

How to Guide for Accessing Coordinated Entry Reports

December 2019

VI-SPDAT

1. Log in to HMIS using the “2020 Coordinated Entry” workgroup and your “Coordinated Entry Region #” as the organization.
2. From the “Home” workspace, locate the “HMIS Reports” function in the menu on the left-hand side of the screen.
3. Click on “HMIS Reports” to expand the menu.

The screenshot shows the ClientTrack user interface. The left-hand navigation menu is expanded, with 'HMIS Reports' highlighted. The main content area displays 'Current Program Enrollments' with a table and a bar chart.

| Program | Cases | Clients |
|---|-------|---------|
| ESG Prevention My Fake (R10) | 23 | 26 |
| ESG RRH My Fake (R10) | 12 | 14 |
| My Fake IHODA Coordinated Entry (R1) | 118 | 123 |
| My Fake Org Prevention (ESG - R10) | 3 | 3 |
| My Fake Org RRH (ESG - R10) | 2 | 2 |
| 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 SSO (PATH-R10) | 34 | 38 |
| My Fake Organization SSVF Prev (VA-R10) | 1 | 1 |

The bar chart on the right visualizes the enrollment data for various programs, with the y-axis representing the number of cases or clients (0 to 300). The x-axis lists the program names, such as 'My Fake Organization PH (CoC-R10)' which shows the highest enrollment.

4. After the menu expands beneath “HMIS Reports”, hover your cursor over “VISPDAT and SPDAT Assessments” then move your cursor to the right and click on “VISPDAT (Single adults) or VI-F-SPDAT (Families)”. ***PLEASE NOTE: The “SPDAT and F-SPDAT” options are not functional since the IN BoS CoC does not utilize the full SPDAT tools.***
5. During this tutorial, we will choose the “VISPDAT”.
6. A report will display with Client information, Assessment Date, Assessor, Total Score, and Category Scores.
7. To view a specific Client record, click on the little blue button to the left of the Client’s name, then click “Select Client” in the pop-up menu (this will take you to the Client’s dashboard).
8. To view the VI-SPDAT assessment, click “Edit/View Single Adult” in the pop-up menu (this will take you to the actual completed VI-SPDAT for the Client).

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ClientTrack

Lori Wood
My Fake Organization 2020 Coordinated Entry

VI-SPDAT/F-VI-SPDAT History

All Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT/Family(F)-VI-SPDAT) Assessments for the selected client are displayed below.

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| Scoring Range | Intervention | Comments |
|---------------|-------------------------|---|
| 0-3 | No Housing Intervention | Generally high functioning individuals with shorter periods of homelessness. Needs are not as complex in most of the SPDAT categories. Are most likely to solve their own homelessness, perhaps with very brief financial assistance, shallow subsidy, access to apartment listings and the like. |
| 4-7 | Rapid Re-housing | With some supports, though not as intensive as Housing First, the individuals can access and maintain housing. The focus of the supports will more likely be on a smaller number of SPDAT components. Support services do not last as long as Housing First supports. |
| 8+ | Housing First | These are individuals with more complex needs who are likely to benefit from case management supports either through Intensive Case Management or Assertive Community Treatment. Scores in the SPDAT are likely to be higher (3s and 4s) in many of the components. |

SPDAT

F-SPDAT

VISPAT

VIF-SPDAT

Supportive Housing/Housing First (151)

| Name | Type | Assessment Date | Assessed by | Score General | Score Family | Score History | Score Risks | Score Socialization | Score Wellness | Score Total |
|-----------------|---------------|--------------------|-------------|---------------|--------------|---------------|-------------|---------------------|----------------|-------------|
| Hill, Harmony | Single Adults | 10/12/2016 1:57PM | Lori Wood | 0 | 4 | 2 | 4 | 4 | 6 | 20 |
| Boy, Bill | Single Adults | 07/26/2017 3:00PM | Training 11 | 0 | | 2 | 4 | 4 | 6 | 17 |
| Deer, Mr. | Single Adults | 08/17/2017 10:55AM | Training 06 | 0 | | 2 | 4 | 4 | 6 | 16 |
| Lee, Michelle | Single Adults | 10/23/2017 10:34AM | Training 10 | 0 | | 2 | 4 | 4 | 6 | 16 |
| nader, ralph | Single Adults | 11/02/2017 2:15PM | Training 08 | 1 | | 1 | 4 | 4 | 6 | 16 |
| track, first | Single Adults | 11/02/2017 2:15PM | Training 12 | 0 | | 2 | 4 | 4 | 6 | 16 |
| McIntyre, Reba | Single Adults | 06/14/2018 10:26AM | Training 06 | 0 | | 2 | 4 | 4 | 6 | 16 |
| Kinser, Steven | Single Adults | 06/14/2018 2:00PM | Training 10 | 0 | | 2 | 4 | 4 | 6 | 16 |
| Facebook, Vicki | Single Adults | 08/17/2017 10:54AM | Training 07 | 0 | | 2 | 4 | 3 | 6 | 15 |
| Reed, Walter | Single Adults | 08/17/2017 10:54AM | Training 02 | 0 | | 2 | 3 | 4 | 6 | 15 |

