How to add a client to Coordinated Entry and the Community Queue:

1. Complete your usual process of adding the client into Clarity (if necessary), adding an ROI, and enrolling them in your program(s).
2. Switch your agency to “Coordinated Entry”.
3. Go to your client’s profile page.
4. If the client has signed an ROI that covers Coordinated Entry, add the ROI in Clarity now.
5. Click on the “Programs” tab.
6. Under “Programs Available”, enroll the client in “Coordinated Entry”.
7. Now, inside the “Coordinated Entry” program, you should be on the “Assessments” tab.
8. Find the CE-VAT assessment, and click “Start” to begin filling it out.
9. Click “Save” when done filling out the assessment, and you will see the scoring summary.
10. Click on the “Refer Directly to Community Queue” button to add the client to the Community Queue.