CE Events for PSAP and CAN Programs

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Introducing Coordinated Entry Events

When working with CAS Funded or CAS related programs in HMIS, HUD requires providers to document key referral and placement events to track exactly what is happening with our clients individually and our community as a whole. HUD calls these Coordinated Entry (CE) Events. These data elements allow us to look at the history of shelter and housing referrals and placements across our Continuum of Care to see trends and identify gaps.

There are two kinds of CE Events, Access Events and Referral Events. Access Events include things like referrals for homeless prevention or diversion services as well as referring a client to someone who can complete a Shelter or Housing referral assessment. Referral Events cover all the actual referrals, including but not limited to referrals to specific shelter or housing programs with identified openings for the client households.

How to Log a CE Event

Logging a Coordinated Entry Event (CE Events) is just like logging a service. To do so, you will enter the client's PSAP or CAN program enrollment. You will choose the "Event" tab, where you will see a list of all CE Events Categories available to your specific program.

Just like with services, the CE Events are organized into categories. Open the category to find the CE Event that you want to log and then complete the sections. Please make sure you add the current date, toggle on any household members you want to be included in this event, answer any questions on the event, document everything in the notes section, and then click submit to log the CE Event successfully.

Don't Forget to Complete a CLS!

As with all CAS related assessments, you must also complete a Current Living Situation (CLS) assessment after logging any CE Events. The CLS provides an update on the client's situation and is needed to document homeless chronicity and determine location-based eligibility.

If you do not complete a CLS after logging a CE Event, you may be negatively impacting your client's homeless chronicity and limiting their eligibility for shelter or housing opportunities. Please see the [Current Living Situation Job Aid](#) for instructions on how to complete this assessment.