ClientTrack

Lori Wood
My Fake Organization 2020 Coordinated Entry

VI-SPDAT/F-VI-SPDAT History

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|---------------|-------------------------|---|
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| 4-7 | Rapid Re-housing | With some supports, though not as intensive as Housing First, the individuals can access and maintain housing. The focus of the supports will more likely be on a smaller number of SPDAT components. Support services do not last as long as Housing First supports. |
| 8+ | Housing First | These are individuals with more complex needs who are likely to benefit from case management supports either through Intensive Case Management or Assertive Community Treatment. Scores in the SPDAT are likely to be higher (3s and 4s) in many of the components. |

199 results found.

| Name | Type | Assessment Date | Assessed by | Score General | Score Family | Score History | Score Risks | Score Socialization | Score Wellness | Score Total |
|---|---------------|--------------------|-------------|---------------|--------------|---------------|-------------|---------------------|----------------|-------------|
| 8+ Permanent Supportive Housing/Housing First (151) | | | | | | | | | | |
| Hill, Harmony | Single Adults | 10/12/2016 1:57PM | Lori Wood | 0 | 4 | 2 | 4 | 4 | 6 | 20 |
| Boy, Bill | Single Adults | 07/26/2017 3:00PM | Training 11 | 0 | | 2 | 4 | 4 | 6 | 16 |
| Deer, Mr. | Single Adults | 08/17/2017 10:55AM | Training 06 | 0 | | 2 | 4 | 4 | 6 | 16 |
| Lee, Michelle | Single Adults | 10/23/2017 10:34AM | Training 10 | 0 | | 2 | 4 | 4 | 6 | 16 |
| nader, ralph | Single Adults | 11/02/2017 2:15PM | Training 08 | 1 | | 1 | 4 | 4 | 6 | 16 |
| track, first | Single Adults | 11/02/2017 2:15PM | Training 12 | 0 | | 2 | 4 | 4 | 6 | 16 |
| McIntyre, Reba | Single Adults | 06/14/2018 10:26AM | Training 06 | 0 | | 2 | 4 | 4 | 6 | 16 |
| Kinser, Steven | Single Adults | 06/14/2018 2:00PM | Training 10 | 0 | | 2 | 4 | 4 | 6 | 16 |
| Facebook, Vicki | Single Adults | 08/17/2017 10:54AM | Training 07 | 0 | | 2 | 4 | 3 | 6 | 15 |
| Reed, Walter | Single Adults | 08/17/2017 10:54AM | Training 02 | 0 | | 2 | 3 | 4 | 6 | 15 |

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Prioritization List

1. From the “Home” workspace, locate the “Prioritization List” function in the menu on the left-hand side of the screen.
2. Click on “Prioritization Lists”. The menu will expand below, click on “Prioritization List” to open the report.

The screenshot shows the ClientTrack Home dashboard. The left-hand navigation menu is visible, with 'Home' at the top and 'Prioritization Lists' highlighted in red. Below 'Prioritization Lists', the 'Prioritization List' option is also highlighted in red. The main content area displays 'Lori Wood' and 'My Fake Organization 2020 Coordinated Entry'. A table titled 'Current Program Enrollments' shows the following data:

| Program | Cases | Clients |
|---------------------------------------|-------|---------|
| ESG Prevention My Fake (R10) | 23 | 26 |
| ESG RRH My Fake (R10) | 12 | 14 |
| My Fake IHCDCA Coordinated Entry (R1) | 118 | 123 |
| My Fake Org Prevention (ESG - R10) | 3 | 3 |
| My Fake Org RRH (ESG - R10) | 2 | 2 |
| My Fake Organization (ES - R10) | 66 | 82 |

To the right of the table is a bar chart showing enrollment data for various programs. A red arrow points from the 'Prioritization List' menu item to the 'Current Program Enrollments' table.

3. Choose your “Coordinated Entry Region #” from the “Program” drop down menu.
 - a. You can also sort by **Family Type**, **VISPDAT Range**, **Referred**, **Days Homeless and/or Veteran Status** by clicking on the corresponding drop-down menu then clicking on the sort choice you want to see in the report.

