

## 5.1 CES Participant Training

### **PURPOSE**

The purpose of this policy is to ensure that all staff involved in Coordinated Entry System (CES) operations are adequately trained to implement the CES effectively, in alignment with its vision, framework, and established policies and procedures.

### **FORMS**

There are no forms related or required for this Policy

### **POLICY**

#### Initial Training for New CES Participants:

All new participants in the CES must complete a series of recorded webinar trainings. These trainings provide foundational knowledge necessary for conducting VI assessments and participating in CES-related activities.

#### Completion and Certification:

After completing the required training video, participants must successfully pass the CES Onboarding Trainings quiz with a score of 100% before engaging in any CES activities.

Upon achieving 100% on the quiz, participants must notify the CES facilitator by emailing [coordinatedentry@cafth.org](mailto:coordinatedentry@cafth.org) to confirm their readiness.

#### Annual Training Requirement:

The CES conducts an annual mandatory training for all CES participants, held in November each year. Attendance is required to ensure ongoing compliance with CES policies and the latest procedural updates.

Failure to attend the annual training may result in the removal of CES access within HMIS until the participant completes the necessary training.

### KEY TAKE AWAYS

- **Comprehensive Training for All Participants:** All new CES participants must undergo a thorough training process, including completing a recorded webinar series and passing a quiz with 100% accuracy.
- **Certification Before Participation:** Participants must pass the CES Onboarding Trainings quiz and notify the CES facilitator before conducting assessments or participating in CES activities.
- **Mandatory Annual Training:** An annual training session is required for all CES participants, ensuring they stay informed about any updates to the system and maintain compliance with CES protocols.
- **Enforcement of Training Compliance:** Participants who fail to attend the required annual training risk losing their access to CES within HMIS until they fulfill the training requirement.

This policy ensures that all staff involved in CES operations are equipped with the necessary training to implement the system effectively and in accordance with established guidelines.