

The following Memorandum of Understanding (MOU) details the Missouri Balance of State Continuum of Care (MO BoS CoC) Member Agency Coordinated Entry System (CES) participation requirements.

All agencies/organizations participating in the MO BoS CoC CES must be a MO BoS CoC Member.

Once the MOU is signed by the Member Agency, it must be submitted to the MO BoS CoC Regional CE Representative(s) where the agency is participating. The Regional CE Representative must sign the MOU and forward a copy to [moboscoc@outlook.com](mailto:moboscoc@outlook.com). The MO BoS CoC Chair will sign the form and retain the records for the MO BoS CoC.

Regional CE Representatives are responsible for assuring that all CES participants in their region have an MOU in place before participating in case conferencing. If an organization participates in more than one MO BoS CoC Region they must submit an MOU copy to each Regional CE Representative.

\_\_\_\_\_ (Agency) agrees to implement the following procedures and practices as a participating member of the Missouri Balance of State Continuum of Care Coordinated Entry System (MO BoS CoC CES) for the purpose of ending homelessness in the Missouri:

- Participate regularly in regional coordinated entry system meetings. Make thoughtful decisions and communicate openly and clearly. Provide up-to-date program availability information and eligibility criteria during regional coordinated entry system meetings.
- Accept referrals from the coordinated entry process. Use only the Coordinated Entry Prioritization List and not maintain a separate wait list.
- Maintain client confidentiality of information shared during case conferencing and comply with any and all applicable laws and regulations concerning the confidentiality of client records, files or communications.
- Promote collaborative and inclusive planning and decision making practices.
- Promote client – centered practices so that every person experiencing homelessness is treated with dignity and respect, offered at least minimal assistance, and participate in their own housing plan.
- Provide information to local communities and assist in marketing the MO BoS CoC CES. Help ensure consistent communication about the MO BoS CoC CES.
- Participate in regular evaluation of regional and statewide MO BoS CoC CES performance.

This Memorandum of Understanding is entered into and becomes effective once signed by the Member Agency, the Regional CE Representative and the MO BoS CoC Chair and will remain in effect unless terminated by written notice of the Member Agency or by the MO BoS CoC.

Missouri Balance of State Continuum of Care CES Memorandum of Understanding  
Signature Page

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Member Agency:

Agency Name:	
Representative Name:	
Title:	
Signature:	
Date:	
CES Regions:	

Regional CE Representative:

CE Lead:	
Region:	
Signature:	
Date:	

MO BoS CoC:

Chair:	
Signature:	
Date:	