The screenshot shows the ClientTrack Prioritization List report. The left-hand navigation menu is visible, with 'Home' at the top and 'Prioritization Lists' highlighted in red. Below 'Prioritization Lists', the 'Prioritization List' option is also highlighted in red. The main content area displays 'Lori Wood' and 'My Fake Organization 2020 Coordinated Entry'. The report title is 'Prioritization List'. The filters are set to:

- Program: My Fake IHCDCA Coordinated Entry (R1)
- Family Type: - SELECT -
- VISPDAT Range: - SELECT -
- Referred: - SELECT -
- Days Homeless: - SELECT -
- Veteran Status: - SELECT -

117 results found.

| Name | Case Members | Children | Enroll Date | Homeless Start Date | Days Homeless | VISPDAT Score | Days Since Last VISPDAT | Last Referral Date | Referred To Provider | Referral Result | Notes | Organization | Veteran Status | Veteran Healthcare Eligible | Review By | Review Date |
|------------------|--------------|----------|-------------|---------------------|---------------|---------------|-------------------------|--------------------|--------------------------------|-----------------|---------------|----------------------|----------------|-----------------------------|-----------------|-------------|
| Pitt, Peach | 1 | 0 | 06/14/2018 | 12/25/2012 | 2551 | 17 | 554 | | | | 6/14/18, T... | My Fake Organization | No | Yes | | |
| Pitt, Peach | 1 | 0 | 06/14/2018 | 12/25/2012 | 2551 | 17 | 554 | | | | | My Fake Organization | No | Yes | Tony Sloderbeck | 06/13/2019 |
| Kinset, Steven | 1 | 0 | 06/14/2018 | 02/01/1999 | 7627 | 16 | 554 | | | | | My Fake Organization | No | No | Tony Sloderbeck | 06/14/2019 |
| Rogers, Frank M | 1 | 0 | 06/14/2018 | 02/24/2010 | 3586 | 15 | 554 | 06/14/2018 | Catholic Charities Bloomington | Attained | | My Fake Organization | No | | | |
| Yield, Melinda | 1 | 0 | 06/14/2018 | 06/10/2000 | 7132 | 14 | 554 | 06/14/2018 | Anderson Housing Authority | Attained | | My Fake Organization | No | | | |
| Johnson, Hanz | 1 | 0 | 06/14/2018 | 02/28/2006 | 5043 | 14 | 554 | 01/23/2019 | ABC Dentist | | | My Fake Organization | No | | | |
| Johnson, Dwayne | 1 | 0 | 06/14/2018 | 05/11/2015 | 1684 | 14 | 554 | 01/23/2019 | ABC Dentist | | | My Fake Organization | No | Yes | Tony Sloderbeck | 06/18/2019 |
| The Thrill, Bill | 1 | 0 | 06/14/2018 | 06/01/2015 | 1663 | 14 | 554 | 06/14/2018 | Catholic Charities Bloomington | Attained | | My Fake Organization | No | Yes | Tony Sloderbeck | 06/18/2019 |
| Smith, John | 1 | 0 | 11/02/2017 | 10/15/2017 | 796 | 14 | 778 | 11/02/2017 | ABC Shelter | Attained | | My Fake Organization | No | | | |
| Smith, Ryan | 1 | 0 | 11/02/2017 | 10/29/2017 | 782 | 14 | 778 | | | | | My Fake Organization | No | | | |

Red arrows point to the filter dropdowns for 'Program', 'Family Type', 'VISPDAT Range', 'Referred', 'Days Homeless', and 'Veteran Status'. A 'Cancel' button is visible at the bottom right of the report area.

4. All columns with a ▲ displayed in the heading can be sorted by clicking on the ▲.

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- In the screenshot below, we will sort the “Days Since Last VISPDAT” column by clicking on the triangle, the clicking on “Sort Descending” in the pop-up menu.

The screenshot shows the ClientTrack interface. At the top, there is a navigation bar with 'Home', 'User Dashboard', and 'Global Administration'. Below this is a search bar and a user profile for 'Lori Wood'. The main content area is titled 'Prioritization List' and shows a table of 'Coordinated Entry Reports'. The table has columns for Name, Case Members, Children, Enroll Date, Homeless Start Date, Days Homeless, VISPDAT Score, Days Since Last VISPDAT, Last Referral Date, Referred To Provider, Referral Result, Notes, Organization, Veteran Status, Veteran Healthcare Eligible, Review By, and Review Date. A red box highlights the 'Days Since Last VISPDAT' column header, and another red box highlights the sort dropdown menu with 'Sort Descending' selected. A third red box highlights the 'Excel Data Export' icon in the top right corner of the table area.

- The list will sort and display the highest number of “Days Since Last VISPDAT” starting at the top. This sort tool is helpful when monitoring your Prioritization List for Clients which require a new VI-SPDAT. **(All Coordinated Entry Clients are required to complete a new VI-SPDAT every 90 days to ensure we have their current information.)**
- Export the “Prioritization List” by clicking on the “Excel Data Export” icon located at the top right corner of the page. The icons can be identified by hovering your cursor over each choice. A small pop-up window will appear with the identifying information for each icon.

