

Changes to Coordinated Entry Regions



When a region or agency proposes a change to the Coordinated Entry System structure in their area, the following process should take place:

1. A meeting with the Coordinated Entry Leadership Team to discuss the proposed changes.
2. The Coordinated Entry Change Request Checklist form should be used to ensure all necessary steps are taken prior to the change going into effect.
3. A transition plan is created by the agency/region to determine the exact changes that need to happen.
4. Any policy and procedure edits are drafted and approved by the region providers.
5. Once the necessary changes are drafted/determined, the proposal is approved by the Coordinated Entry Leadership Team.
6. The proposal is then made to the Coordinated Entry Committee for the Iowa Balance of State Continuum of Care for an approval vote.
7. If the proposal is approved by the Committee, it is then proposed for final vote to the Iowa Balance of State Continuum of Care Board.
 - a. If the Board votes to approve the transition, the agency will work with the Coordinated Entry Leadership Team to implement necessary changes.
 - b. If the Board denies the transition, the agency can appeal the denial and/or work with the Coordinated Entry Leadership Team to determine other options.

The following change requests should utilize the above procedure:

- Change in Designated Lead Agency (DLA)
- Change in Region service area
- Change in Region name
- Changes mandated by the CE Committee or CoC Board
- Other changes as deemed necessary by the CE Leadership Team

If an agency does not feel that the current DLA is executing its role fully, a grievance may be made according to the CE Grievance Policy.

If an agency is not sure if their complaint constitutes a formal grievance, they may discuss the concerns with the CE Leadership Team to determine how to address the concern.

Coordinated Entry Checklist for Requesting Changes

Please fill out individual form for each change



For a significant change to a Coordinated Entry Region or Provider role, the requirements on this form must be met. After these are met, the change will be proposed to the Coordinated Entry Committee for a vote. If the proposed change is approved by the committee, the proposal then goes to the Iowa Continuum of Care Board for a final vote.

Designated Lead Agency Change

- _____ Request Description/Transition Plan
- _____ Draft of Policy Updates for Region
- _____ Voting member changes (if applicable)
- _____ Required Trainings completed
- _____ Regional Approval
- _____ TA/Leadership Approval
- _____ Coordinated Entry Committee Approval
- _____ Board Approval

Region Area Change

- _____ Request Description/Transition Plan
- _____ Draft of Policy updates for Region
- _____ Regional Approval
- _____ TA/Leadership Approval
- _____ Coordinated Entry Committee Approval
- _____ Board Approval

Mandatory Change (as deemed by Coordinated Entry Committee)

- _____ Request Description/Transition Plan
- _____ Draft of Policy updates
- _____ TA/Leadership Approval
- _____ Coordinated Entry Committee Approval
- _____ Board Approval

Agency Representative Signature _____
Date _____

TA/Leadership Representative Signature _____
Date _____

Coordinated Entry Chair/Co-Chair Signature _____
Date _____

Board Chair/Co-Chair Signature _____
Date _____

Request Description/Transition Plan for Iowa Coordinated Entry Services Network

Agency Requesting Change _____

Region _____

Date _____

Proposed Change(s)

Steps to implement change(s)

How may this affect accessibility to the Coordinated Entry System for clients?

Agency Representative Signature _____