

Completing a Coordinated Entry Program Exit

This document outlines the steps to assign a Navigator in the ONE System.

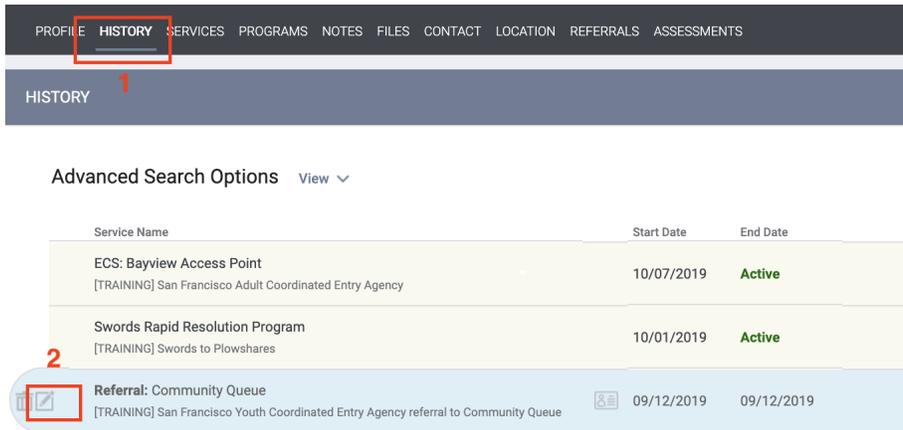
There are two ways to assign a Navigator in ONE.

Method 1

Generally, it is more efficient to follow this workflow when assigning Navigators in ONE. Method 2 (below) is recommended when making a referral for the client at the same time.

Step 1: From the client's record, click the History Tab.

Step 2: Open the referral to the community queue by clicking the Edit button.



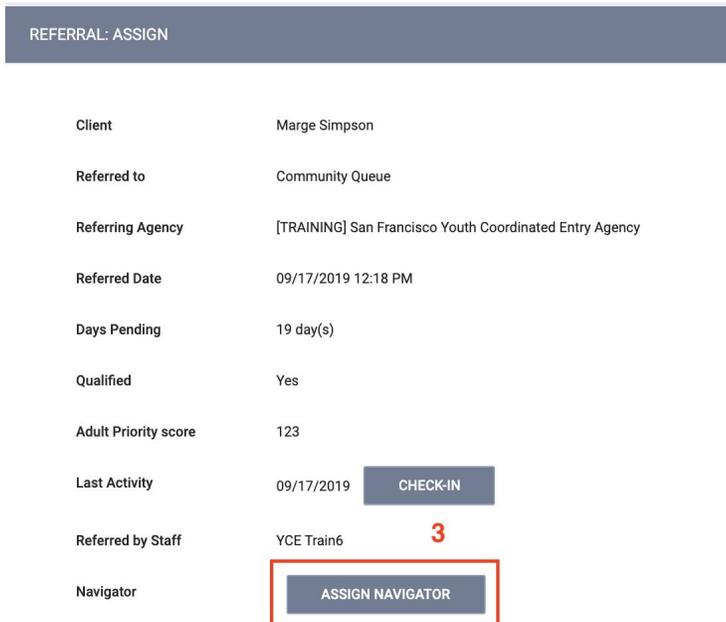
PROF | **HISTORY** | SERVICES | PROGRAMS | NOTES | FILES | CONTACT | LOCATION | REFERRALS | ASSESSMENTS

HISTORY

Advanced Search Options View ▾

Service Name	Start Date	End Date
ECS: Bayview Access Point [TRAINING] San Francisco Adult Coordinated Entry Agency	10/07/2019	Active
Swords Rapid Resolution Program [TRAINING] Swords to Plowshares	10/01/2019	Active
Referral: Community Queue [TRAINING] San Francisco Youth Coordinated Entry Agency referral to Community Queue	09/12/2019	09/12/2019

Step 3: Click the Assign Navigator button and select the name of the Navigator who is working with the client.



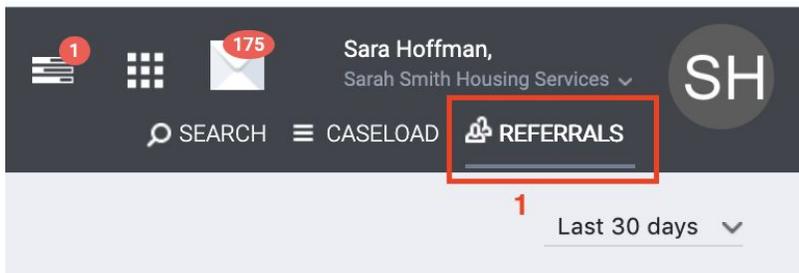
REFERRAL: ASSIGN

Client	Marge Simpson
Referred to	Community Queue
Referring Agency	[TRAINING] San Francisco Youth Coordinated Entry Agency
Referred Date	09/17/2019 12:18 PM
Days Pending	19 day(s)
Qualified	Yes
Adult Priority score	123
Last Activity	09/17/2019 CHECK-IN
Referred by Staff	YCE Train6 3
Navigator	ASSIGN NAVIGATOR

Method 2

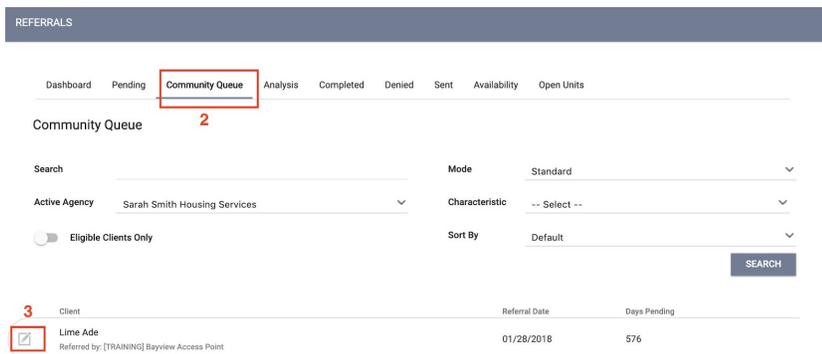
It is more efficient to assign a Navigator following this workflow if a referral is being made for a client at the same time.

Step 1: Click the Referrals Tab under your name. Please note: If you do not see the referrals tab, click search to go back to the home screen and the referrals tab should appear.



Step 2: Click the Community Queue Tab.

Step 3: Open the record of the client you are making a referral for by clicking the Edit button.



Step 4: Click the Assign Navigator button and select the name of the Navigator who is working with the client.

Step 5: Click Save