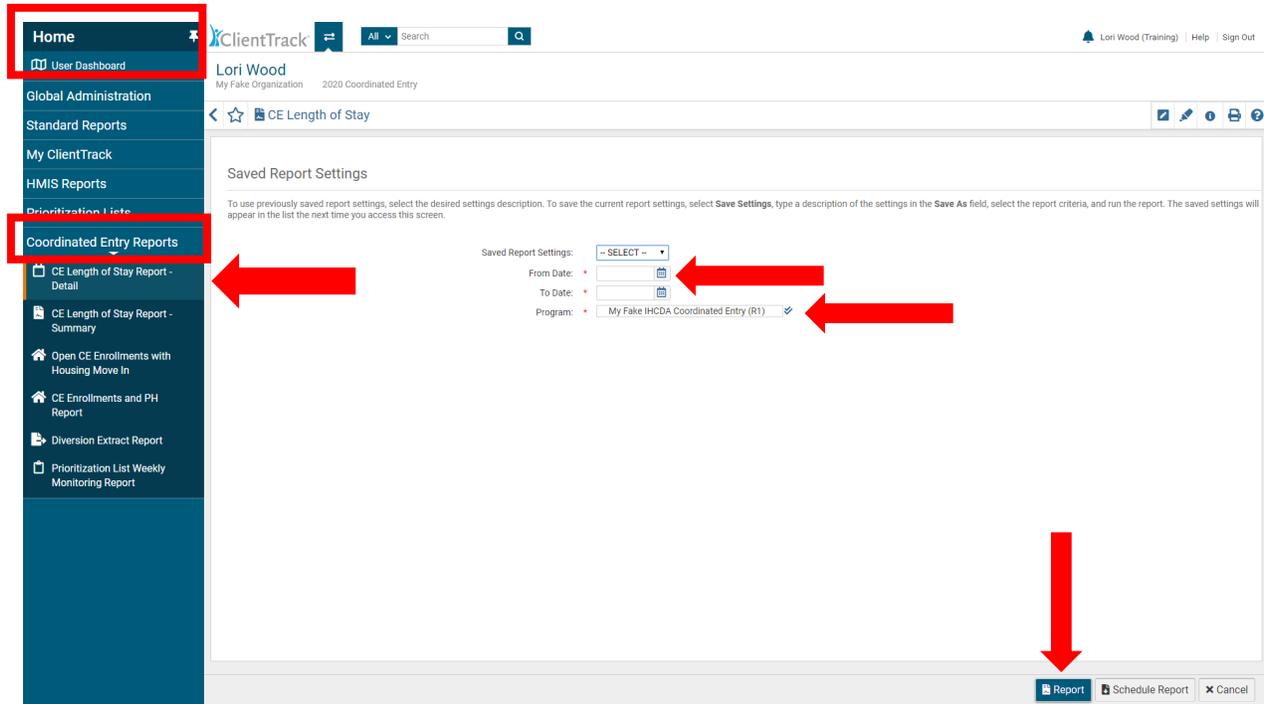
| Custom_VW_Prioritization List_ClientID | Custom_VW_PrioritizationList_ProgramName | Custom_VCT_PrioritizationList_Custom_VW_PrioritizationList_Name | Custom_VW_PrioritizationList_NoCaseMembers | Custom_VW_PrioritizationList_NoChildren | Custom_VW_PrioritizationList_EnrollDate |
|--|--|---|--|---|---|
| 572 | My Fake IHCA Coordinated Entry (R1) | CE, Test | 1 | 0 | 9/27/2016 12:00 AM |
| 582 | My Fake IHCA Coordinated Entry (R1) | Family, Adult | 2 | 1 | 9/28/2016 12:00 AM |
| 574 | My Fake IHCA Coordinated Entry (R1) | Family 1, CE | 2 | 1 | 9/28/2016 12:00 AM |
| 631 | My Fake IHCA Coordinated Entry (R1) | test, Test | 1 | 0 | 5/15/2017 12:00 AM |
| 641 | My Fake IHCA Coordinated Entry (R1) | Monday, Tweed | 1 | 0 | 2/26/2018 12:00 AM |
| 786 | My Fake IHCA Coordinated Entry (R1) | Client, Ima Lee | 1 | 0 | 6/6/2017 12:00 AM |
| 794 | My Fake IHCA Coordinated Entry (R1) | Webster, Bob | 1 | 0 | 6/6/2017 12:00 AM |
| 792 | My Fake IHCA Coordinated Entry (R1) | Client, Ima | 1 | 0 | 6/6/2017 12:00 AM |
| 788 | My Fake IHCA Coordinated Entry (R1) | Client, Ima | 1 | 0 | 6/6/2017 12:00 AM |
| 803 | My Fake IHCA Coordinated Entry (R1) | Doe, Jane | 2 | 1 | 6/7/2017 12:00 AM |
| 805 | My Fake IHCA Coordinated Entry (R1) | Chan, Jackie | 1 | 0 | 6/7/2017 12:00 AM |
| 806 | My Fake IHCA Coordinated Entry (R1) | Penry, James | 1 | 0 | 6/7/2017 12:00 AM |
| 804 | My Fake IHCA Coordinated Entry (R1) | 908 Jacket, Gene | 1 | 0 | 6/7/2017 12:00 AM |
| 795 | My Fake IHCA Coordinated Entry (R1) | Jones, Sue | 1 | 1 | 6/6/2017 12:00 AM |
| 808 | My Fake IHCA Coordinated Entry (R1) | Family, Test | 1 | 0 | 6/13/2017 12:00 AM |
| 810 | My Fake IHCA Coordinated Entry (R1) | Two, Guest | 1 | 1 | 6/19/2017 12:00 AM |
| 809 | My Fake IHCA Coordinated Entry (R1) | Intake, Test | 1 | 0 | 6/14/2017 12:00 AM |
| 799 | My Fake IHCA Coordinated Entry (R1) | Doe, Jane | 1 | 0 | 6/6/2017 12:00 AM |
| 797 | My Fake IHCA Coordinated Entry (R1) | Queen, Oliver F | 1 | 0 | 6/6/2017 12:00 AM |
| 812 | My Fake IHCA Coordinated Entry (R1) | New Workflow, Testing | 1 | 0 | 6/27/2017 12:00 AM |
| 800 | My Fake IHCA Coordinated Entry (R1) | Jerome, Jesse | 1 | 0 | 6/6/2017 12:00 AM |
| 619 | My Fake IHCA Coordinated Entry (R1) | Client, CE | 1 | 0 | 9/12/2017 12:00 AM |
| 815 | My Fake IHCA Coordinated Entry (R1) | 924 Green, Alex | 1 | 0 | 11/7/2016 12:00 AM |
| 832 | My Fake IHCA Coordinated Entry (R1) | 929 Chan, Jackie | 1 | 0 | 7/12/2017 12:00 AM |
| 830 | My Fake IHCA Coordinated Entry (R1) | 920 Patch, Cabbage | 1 | 0 | 7/12/2017 12:00 AM |
| 822 | My Fake IHCA Coordinated Entry (R1) | client, test1 | 1 | 0 | 2/23/2018 12:00 AM |
| 841 | My Fake IHCA Coordinated Entry (R1) | 927 Bath, Joe | 1 | 0 | 7/12/2017 12:00 AM |
| 838 | My Fake IHCA Coordinated Entry (R1) | 919 MONROE, JAMES | 1 | 0 | 7/12/2017 12:00 AM |
| 820 | My Fake IHCA Coordinated Entry (R1) | 925 Obama, Michelle | 1 | 0 | 7/12/2017 12:00 AM |
| 833 | My Fake IHCA Coordinated Entry (R1) | 923 Ross, Diana | 1 | 0 | 7/12/2017 12:00 AM |
| 836 | My Fake IHCA Coordinated Entry (R1) | 926 WILLS, JAMES | 1 | 0 | 7/12/2017 12:00 AM |
| 809 | My Fake IHCA Coordinated Entry (R1) | Doe, Joe | 1 | 0 | 7/26/2017 12:00 AM |
| 856 | My Fake IHCA Coordinated Entry (R1) | Brady, Mike | 1 | 0 | 7/26/2017 12:00 AM |
| 868 | My Fake IHCA Coordinated Entry (R1) | Brady, Marsha K | 1 | 0 | 7/26/2017 12:00 AM |
| 864 | My Fake IHCA Coordinated Entry (R1) | head, noodle | 1 | 0 | 7/26/2017 12:00 AM |
| 863 | My Fake IHCA Coordinated Entry (R1) | Pickle, Sweet | 1 | 0 | 7/26/2017 12:00 AM |
| 860 | My Fake IHCA Coordinated Entry (R1) | Duck, Bob | 1 | 0 | 7/26/2017 12:00 AM |
| 867 | My Fake IHCA Coordinated Entry (R1) | Sue, Curly | 1 | 0 | 7/26/2017 12:00 AM |
| 883 | My Fake IHCA Coordinated Entry (R1) | 966 Angel, Sweet | 1 | 0 | 8/3/2017 12:00 AM |
| 866 | My Fake IHCA Coordinated Entry (R1) | Ramsey, Lois | 1 | 0 | 7/26/2017 12:00 AM |
| 1326 | My Fake IHCA Coordinated Entry (R1) | 4030 Watch, Sara | 1 | 0 | 8/17/2017 12:00 AM |
| 1334 | My Fake IHCA Coordinated Entry (R1) | Ducky, Daffy | 1 | 0 | 8/29/2017 12:00 AM |

