

# How to Guide: Coordinated Entry Event

## EHV Referral

1. From the “Client’s Dashboard”, select the “Case Management” tab located in the menu on the left side of the page.
2. Next, select “Services”

The screenshot shows the ClientTrack interface for a new EHVClient. The left sidebar menu has 'Case Management' and 'Services' highlighted with red boxes. The main content area displays the client's information and various service-related sections.

**New EHVClient's Information**

Name	EHVClient, New	Birth Date		Age	
Gender	Male	Race	Black, African American, or African, White	Veteran	No
Ethnicity	Non-Hispanic/Non-Latin(A)(S)(O)				

**New'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	11/03/2021			1960553			Coordinated Entry Region 1	11/03/2021

**New's Case Manager Assignments**

Case Manager	Begin Date	Status	End Date	Enrollment
Lori Wood	11/03/2021	Active		Coordinated Entry (R1)

**New's Services**

Date	Service	Units	\$ Total	Organization
11/03/2021	CE - Case Management	1.00	\$0.00	Coordinated Entry Region 1

3. Select “ADD CE Event”

The screenshot shows the ClientTrack interface for 'Client Services'. The left sidebar menu has 'Services' highlighted with a red box. The main content area displays a table of services and a red box around the '+ Add CE Event' button.

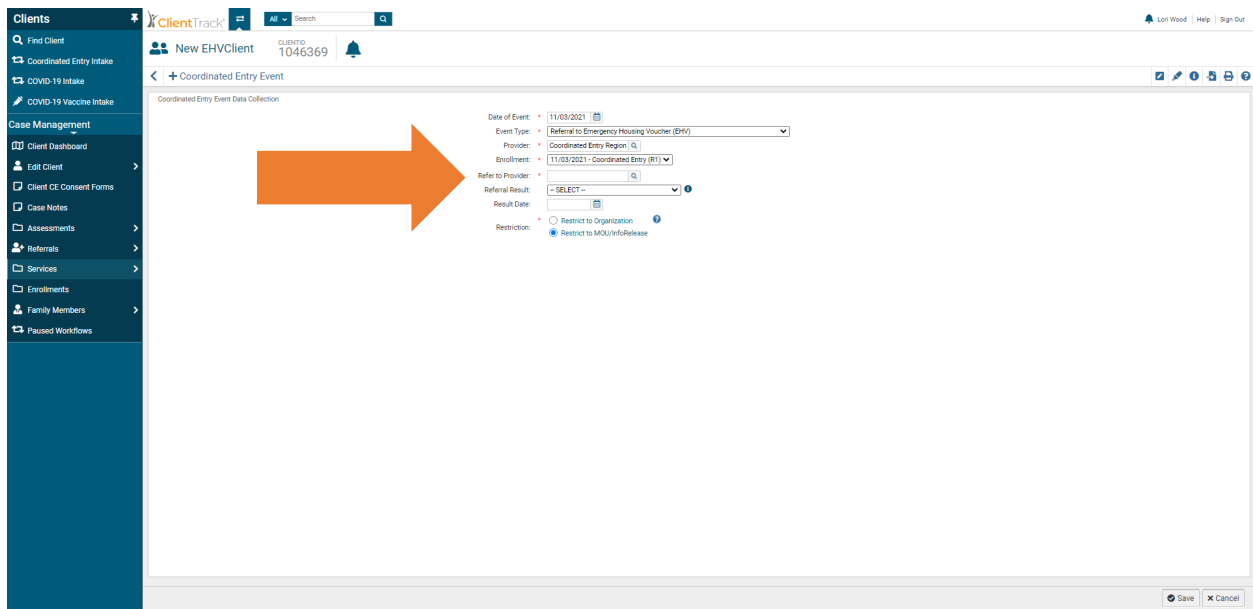
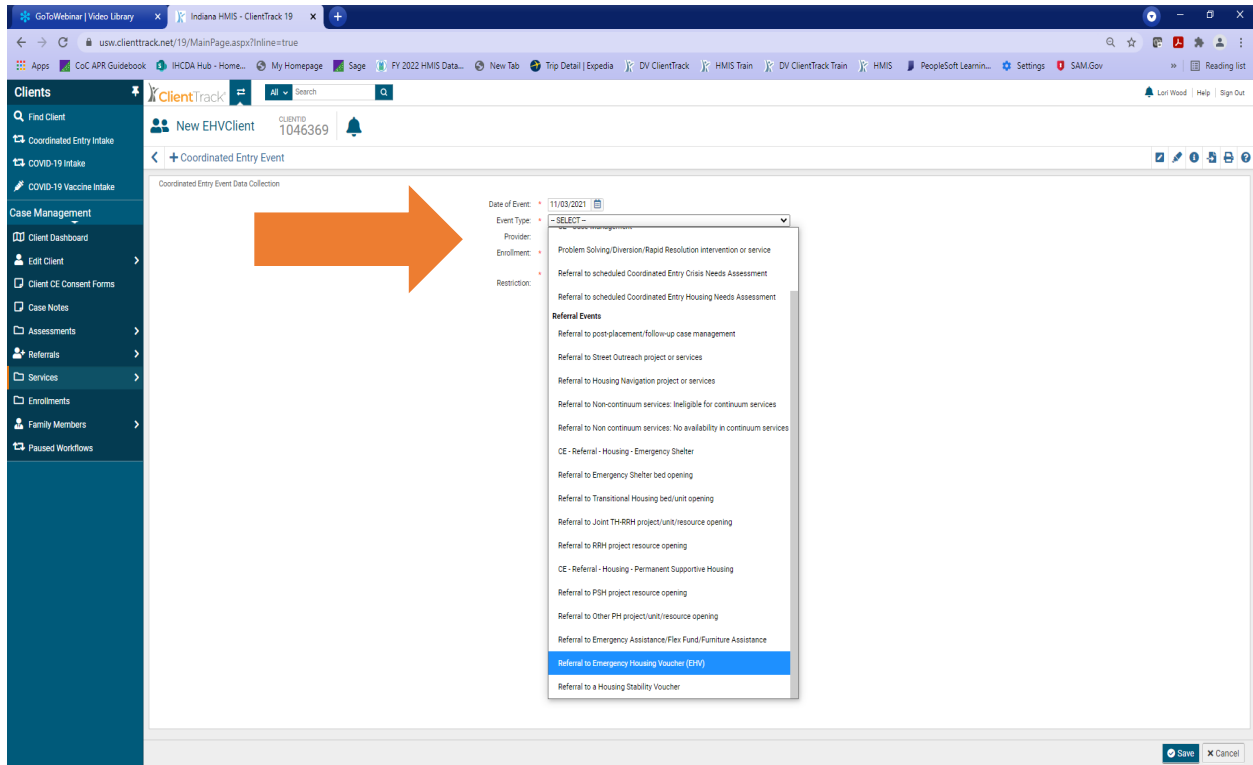
**Client Services**

