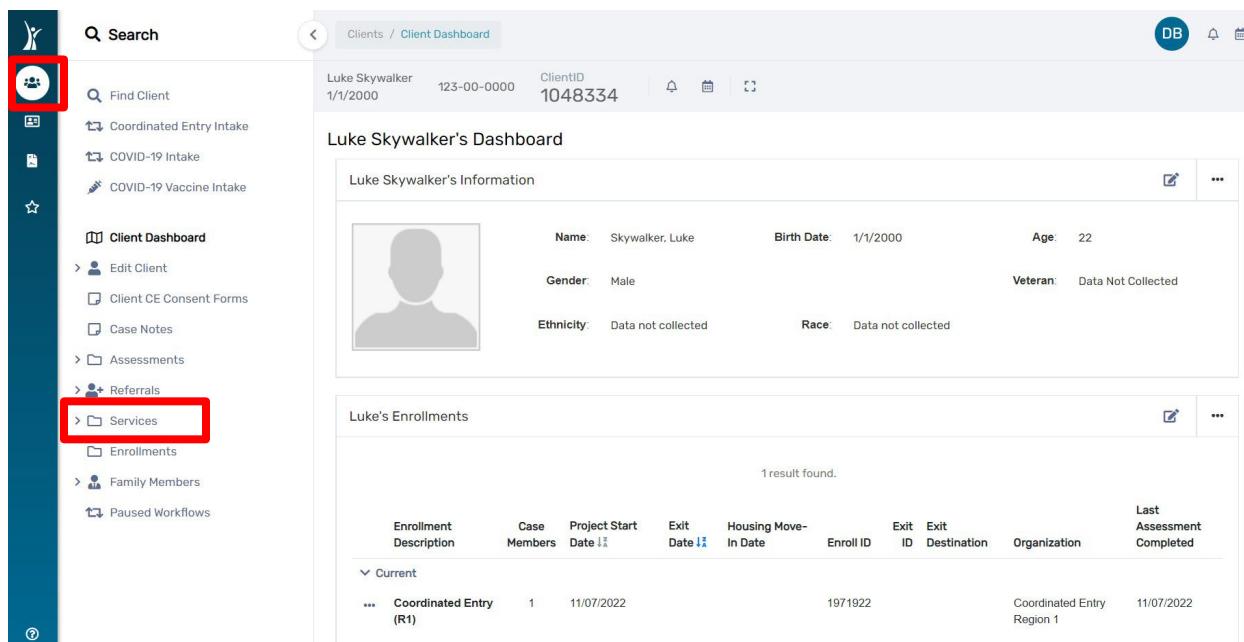


How to Guide: Coordinated Entry Event

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.



Luke Skywalker's Dashboard

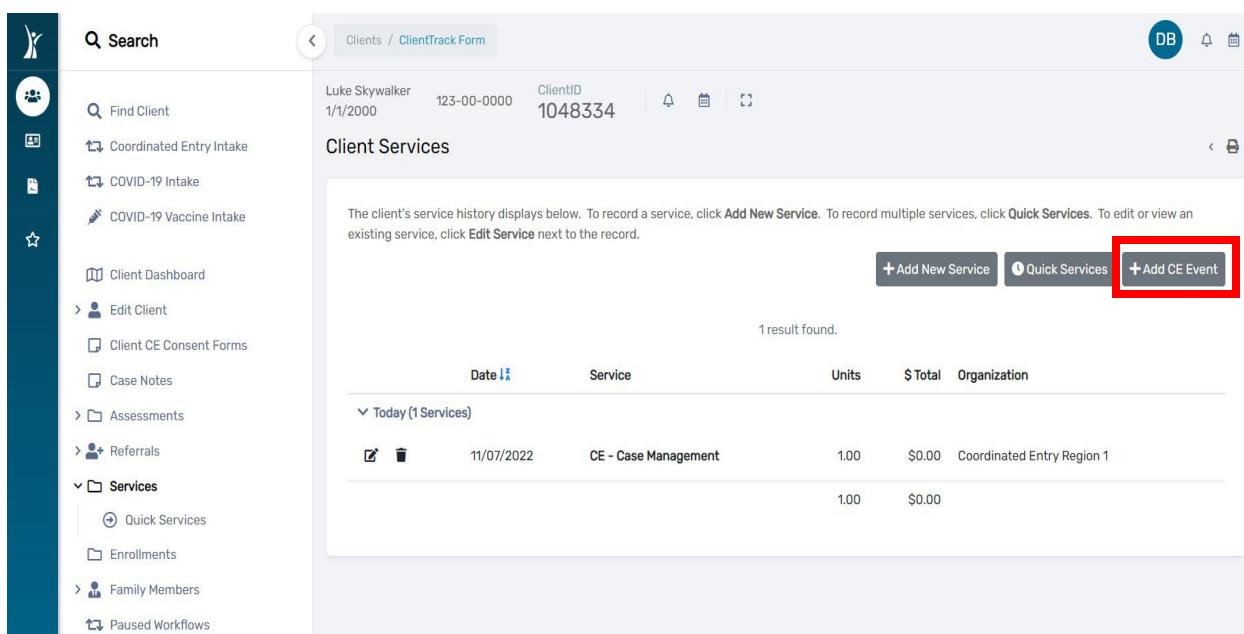
Luke Skywalker's Information

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

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**”

