

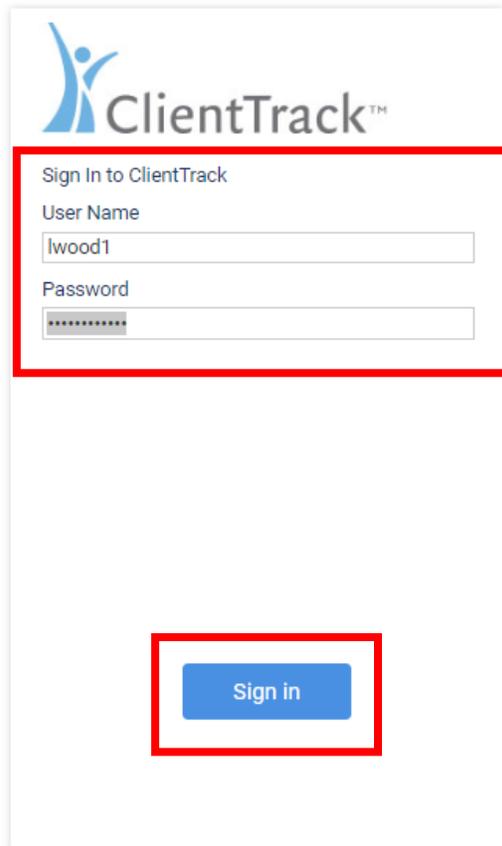
COORDINATED ENTRY “HOW TO GUIDE”:
CHANGING THE WORKGROUP AND ORGANIZATION IN HMIS

January 2020

For access to Coordinated Entry in HMIS, the “Workgroup” and Organization” must be changed.

Following are the instructions on moving back and forth between the “2020 HMIS” workgroup (*used for regular/normal data entry for your agency’s programs and projects*) and the “2020 Coordinated Entry” workgroup (*used for all Coordinated Entry related data entry*)

1. Sign in to HMIS with your Username and Password



What's New

[NHSDC Oct 2019](#)

9/30/2019

Eccovia Solutions is excited to attend the National Human Services Data Consortium (NHSDC) Fall Conference, October 15-17, 2019 in Austin, TX. This year’s conference will be focusing on preventing and ending homelessness and impacting community systems of care with data. Conference attendees will hear inspiring examples of communities who have successfully used data to transform [...] The post NHSDC Oct 2019 appeared first on Eccovia Solutions.

[Florida Coalition for the Homeless](#)

9/30/2019

Eccovia Solutions is proud to support the Florida Coalition for the Homeless 2019 Annual Conference Starting Oct 9th, 2019. The conference brings together national, state and local experts from the fields of homelessness, affordable housing, veteran services, healthcare, mental health, and workforce development to explore current best practices on ending homelessness. CoCs across Florida and [...] The post Florida Coalition for the Homeless appeared first on Eccovia Solutions.

[Eccovia Solutions Rolls Out PRAPARE SDoH Screening Tool on its Care Coordination Platform](#)

