



## Coordinated Entry Transfer to a new Local Continuum of Care (CoC)

Date \_\_\_\_\_ Client Name \_\_\_\_\_

Originating CoC \_\_\_\_\_

CE Lead Agency for Originating CoC \_\_\_\_\_

Staff Name & Contact Info \_\_\_\_\_

New CoC \_\_\_\_\_

CE Lead Agency for New CoC \_\_\_\_\_

Staff Name & Contact Info \_\_\_\_\_

Client requesting transfer signature & date \_\_\_\_\_

---

Has a meeting of the individual requesting the transfer and the new Lead Agency taken place? Y N

Has the client completed a release for the new CoC CE Partnership? Y N

Has the New Lead Agency accepted the transfer? Y N

Has the originating Lead Agency transferred the VCEH Housing Assessment (paper version) to the new Agency? Y N

---

### Notes:

- A new HMIS entry into local Coordinated Entry should be completed using the original assessment date.
- This form should be included in the client file.
- The intention of this process is to allow for a client transfer without a client needing to physically present at one or both Lead Agencies in order to transfer.
- Client's have the choice about whether they stay on originating local Coordinated Entry list when they enter a new Coordinated Entry list. Clients may choose to be on both lists. Lead Agencies are responsible for coordination and identifying which agency is the point of contact.