



## HMIS Coordinated Entry System Verification Form

The Coordinated Entry System (CES) is a county-wide process to facilitate access to a) all resources designated for homeless individuals and families, b) identify and assess needs in a transparent and consistent way, and c) refer clients to the most appropriate service strategy or housing intervention. In doing so, CES ensures the Stanislaus Community System of Care’s limited resources are allocated to achieve the most effective results. To help agencies ensure compliance with HUD’s recordkeeping requirements, the Stanislaus Community System of Care Homeless Management Information System (HMIS) has established a standardized form to verify clients are being referred through the CES process and are enrolled in our Community Coordinated Entry System in HMIS. **All agencies receiving Federal and State funding are required to use this form to ensure program compliance.**

Date: \_\_\_\_\_

HMIS Client Number: \_\_\_\_\_

VISPDAT Scoring: \_\_\_\_\_

Date of CES Enrollment: \_\_\_\_\_

This is to verify that:

\_\_\_\_\_  
Client Name

Is currently in the Coordinated Entry System and is being referred for the:

\_\_\_\_\_  
Name of Program

\_\_\_\_\_  
Agency Representative                      Signature                      Date

\_\_\_\_\_  
E-mail Address    Contact Number

**BELOW TO BE VERIFIED AND COMPLETED BY HMIS STAFF ONLY:**

Once verified, HMIS Staff will scan the form into HMIS and return the original to the Housing Provider to retain in the client’s record.

Date of CES Enrollment: \_\_\_\_\_

HMIS Staff Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_