

## CES Confidential Assessment Inclusion Form Guidance

We recognize the highly sensitive nature of information gathered from individuals experiencing homelessness. We have developed the following protocols that ensure Homeless and Victim Service Providers and their clients are included in the Coordinated Entry Assessment process while adhering to the confidentiality preferences of the households that they serve.

- Skilled Assessors will read a statement to clients at the point of entry into housing/homeless services system as to whether the household consents to their information and application to be housed in HMIS.
- The Coordinated Entry team will handle housing referrals from Homeless and Victim Service Providers who have households who wish to remain confidential differently. Households who wish to have their information remain confidential and not entered into HMIS will complete the process with the following steps:
  1. The Skilled Assessor will complete the paper Coordinated Entry Assessment with the client, **including the new CE Vulnerability Assessment Tool**. This information shall be kept on file by the Homeless/Victim Service Provider. This information will be needed by the housing provider when the housing referral is made.
  2. After the assessment is completed, the Homeless/Victim Service Provider will fill out the CES Confidential Assessment Inclusion Form that will be sent to [CES@chipindy.org](mailto:CES@chipindy.org) for prioritization into CES.
  3. A unique Client/Family Identifying Number should be assigned on the Inclusion Form. Please create any unique 5- or 6-digit number to assign to this household for use on the Prioritization Inclusion Form. **The Homeless/Victim Service Provider MUST keep track of this number.** When a housing match is made, the Coordinated Entry Team will inform the Homeless/Victim Service Provider using this unique identifying number.
  4. When the client is matched to appropriate housing and services, the referring Homeless/Victim Service Provider will be contacted by the Coordinated Entry team. The provider will connect the client with the program they are being referred to and provide the paper application and necessary documentation.