**Guidance on Implementing the “Coordinated Entry Fundamentals*”***

**E-Learning Course**

This document provides guidance on implementing the e-learning course “Coordinated Entry Fundamentals” in employee training programs.

For training to be effective, it cannot exist in a vacuum. E-learning is effective when paired with an effective support and accountability package.

We encourage managers and supervisors to actively encourage, monitor, reinforce, and reward employee participation in e-learning courses. We have provided suggestions below for implementing the “Coordinated Entry Fundamentals” course within your organization.

**Encourage**

* Tell the new employee they will take an e-learning course as part of their training. Review with them the purpose of the course, the time it will take to complete it (about two hours), and your expectations.
* Help the learner enroll in the course and let them know you’re available for questions and will be ready to discuss the information they learned.
* Provide learners with a quiet place and time to take the course.
* Encourage learners to take notes and write down any questions. Give them a notebook or a specific digital folder to keep their training materials.

**Monitor**

* Consider having the employee take one section at a time and discuss it with them. If multiple employees take a course, you might have them discuss each section together.

**Reinforce**

* Take time to meet with the employee and answer any questions they have.
* Discuss how their job responsibilities relate to the Coordinated Entry system.
* Consider having the employee take the “[Administering the VI-SPDAT](https://cohhio.org/wp-content/uploads/2023/08/Directions-for-enrolling-in-the-VI-SPDAT-e-learning-course.pdf)” course for additional insight into the assessment portion of Coordinated Entry.
* Consider asking reinforcing questions like the ones below.

Reinforcing Discussion Questions/Prompts

* Do you know how to access the Ohio BoSCoC’s Coordinated Entry page?
* Do you know where to find the HMIS user workflows?
* Do you have any specific questions about the material?