

River Valleys Continuum of Care Coordinated Entry System
Coordinated Entry Receipt

This receipt is proof that you have completed a Coordinated Entry Assessment in the River Valleys CoC region.

ASSESSING AGENCY	Assessor: Agency:	Email: Phone:
SIGNATURE OF ASSESSOR:		Date:
PARTICIPANT NAME	DATE OF ASSESSMENT	RELEASES SIGNED
		MN HMIS <input type="checkbox"/> Yes <input type="checkbox"/> No River Valleys CES <input type="checkbox"/> Yes <input type="checkbox"/> No

- What you need to know:**
1. This receipt places your household on a housing list for homeless programs in the southeast Minnesota region. You do not need to contact each program separately.
 2. There is no need to regularly inquire where you are on the list as the list is a priority list, not a wait list. This means persons are selected for open units based on need and eligibility versus first-come first-serve criteria.
 3. It is your responsibility to let the agency know if your contact information or housing status changes (i.e. if you no longer need housing or are evicted from housing). The housing program/agency will make every attempt to contact you if selected, but there will be a short response time to accept or decline the offer. If you cannot be reached, another household will be selected. You might be contacted by a program from time to time to make sure your information is still correct.
 4. If your household is selected, the housing program/agency will need to collect various documents from you to ensure that you are eligible for their program (e.g., proof of income, proof of disability, etc.)
 5. You have the right to turn down an offer of housing. Your household will remain on the River Valleys Coordinated Entry Priority list, but there is not a guarantee when your name will be selected the next time. Valid reasons to turn down housing are: location, type of housing, or conflict with the agency.
 6. Due to the high demand for housing and limited program openings, times can vary from a month to a year or longer. You are encouraged to seek out other services (job training, emergency assistance, public housing, food support, social services, etc.).

- Every Client...**
- Is a person first, and has the right to be treated with respect.
 - Has the right to be treated in an equal and fair manner, regardless of their race, culture, color, religion, gender, age, mental or physical ability, class/economic position, sexual orientation, gender identity, diagnosis, or legal status.
 - Has the right to have their privacy respected.
 - Has the right to have their needs, wishes, values, beliefs, and experience respected.
 - Has the right to honest, straightforward communications at all times.
 - Has the right to a grievance procedure if they feel their rights have been violated or they have been treated improperly.
 - Has the right to choose the provider of their services.
 - Has the right to receive, and we are obligated to provide, notice of any breach of confidentiality of their protected coordinated entry assessment information.
 - Has the right to amend their coordinated entry assessment data and have it promptly updated in the database.
- The River Valleys CES serves the MN counties of Blue Earth, Brown, Dodge, Faribault, Fillmore, Freeborn, Goodhue, Houston, Le Sueur, Martin, Mower, Nicollet, Olmsted, Rice, Sibley, Steele, Wabasha, Waseca, Watonwan, and Winona, and the entitlement areas of Mankato, North Mankato, and Rochester.**

THANK YOU AND PLEASE REMEMBER TO UPDATE YOUR CONTACT INFORMATION IF IT CHANGES!