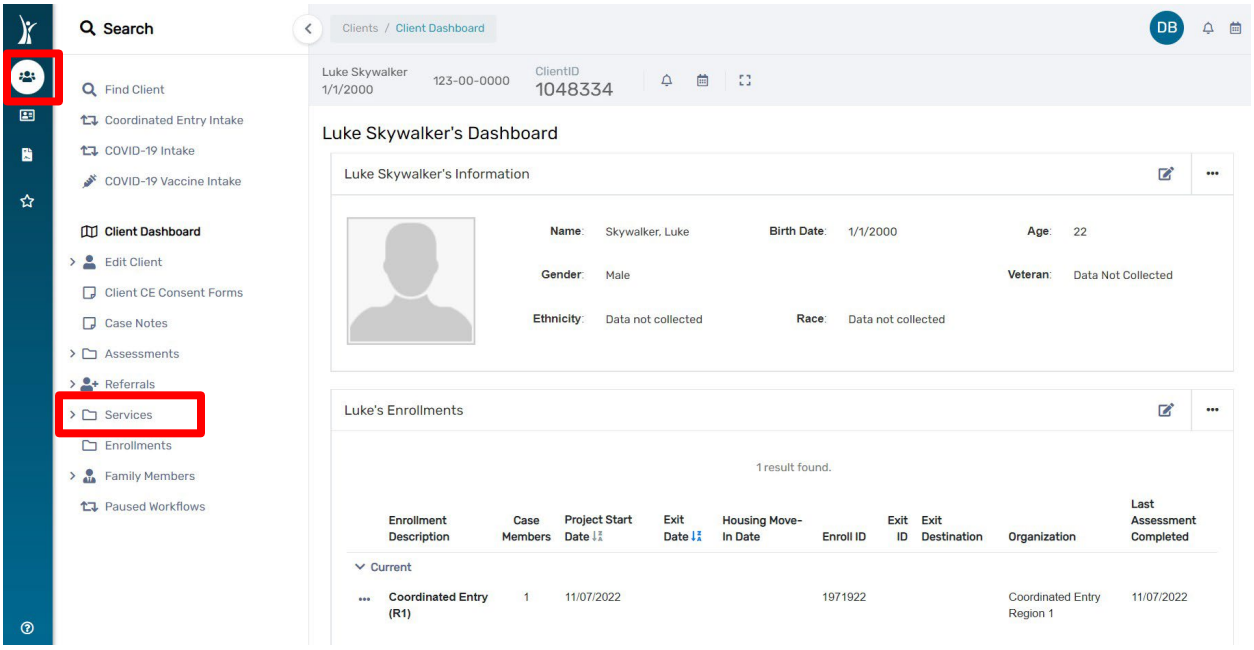
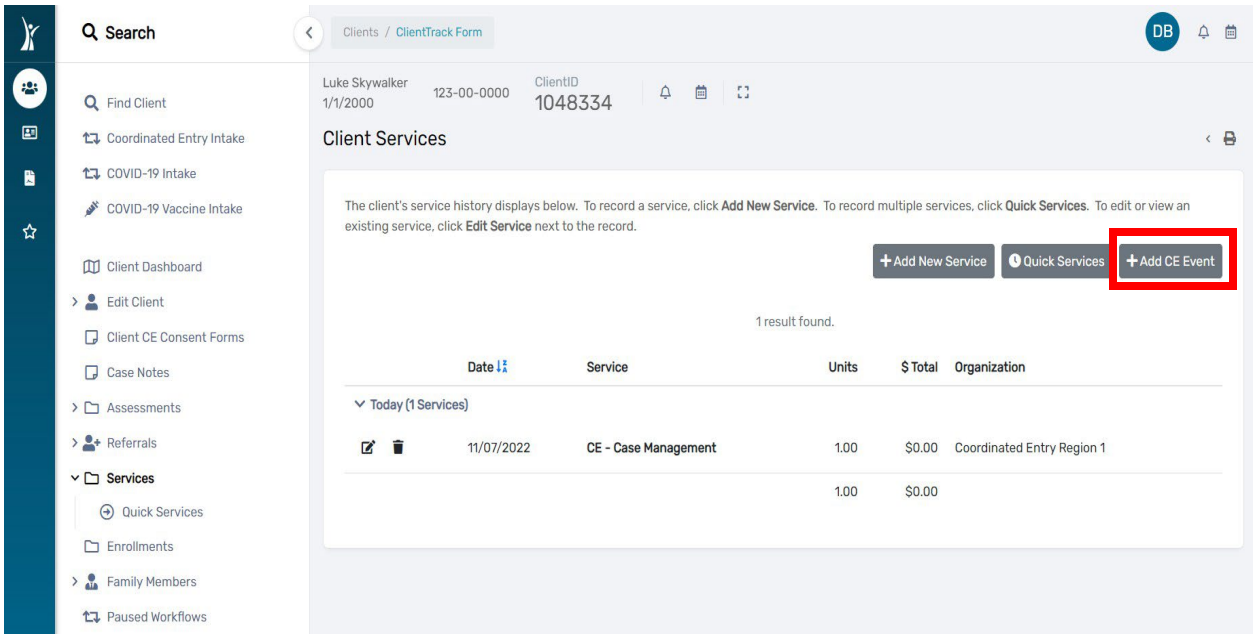
How to Guide: Coordinated Entry Event