The clients 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.

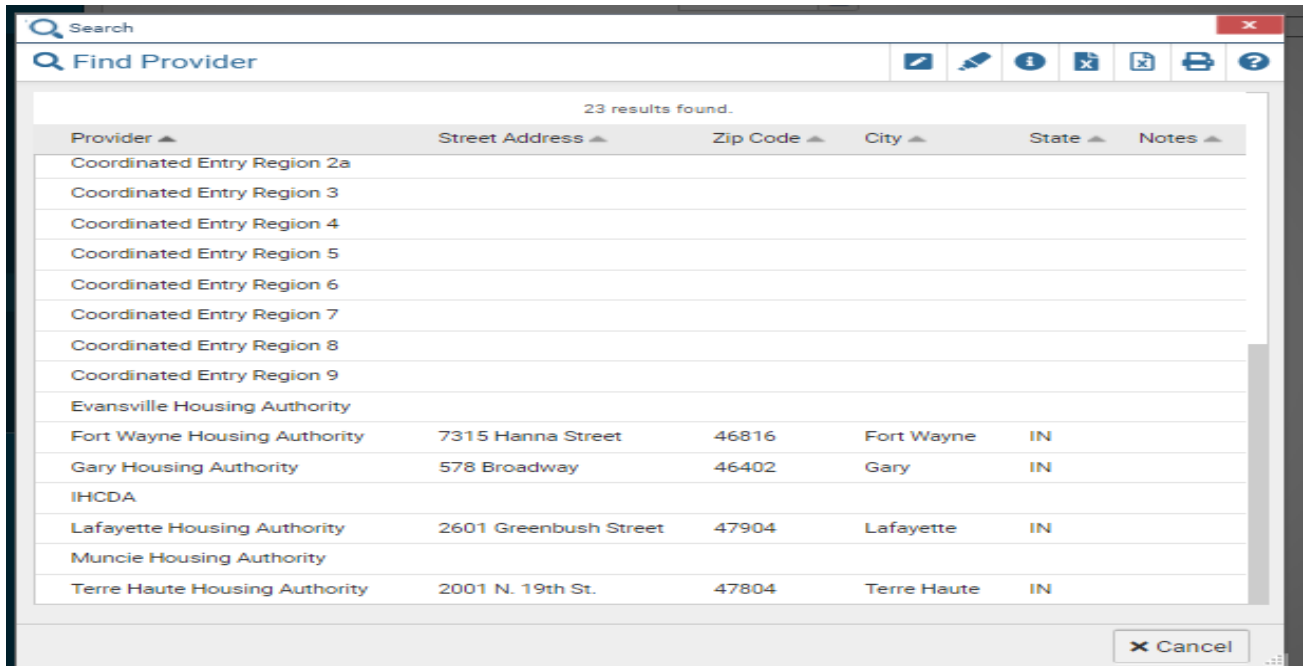
Date	Service	Units	\$ Total	Organization
11/03/2021	CE - Case Management	1.00	\$0.00	Coordinated Entry Region 1
		1.00	\$0.00	

