

Missouri Balance of State CoC Non HMIS Prioritization List/Paper List Instructions
Date: 1/9/2019

NEXT STEPS FOR CLIENTS WHO ARE NOT GOING ON THE BY NAME LIST IN HMIS

1)

For clients who are fleeing domestic violence *or* who indicated they do not wish to share their data in HMIS, their information needs added to the regional MO BoS CoC Non-HMIS Prioritization List/Paper List

- A blank sample of the Non-HMIS Prioritization List is available on the CoC website @ <https://www.moboscoc.org/ceforms>, please click on the tab by the same name
- There is also a tab for the *Non-HMIS Prioritization List Guide* for regional list holders

2)

Staff will create a Unique Identifier for each client based on the information provided by the MO Bos CoC Coordinated Entry committee

Instructions for how to create a Unique Identifier for each client are available on the MO BoS CoC website @ <https://www.moboscoc.org/ceforms> click on the *MO BoS CoC CE Access Points – Assigned Numbers* tab

3)

Staff should enter data onto the *Non HMIS Prioritization List* Excel Spreadsheet and send via secure email, fax, deliver in person, etc. to the MO Bos CoC Regional List Holder within in 3 business days so that the Paper List remains an up to date, real time document that can be merged with the HMIS list for case conferencing and to prioritize housing resources

- Please visit the CoC website @ <https://www.moboscoc.org/ceforms> and click the *Regional Contacts and Case Conferencing Schedule* tab for a list of MO Bos CoC Regional List Holders

4)

Staff should keep a copy of the original VISPDAT and Coordinated Entry intake packet for their agency's client records

If you have questions, please contact your MO BoS CoC CE Regional Lead or you can contact:

LeAndra Bridgeman, MO BoS CoC Coordinated Entry Chair @ lbridgeman@necac.org

Amy Hopper, MO BoS CoC Coordinated Entry Co-Chair @ ahopper@daeoc.com

Thank you,

MO BoS CoC Coordinated Entry Subcommittee