HOMELESS COALITION OF POLK COUNTY

COORDINATED ENTRY | PROCESS FLOWCHART

1 PLACEMENT ON THE CE LIST

Name is placed on the list for a housing assessment either calling in via Front Desk or from Pre assessment completed online

2 HOUSING ASSESSMENT

Complete Housing Assessment with Representative

3 AVAILABLE REFERRAL

Open in database for an available referral

4 CLIENT CHECK-IN

Clients are advised to provide HCPC any changes to housing situation. If client does not check in with HCPC in 90 days, they will automatically be closed.

5 PROVIDER CONTACT

If client is referred to a provider, the provider will contact client directly.

6 ANNUAL REASSESSMENT

A new assessment will be completed Annually if still open in database after 1 year span