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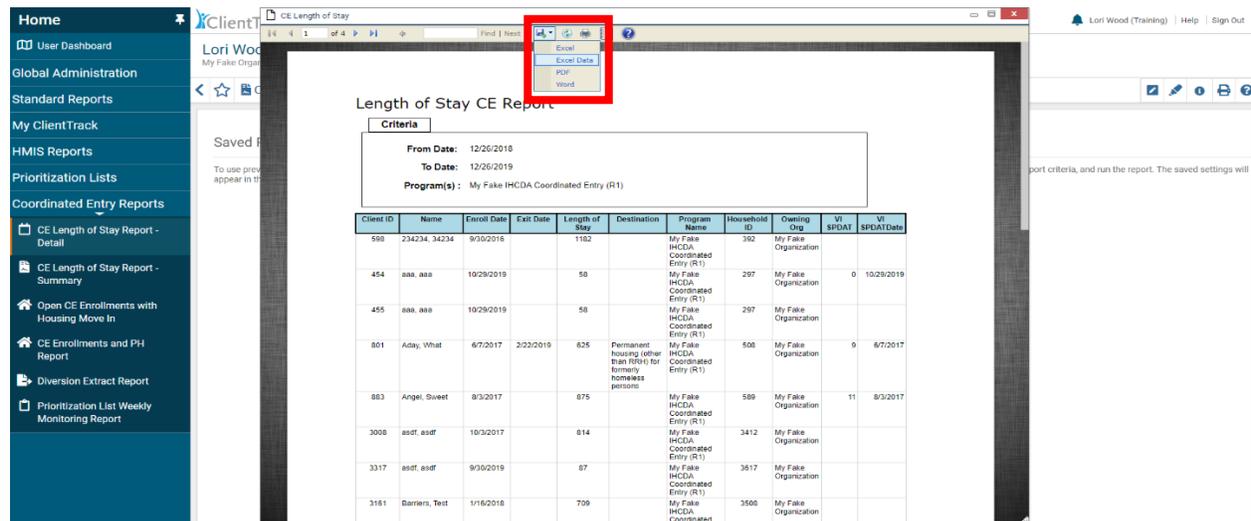
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CE Length of Stay Report (Detail and Summary)

