



## Coordinated Entry Trained Assessor Interest Form

*Thank you for your interest in becoming a Trained Coordinated Entry Assessor for the Austin/Travis County Continuum of Care. As the lead agency of the CoC, ECHO has been tasked with ensuring that all assessment information remains reliable, accurate, and comparable.*

*Maintaining an extremely high standard of work among all Trained Assessors is the foundation of the Coordinated Entry System.*

Please fill out and return to: [alesandradominguez@austinecho.org](mailto:alesandradominguez@austinecho.org) and [kaleighphelan@austinecho.org](mailto:kaleighphelan@austinecho.org)

Individual requesting training: \_\_\_\_\_

Agency: \_\_\_\_\_

Role: \_\_\_\_\_

Permanent or temporary position \_\_\_\_\_

Phone number and Email: \_\_\_\_\_, \_\_\_\_\_

**1. Have you completed New User training to access HMIS?**

If not, please complete New User before submitting the assessor interest form. (New user training schedule can be found on our website, <http://www.austinecho.org/hmis/hmis-training/>)

**2. Please briefly describe your interest in becoming a Coordinated Entry Assessor:**

**3. Please describe your past experience and overall comfort level with HMIS/ServicePoint. Are you currently entering any data into HMIS/ServicePoint? (updating client contact information, navigation, etc.):**

**4. Please describe how much time you generally have available in your typical workday to complete Assessments. Do you have the time available for up-front training, as well as quarterly refresher trainings?**



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**5. Please describe the assessments you expect to complete after becoming a Trained Assessor. Specifically:**

- How many individuals do you serve that are experiencing Category 1 homelessness and or Category 4? (*Category 1: individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: staying in an emergency shelter, car, place not meant for human habitation, and or a hotel paid for by a charitable organization. Category 4: an individual or family who is, fleeing or attempting to flee, domestic violence*)
- How many assessments do you expect to be completing on a weekly or monthly basis that are eligible to complete a Coordinated Assessment?
- Where would you be typically completing assessments?
- Is there a target population or target area you would be specifically focusing on?

**6. This question is for both interested assessor and Program Manager:**

What is the proposed workflow of implementing a Coordinated Entry Trained Assessor to your agency?

## Coordinated Entry Assessor Expectations

### Coordinated Entry Assessor Skills

Goal: All Coordinated Entry Trained Assessors will have the skills and training to independently complete:

1. Determining eligible clients
2. Verifying whether they are appropriate for Diversion
3. Explaining and understanding the Coordinated Entry process as a whole
4. Explaining the Release of Information (ROI)
5. Collecting a client's Universal Data Elements (UDE's)
6. Recording a client's History of Housing and Chronic Status
7. Administering the VI-SPDAT's (Adult, Family and Youth)
8. Describing the housing options of Rapid Re-Housing (RRH) or Permanent supportive housing (PSH)



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9. Creating client appropriate referrals
10. Discussing referrals in a client centered manner (Helping a client decide which intervention among all possible housing choices is their preference)
11. Creating a Housing Plan
12. Discussing an Income Plan
13. Determining if a client is suitable for SOAR

### Shadowing Expectations

Coordinated Entry Trained Assessors must complete a proposed internal agency assessment workflow before attending. All assessors will complete their shadowing within **four** weeks of the initial eight-hour in-classroom training.

### Four-week Shadowing Schedule

1. **First week:** contact ECHO staff to start shadowing at our walk-in locations
2. **Third- and fourth- weeks:** trainees will start being shadowed by ECHO staff
3. **Fourth week:** trainees will finish shadowing with either Alesandra or Kaleigh. This shadowing will be completed at your agency, where we will also finalize and document any changes to the initially proposed internal assessment workflow.
4. After training/shadowing is completed, assessors will be expected to complete a minimum of **five** assessments per month to ensure skills are being maintained and you are meeting a community need.
5. Assessors will be **required** to attend quarterly Coordinated Entry All Agency meetings held at ECHO. These meetings consist of any new training material, data quality, and new steps to the process.

### Data Quality

ECHO is responsible for checking assessment data quality, and any necessary corrections will be sent to assessors until they show they are comfortable and meeting all data requirements.

1. This will initially occur on a weekly basis for at least the first month.
2. Data will then be checked monthly and any major corrections will be sent to assessors if necessary.
3. If data quality decreases after this, additional training/shadowing may be required to ensure assessments are being implemented effectively in the community.

Applicant Sign and Date: \_\_\_\_\_

Supervisor Sign and Date: \_\_\_\_\_