EHV Referral

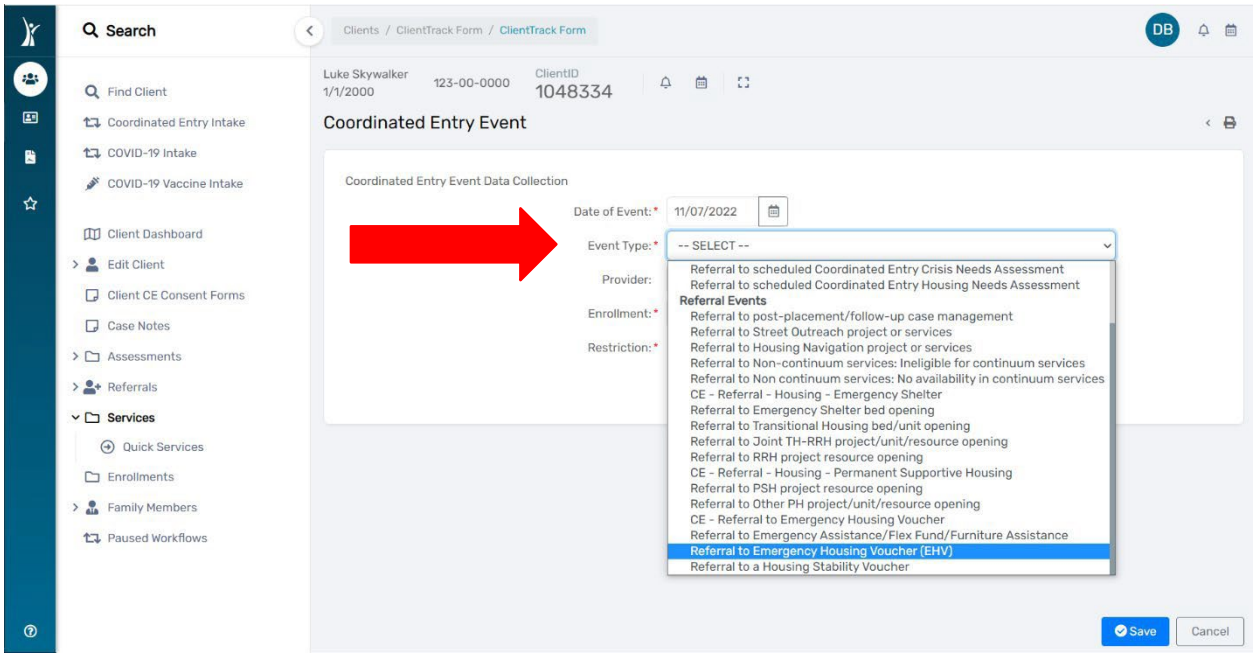
1. Make sure that you are logged in under the CE Workgroup by clicking on your initials in the upper right-hand corner. Select **"2020 Coordinated Entry"** for the Workgroup and your **"Coordinated Entry Region #"** for the Organization.
2. Next, select the **"Clients"** icon in the upper left corner,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