**+ Add CE Event**

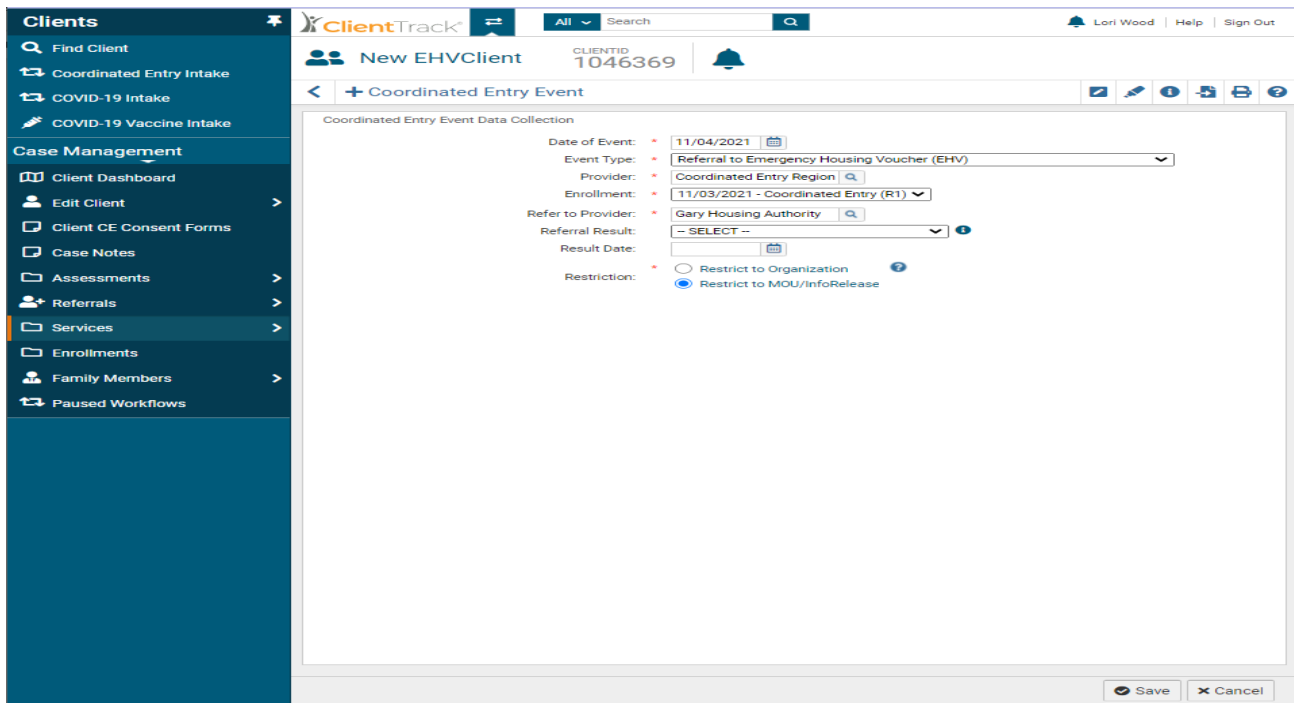
4. In the **“Event Type”** field, select **“Referral to Emergency Housing Voucher (EHV)”** from the drop-down list
5. **“Provider”** is your Coordinated Entry Region #
6. **“Enrollment”**, select the Client’s Coordinated Entry Enrollment



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](mailto:HMISHelpDesk@ihcda.in.gov) if you need further assistance.