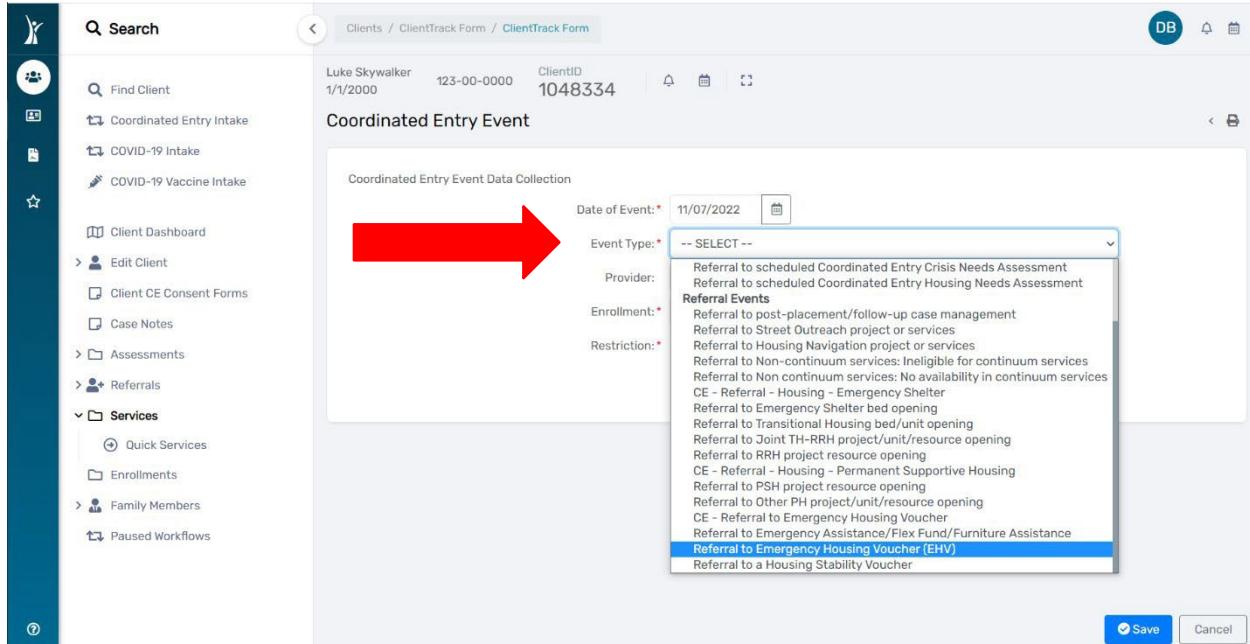


Client Services

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.

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

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



Search

Clients / ClientTrack Form / ClientTrack Form

Luke Skywalker 123-00-0000 ClientID 1048334

Coordinated Entry Event

Coordinated Entry Event Data Collection

Date of Event: * 11/07/2022

Event Type: * -- SELECT --

Provider: Coordinated Entry Region

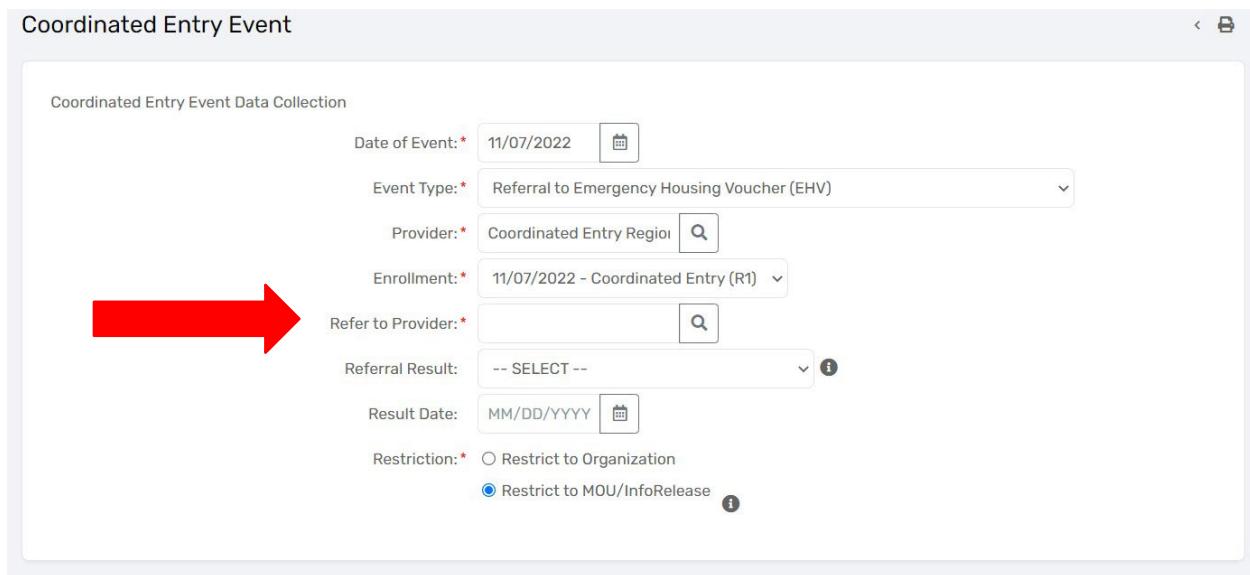
Enrollment: * 11/07/2022 - Coordinated Entry (R1)