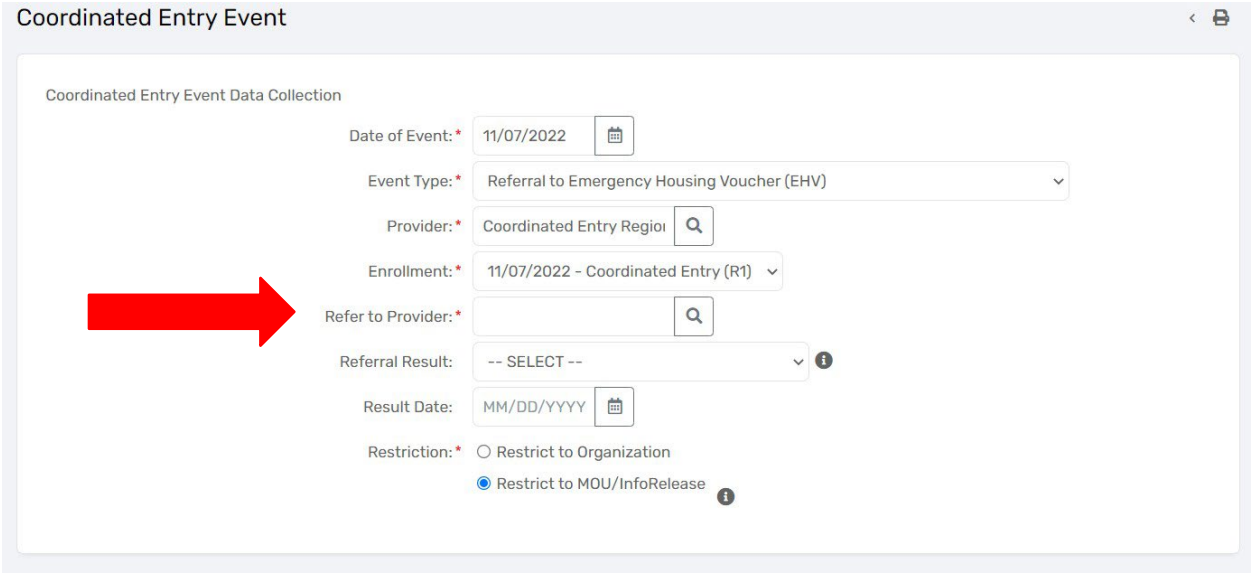


3. Select **"ADD CE Event"**

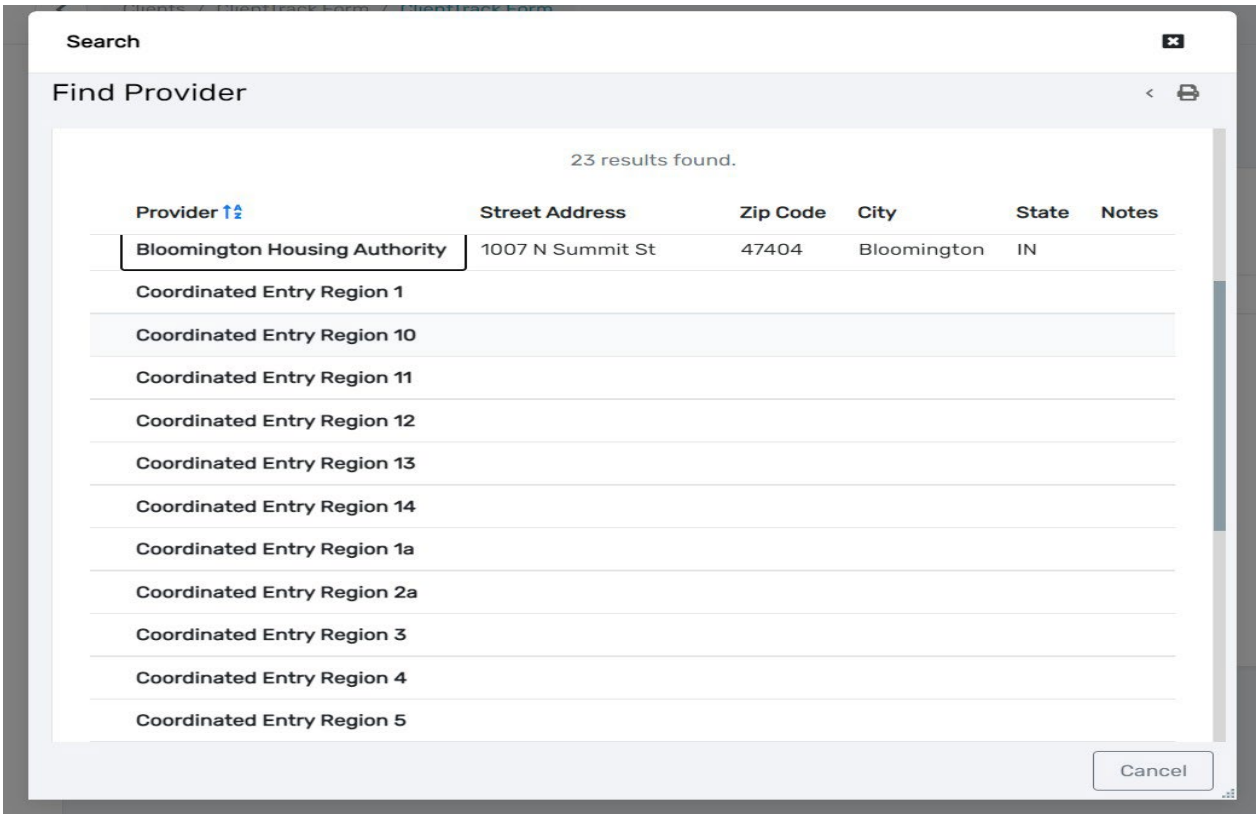


4. In the **“Event Type”** field, select **“Referral to Emergency Housing Voucher (EHV)”** from the drop-down list
5. **“Provider”** is your Coordinated Entry Region #
6. **“Enrollment”**, select the Client’s Coordinated Entry Enrollment

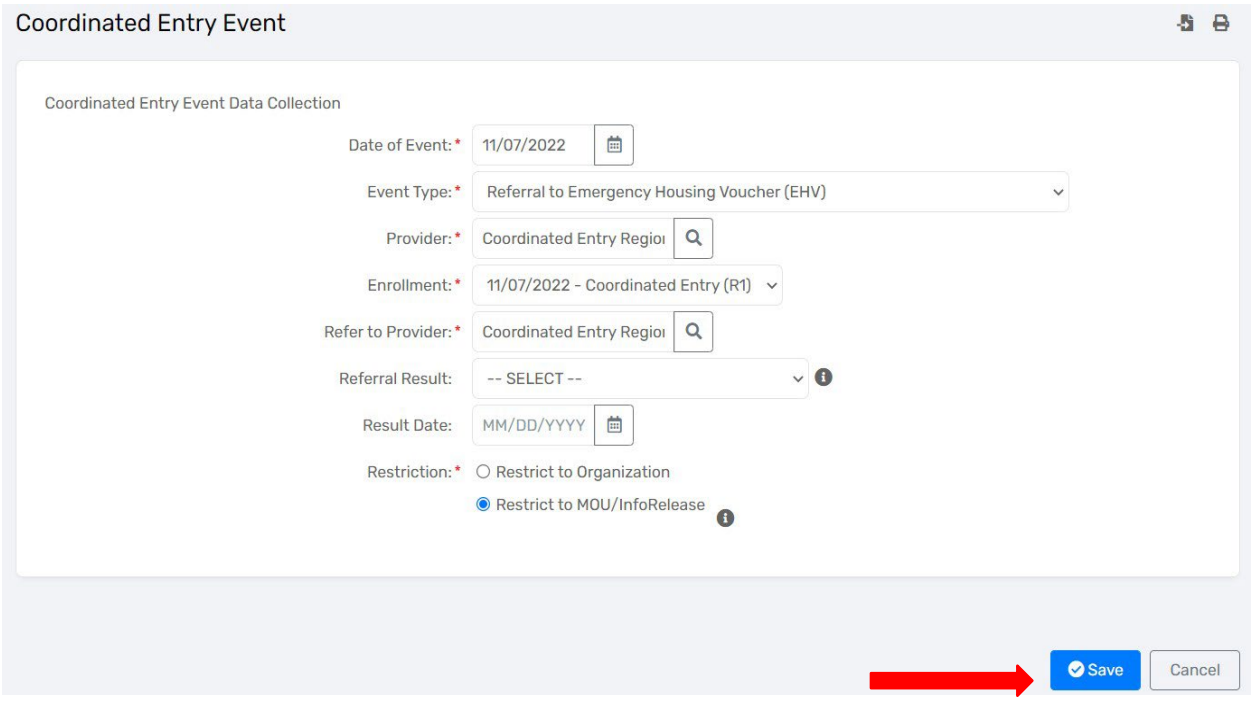




7. **“Refer to Provider”** field, click on the magnifying glass which takes you to a list of available Public Housing Authorities who are accepting referrals for the Emergency Housing Voucher. Next, select (click on) the name of the PHA you are referring your client to for assistance.



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



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 if you need further assistance.