



## WI Balance of State CoC

### Bypassing on the Coordinated Entry Priority List Policy

There are only three allowable reasons to bypass a client on the Coordinated Entry (CE) Prioritization List: 1) Unable to contact after 3 due diligence attempts with 24-hour gaps. Due diligence attempts must be documented in the HMIS or Non-HMIS system, and on the coordinated entry priority list; 2) Client is already housed, self-resolved, or ineligible for the housing project. Reasons for ineligibility must be documented in the HMIS or Non-HMIS system, and on the coordinated entry priority list; 3) Client declined services. This must be documented on the coordinated entry priority list.

If a housing project requests to bypass a household for any other reason other than the three acceptable reasons listed above, a Request.to.Bypass.a.Household.on.the.Coordinated.Entry.List (Attachment T-1) form must be filled out and submitted to the Wisconsin Balance of State Continuum of Care (WIBOSCOC) Coordinated Entry System Specialist for approval, prior to bypassing the household. A response to the request will be provided within two business days from when the request was submitted. This form must be placed in the client's file.