assessment → Click *Eligibility* → toggle the regions the client is seeking services for → click *REFER DIRECTLY TO COMMUNITY QUEUE(S)* → write any RELEVANT information in the textbox → Click SEND REFERRAL
8. **Check in and update referral notes – ONGOING**
   a. Client Profile → COMMUNITY QUEUE (under picture and unique identifier) → Click VIEW DETAILS under the correct community queue → Click *CHECK IN* → add note about current situation on bottom of the webpage

   OR

   b. Client Profile → History Tab → Click edit button to the left of the correct community queue name → Click *CHECK IN* → add note about current situation on bottom of the webpage

NOTE: ONLY the most recent referral note is pulled in the CES Case Conferencing List report

Coordinated Entry System

Kansas Balance of State CoC