

# How to Guide: Coordinated Entry Event

## EHV Referral

1. Make sure that you are logged in under the CE Workgroup by clicking on your initials in the upper right-hand corner. Select **"2020 Coordinated Entry"** for the Workgroup and your **"Coordinated Entry Region #"** for the Organization.
2. Next, select the **"Clients"** icon in the upper left corner, then select the **"Services"** tab located in the menu on the left side of the page.

**Client Dashboard**

ClientID: 1048334

**Luke Skywalker's Information**

Name:	Skywalker, Luke	Birth Date:	1/1/2000	Age:	22
Gender:	Male	Veteran:	Data Not Collected		
Ethnicity:	Data not collected	Race:	Data not collected		

**Luke's Enrollments**

1 result found.

Enrollment Description	Case Members	Project Start Date	Exit Date	Housing Move-In Date	Enroll ID	Exit ID	Exit Destination	Organization	Last Assessment Completed
Coordinated Entry (R1)	1	11/07/2022			1971922			Coordinated Entry Region 1	11/07/2022

3. Select **"ADD CE Event"**

**Client Services**

The client's service history displays below. To record a service, click **Add New Service**. To record multiple services, click **Quick Services**. To edit or view an existing service, click **Edit Service** next to the record.

**+ Add New Service** **+ Quick Services** **+ Add CE Event**

1 result found.

Date	Service	Units	\$ Total	Organization
11/07/2022	CE - Case Management	1.00	\$0.00	Coordinated Entry Region 1

4. In the **"Event Type"** field, select **"Referral to Emergency Housing Voucher (EHV)"** from the drop-down list
5. **"Provider"** is your Coordinated Entry Region #
6. **"Enrollment"**, select the Client's Coordinated Entry Enrollment

The screenshot shows the 'Coordinated Entry Event' form in a web application. The form is titled 'Coordinated Entry Event' and includes a search bar at the top. The client information is displayed as 'Luke Skywalker', '123-00-0000', and 'ClientID 1048334'. The form fields include 'Date of Event' (11/07/2022), 'Event Type' (dropdown menu), 'Provider' (dropdown menu), 'Enrollment' (dropdown menu), and 'Restriction' (radio buttons). The 'Event Type' dropdown menu is open, showing a list of options. The option 'Referral to Emergency Housing Voucher (EHV)' is highlighted. A red arrow points to the dropdown menu.

The screenshot shows the 'Coordinated Entry Event' form with the 'Event Type' dropdown menu closed. The 'Event Type' field is now set to 'Referral to Emergency Housing Voucher (EHV)'. The 'Provider' field is set to 'Coordinated Entry Region'. The 'Enrollment' field is set to '11/07/2022 - Coordinated Entry (R1)'. The 'Refer to Provider' field is empty, and a red arrow points to the magnifying glass icon next to it. The 'Referral Result' field is set to '-- SELECT --'. The 'Result Date' field is set to 'MM/DD/YYYY'. The 'Restriction' field has two radio buttons: 'Restrict to Organization' and 'Restrict to MOU/InfoRelease' (selected).

7. **"Refer to Provider"** field, click on the magnifying glass which takes you to a list of available Public Housing Authorities who are accepting referrals for the Emergency Housing Voucher. Next, select (click on) the name of the PHA you are referring your client to for assistance.

Search

Find Provider

23 results found.

Provider ↑	Street Address	Zip Code	City	State	Notes
Bloomington Housing Authority	1007 N Summit St	47404	Bloomington	IN	
Coordinated Entry Region 1					
Coordinated Entry Region 10					
Coordinated Entry Region 11					
Coordinated Entry Region 12					
Coordinated Entry Region 13					
Coordinated Entry Region 14					
Coordinated Entry Region 1a					
Coordinated Entry Region 2a					
Coordinated Entry Region 3					
Coordinated Entry Region 4					
Coordinated Entry Region 5					

Cancel

8. Next, select **“Save”** in the bottom right corner of the screen.

Coordinated Entry Event

Coordinated Entry Event Data Collection

Date of Event: \* 11/07/2022
Event Type: \* Referral to Emergency Housing Voucher (EHV)
Provider: \* Coordinated Entry Region
Enrollment: \* 11/07/2022 - Coordinated Entry (R1)
Refer to Provider: \* Coordinated Entry Region
Referral Result: \* -- SELECT --
Result Date: MM/DD/YYYY
Restriction: \* ☐ Restrict to Organization ☒ Restrict to MOU/InfoRelease

Save

Cancel

The CE Event/Referral to Emergency Housing Voucher (EHV) is now recorded in the client’s record.

Please submit a ticket to the [HMISHelpDesk@ihcda.in.gov](mailto:HMISHelpDesk@ihcda.in.gov) if you need further assistance.