Restriction: * Restrict to Organization Restrict to MOU/InfoRelease

-- SELECT --

- Referral to scheduled Coordinated Entry Crisis Needs Assessment
- Referral to scheduled Coordinated Entry Housing Needs Assessment
- Referral Events**
- Referral to post-placement/follow-up case management
- Referral to Street Outreach project or services
- Referral to Housing Navigation project or services
- Referral to Non-continuum services: Ineligible for continuum services
- Referral to Non continuum services: No availability in continuum services
- CE - Referral - Housing - Emergency Shelter
- Referral to Emergency Shelter bed opening
- Referral to Transitional Housing bed/unit opening
- Referral to Joint TH-RRH project/unit/resource opening
- Referral to RRH project/resource opening
- CE - Referral - Housing - Permanent Supportive Housing
- Referral to PSH project/resource opening
- Referral to Other PH project/unit/resource opening
- CE - Referral to Emergency Housing Voucher
- Referral to Emergency Assistance/Flex Fund/Furniture Assistance
- Referral to Emergency Housing Voucher (EHV)**
- Referral to a Housing Stability Voucher

Save Cancel



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: * -- SELECT --

Referral Result: -- SELECT --

Result Date: MM/DD/YYYY

Restriction: * Restrict to Organization Restrict to MOU/InfoRelease

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.