- From the “Home” workspace, locate the “Coordinated Entry Reports” function in the menu on the left-hand side of the screen.
- Click on “Coordinated Entry Reports”. The menu will expand below, click on “CE Length of Stay Report-Detail” to open the report.
- Type in the “From Date” and “To Date”, select the “Program”, then click “Report” located in the bottom right corner.



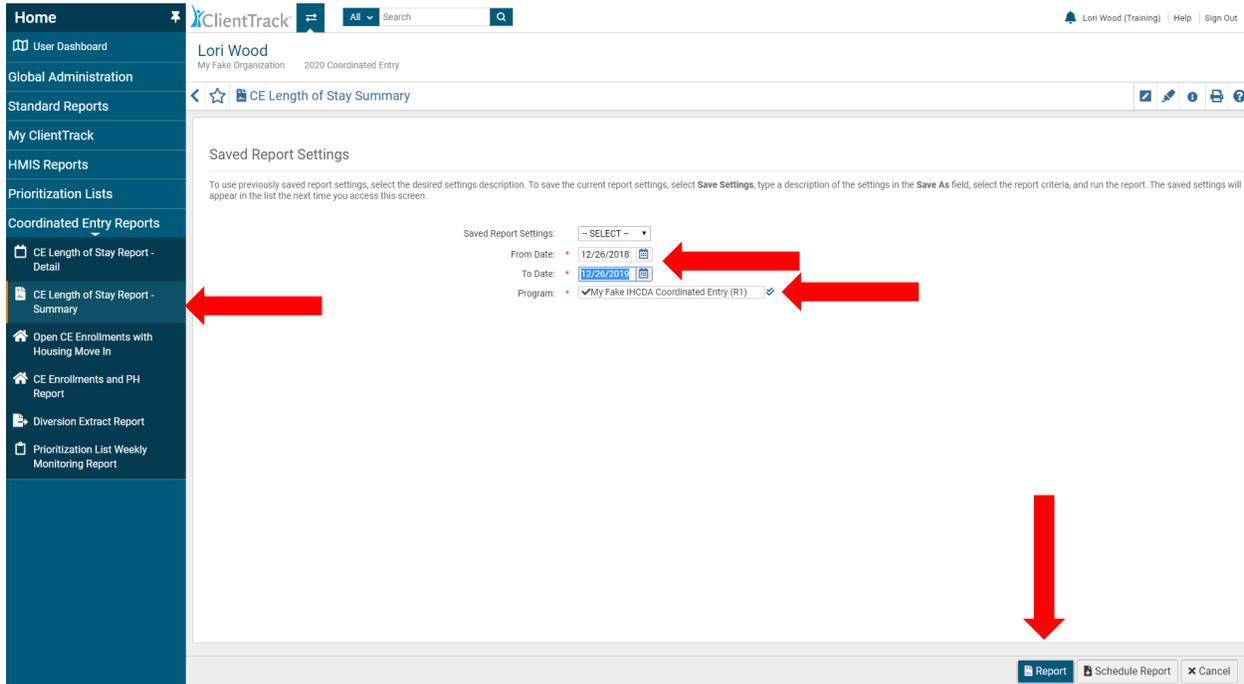
- The report will appear as seen below. You can export the report into Excel Data, PDF or Word by clicking on the small disc icon located at the top of the report.



