



# River Valleys Continuum of Care Coordinated Entry System: Training Checklist and Completion Form for Housing Providers

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Project Type (RRH, PSH, etc.): \_\_\_\_\_ Project/Program Name: \_\_\_\_\_

### For New Projects Only:

- Partner Agreement has been reviewed and signed
- Program Eligibility form has been filled out
- HMIS Provider has been set- up for project

### For Existing Projects and New Projects:

- HMIS New User Training has been completed (if applicable)
- Registered for [CE Housing Provider Training](#)
- Attend CE Housing Provider Training. Date of Training: \_\_\_\_\_
- Complete Housing Provider Quiz within 1 week of Housing Provider Training
- Sign- up for [CoC Newsletter](#) and make sure to select "CoC Coordinated Entry Operations" under interests and mark your role with CE

\*Once checklist has been completed, review and acknowledge the statements below. A supervisor's signature is also required.

- I confirm that I have completed all required steps on this form
- I confirm that I will use all means necessary (including Assessors, alternative contact, Outreach workers, day centers, shelters, jail rosters, etc.) to contact referrals before they are returned to CE
- Reviewed and can locate the CE Housing Provider Procedures
- I agree to return referrals promptly in HMIS following the data entry steps and email the CE Specialist with the outcome
- I agree to not discriminate against any referrals based on race, color, religion, national origin, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity, gender expression, or marital status
- I agree to complete any **required** training for Housing Providers that may be offered by the River Valleys Continuum of Care

Name of Staff	Signature	Date
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Name of Supervisor	Signature	Date
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\*Submit completed form to [katherine.cross@rivervalleyscoc.org](mailto:katherine.cross@rivervalleyscoc.org). Referral requests will not be completed until training checklist form has been submitted and the Housing Provider Quiz has been reviewed.