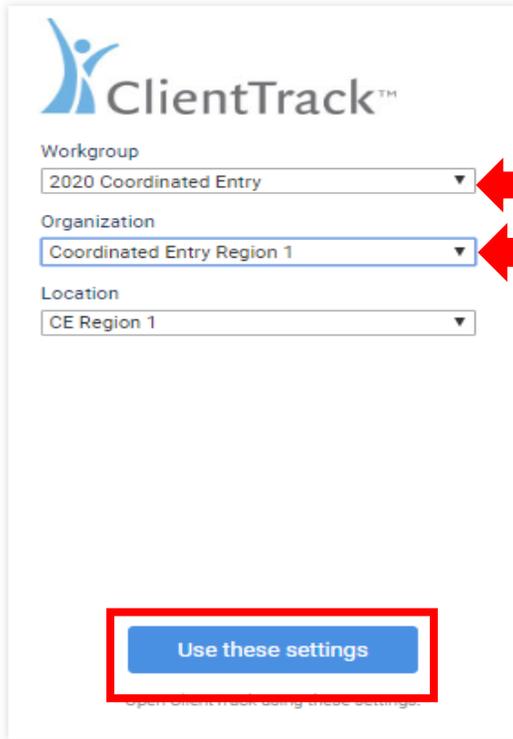
9/16/2019

September 16, 2019 09:00 AM Eastern Daylight Time SALT LAKE CITY–(BUSINESS WIRE)–Eccovia Solutions, the leading provider of flexible, cloud-based case management and community care coordination software for health and human services organizations, today announced the infusion of the PRAPARE SDoH (social determinants of health) capability into the ClientTrack platform. The PRAPARE SDoH screening tool incorporates [...] The post Eccovia Solutions Rolls Out PRAPARE SDoH Screening Tool on its Care Coordination Platform appeared first on Eccovia Solutions.

2. On the next screen, click on the “Workgroup” drop-down arrow and then, click on “2020 Coordinated Entry”
3. Next, click on the “Organization” drop-down arrow and then, find and click on the “Coordinated Entry Region #” for your region. (*Please take care to choose the correct Region number for the “Organization”*)
4. Click on “Use these Settings”

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5. You are now on the "Home" workspace in the "2020 Coordinated Entry" workgroup.

Program	Cases	Clients
ESG Prevention My Fake (R10)	23	26
ESG RRH My Fake (R10)	12	14
My Fake IHCOA Coordinated Entry (R1)	119	124
My Fake Org Prevention (ESG - R10)	3	3
My Fake Org RRH (ESG - R10)	3	3
My Fake Organization (ES - R10)	66	82
My Fake Organization PH (Coc-R10)	202	255
My Fake Organization RHY BCP ES (R10)	35	39
My Fake Organization SSD (PATH-R10)	34	38
My Fake Organization SSVF Prev (VA-R10)	1	1

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6. After completing your data entry in the **"2020 Coordinated Entry"** workgroup for a client or clients, you can return to the regular **"2020 HMIS"** workgroup by completing the following steps:
7. Click on your **Name** in the upper right corner of the screen (*please see previous page for screenshot*)
8. Next, click on the **"Workgroup"** drop-down arrow and then, click on **"2020 HMIS"**
9. Next, click on the **"Organization"** drop-down arrow and then, click on your **Organization's** name
10. Click the **"Apply"** button located in the bottom right corner of the box

🔔 Lori Wood (Training) | Help | Sign Out



Change photo

Lori Wood
LWood1@ihcda.in.gov
Indiana HMIS Train

[Security settings](#)
[Clear preferences](#)

Sign Out

Workgroup

2020 HMIS User ▼

Design Mode

Organization

My Fake Organization ▼

Location

My Fake Organization ▼

Theme

Default ▼

Apply

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The screenshot shows the ClientTrack web application interface. At the top, there is a search bar and user information for Lori Wood (Training). The left sidebar contains navigation options like Dashboard, Quick Services, Recent, Files on Server, My ClientTrack, Case Load, Recent Case Notes, My Information, My Team, Change My Password, Paused Operations, Current Enrollments, Open Enrollments w/ Most Recent Assessment, Indirect Services, Project Descriptors, and Global Administration. The main content area displays a welcome message and several sections: HMIS News, HMIS Fall Trainings, HMIS Information, Contact Us, HMIS Documents, My Case Assignments (a table with 3 rows), and Lori Wood's Paused Workflows (a table with 1 row).

Client Name	Begin Date	End Date	Program
Blue, Jewel	01/11/2018		My Fake IHCDIA Coordinated Entry (R1)
Blue, Violet	02/27/2019		My Fake IHCDIA Coordinated Entry (R1)
Client, Another	11/21/2019		My Fake Organization (ES- R10)

Workflow	Description	Started	Accessed
HMIS Program Data Update Annual Assessment	Daily Dilly	12/12/2019	12/12/2019 7:41AM

11. You are now logged in to the **"2020 HMIS"** workgroup and your **"Organization"**.
12. To switch back to the **"2020 Coordinated Entry"** workgroup and **"Coordinated Entry Region #"** for your region *please follow Steps 6 – 10 on Page 3 of this document by selecting the "2020 Coordinated Entry" workgroup and "Coordinated Entry Region #" as the organization.*

Please feel free to contact the HMIShelpdesk@ihcda.in.gov if you have questions or would like additional assistance.