

## Hennepin CoC CES Inactive Policy Update

The current CES inactive policy states that people will be removed from the priority list if they have been inactive in the system for 90 days. The revised policy is now set at 30 days. If households are not active in the homeless response system for 30 plus days, they will be removed from the Priority List.

In the last year, over 321 referrals have been denied due to being “unreachable”. In June 2022, the Hennepin CES Leadership Committee reviewed and approved the change in the inactive policy in response to the large percentage of referrals that are made but marked as unsuccessful. Households who have not had contact recorded in HMIS after 60 days are typically unsuccessful. One of the goals in the Leadership Committee’s workplan for 2022 is to increase the number of successful referrals made from 43% to 75%. The policy update is in alignment with this goal.

### *The updated policy is expected to:*

- Help move more people into housing more quickly
- Produce more appropriate referrals
- Reduce the time between referral to housed (less time looking for someone)

### *What you need to know:*

Assessors, advocates, or anyone who interacts with the households that we serve: please advise them of this policy.

### *How to keep someone active on the Hennepin CES Priority List?*









The procedure to keep someone on the priority list has not changed. An entry to any program and/or service transaction, keeps households active on the priority list. As a reminder, Community Card “swipes” at locations, including drop-in centers, show up as Service Transactions in HMIS.

For households that are unsheltered and may not be tied to a Street Outreach program or interact with other formal homeless response system mechanisms – assessors should update “Current Living Situation” (located in the assessment) and create a service transaction. The service transaction denotes to the system that the person is around.

### *How do you see if some is currently on the Hennepin CoC CES Priority List?*

Two options:

**Option 1:** In HMIS, travel to the client’s assessment. Click on Entry/Exit tab and look for the Entry to Hennepin (Singles or Families) CE-HCCC- Coordinated Entry Assessment. There should be no Exit date.

Client Information				Service Transactions			
Summary	Client Profile	Households	ROI	Entry / Exit	Case Managers	Case Plans	Assessments
 Reminder: Household members must be established on Households tab before creating Entry / Exits							
Entry / Exit							
Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count	
 Hennepin Singles-CE-HCC-Coordinated Entry Assessment (4314)	Basic	 07/20/2022					

## Option 2: Run a Report

### 222 CE Assessor Agency Check report

#### About this report:

- Its intended purpose is to show who is on the Priority List (and who isn't).
- It always shows who is currently on the Priority List.
- The *Interim Check* tab shows how long a client has been on the Priority List and the last time an interim update was added to their CE Assessment Entry/Exit (if it was more than 90 days ago).
- Please note, Referral Status is not displayed.

#### How to run the 222 CE Assessor Agency Check Report?

Pick your CE Assessment provider and enter today's date, then look for your client on the *Clients on PL* and *Clients Excluded from PL* tabs.

#### Where can I find these reports in BusinessObjects?

BusinessObjects is the new reporting tool in HMIS, replacing ART. The reporting folder structure for this new reporting tool matches what is found in ART. The process for scheduling a report does look significantly different, but ICA has [published resources to assist users with that](#), and of course the Helpdesk is available to answer questions.