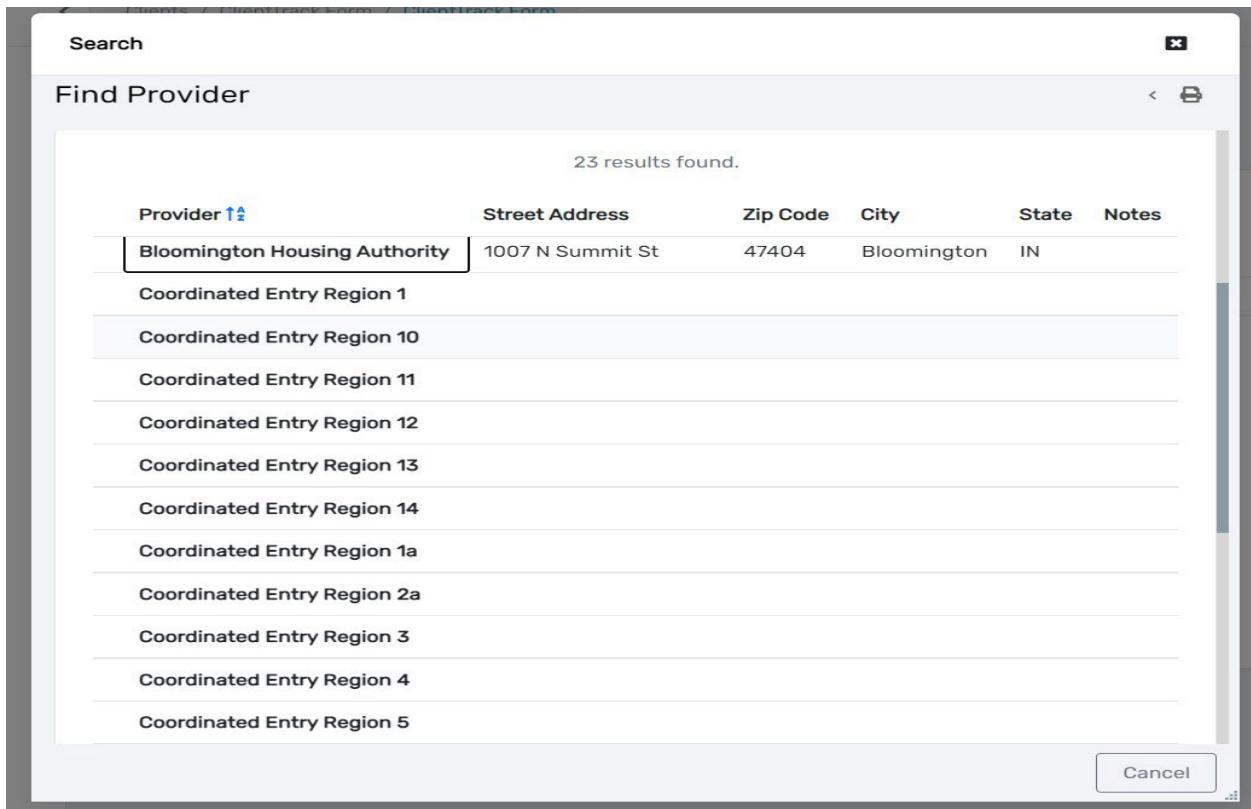
Search X

Find Provider

23 results found.

Provider <small>↑↓</small>	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



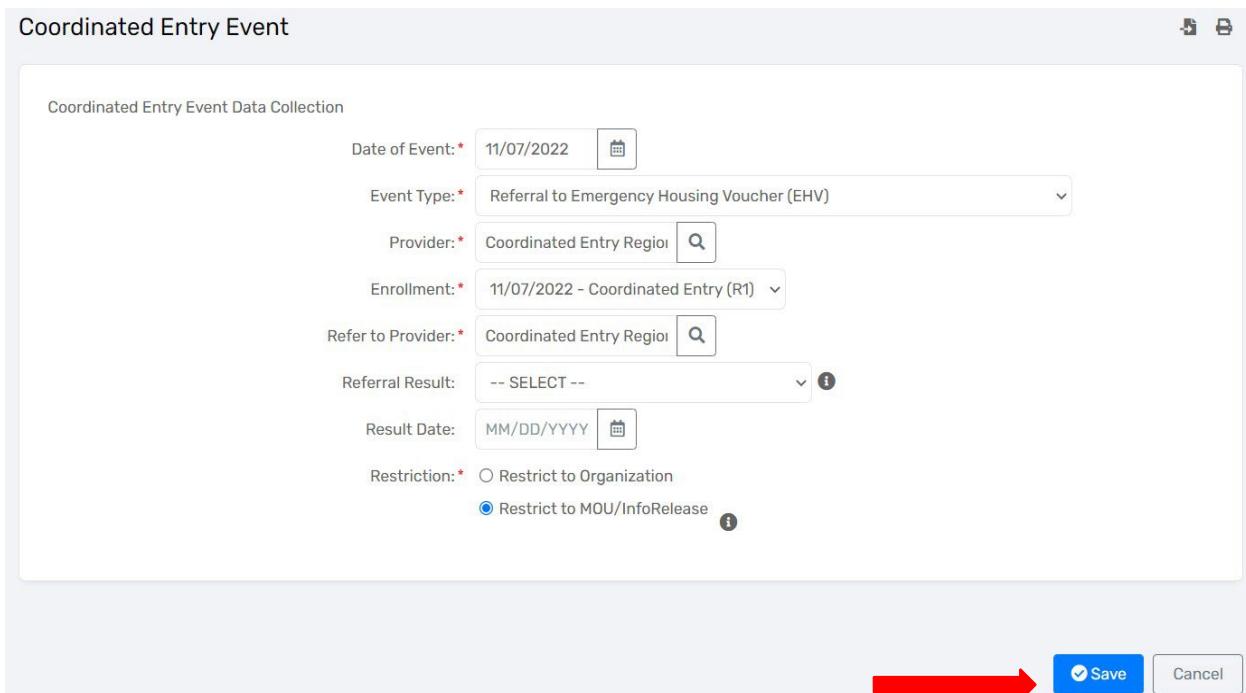
8. Next, select “Save” in the bottom right corner of the screen.

Coordinated Entry Event

Coordinated Entry Event Data Collection

Date of Event: *	11/07/2022 <input type="button" value="Calendar"/>
Event Type: *	Referral to Emergency Housing Voucher (EHV) <input type="button" value="Search"/>
Provider: *	Coordinated Entry Region <input type="button" value="Search"/>
Enrollment: *	11/07/2022 - Coordinated Entry (R1) <input type="button" value="Search"/>
Refer to Provider: *	Coordinated Entry Region <input type="button" value="Search"/>
Referral Result: *	-- SELECT -- <input type="button" value="Help"/>
Result Date:	MM/DD/YYYY <input type="button" value="Calendar"/>
Restriction: *	<input type="radio"/> Restrict to Organization <input checked="" type="radio"/> Restrict to MOU/InfoRelease <input type="button" value="Help"/>

→



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.