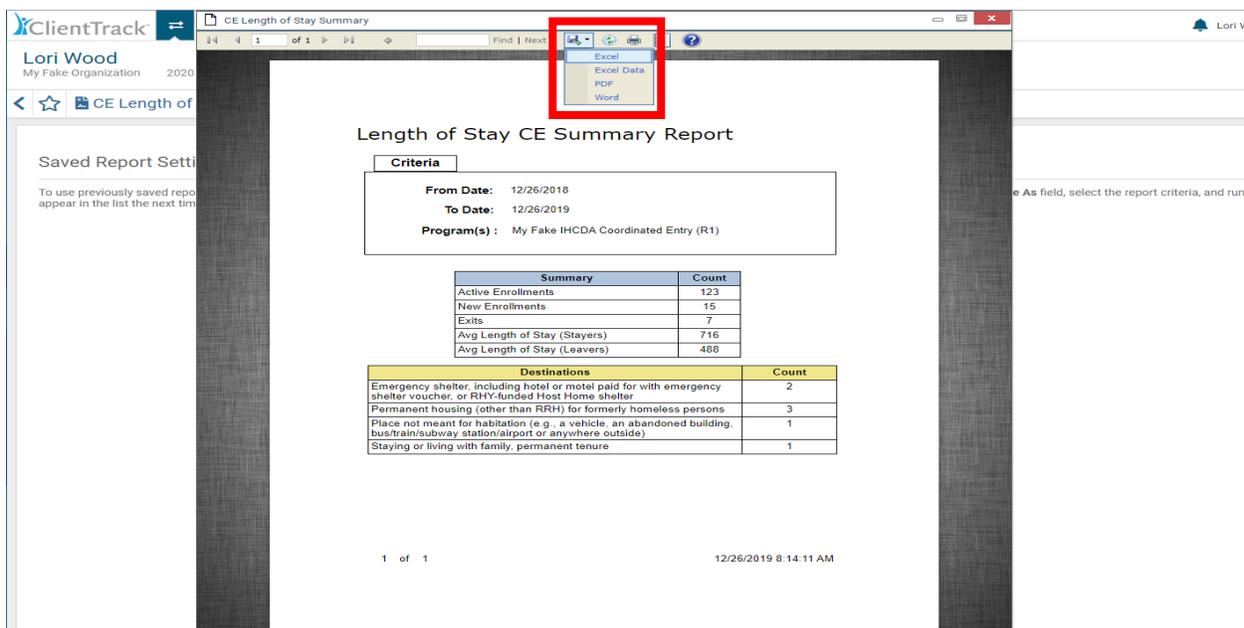
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12. **“CE Length of Stay Report Summary”** - From the **“Home”** workspace, locate the **“Coordinated Entry Reports”** function in the menu on the left-hand side of the screen.
13. Click on **“Coordinated Entry Reports”**. The menu will expand below, click on **“CE Length of Stay Report Summary”** to open the report.
14. Type in the **“From Date”** and **“To Date”**, select the **“Program”**, then click **“Report”** located in the bottom right corner.



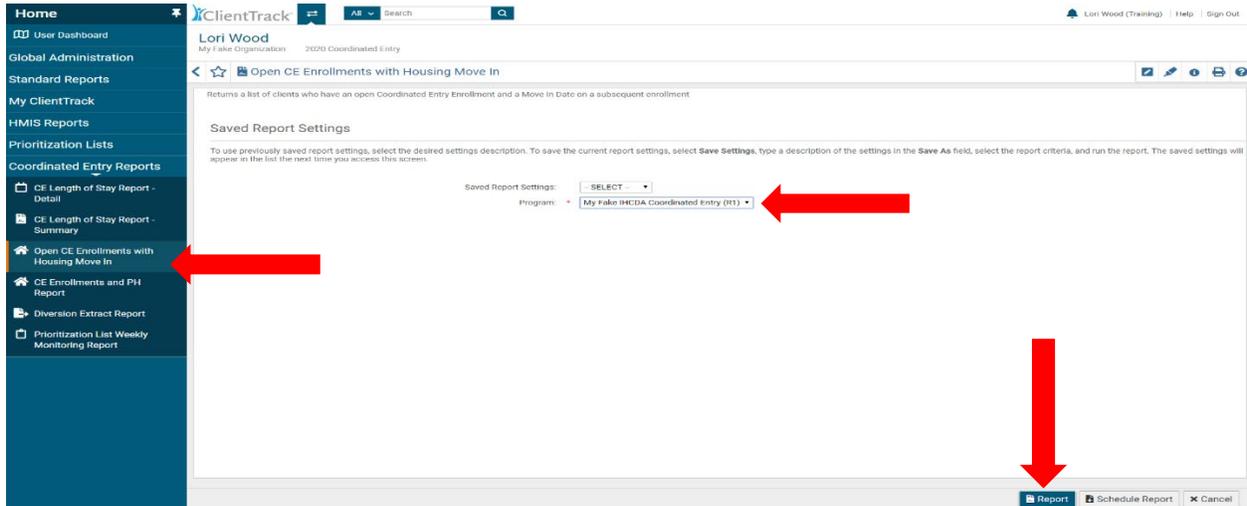
15. The report will appear as seen below. You can export the report into Excel Data, PDF or Word by clicking on the small disc icon located at the top of the report.



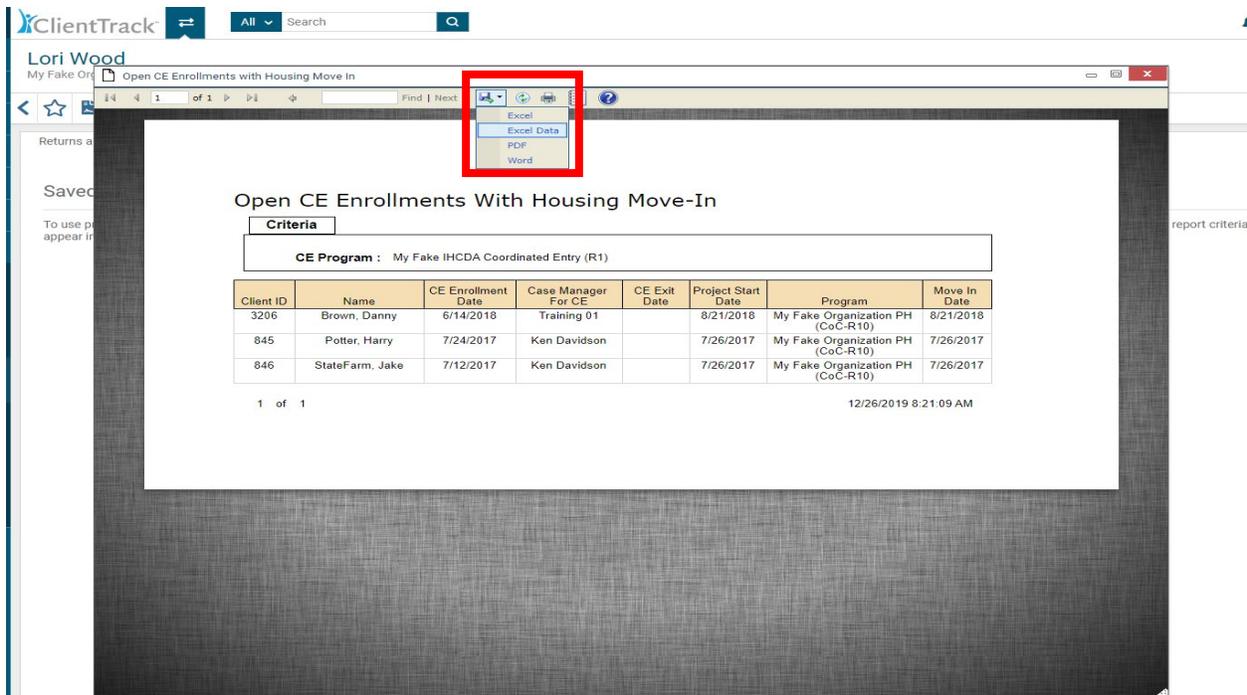
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- 16. “Open CE Enrollments with Housing Move In” - From the “Home” workspace, locate the “Coordinated Entry Reports” function in the menu on the left-hand side of the screen.
- 17. Click on “Coordinated Entry Reports”. The menu will expand below, click on “Open CE Enrollments with Housing Move In” to open the report.
- 18. Select the “Program”, then click “Report” located in the bottom right corner.



- 19. The report will appear as seen below. You can export the report into Excel Data, PDF or Word by clicking on the small disc icon located at the top of the report.

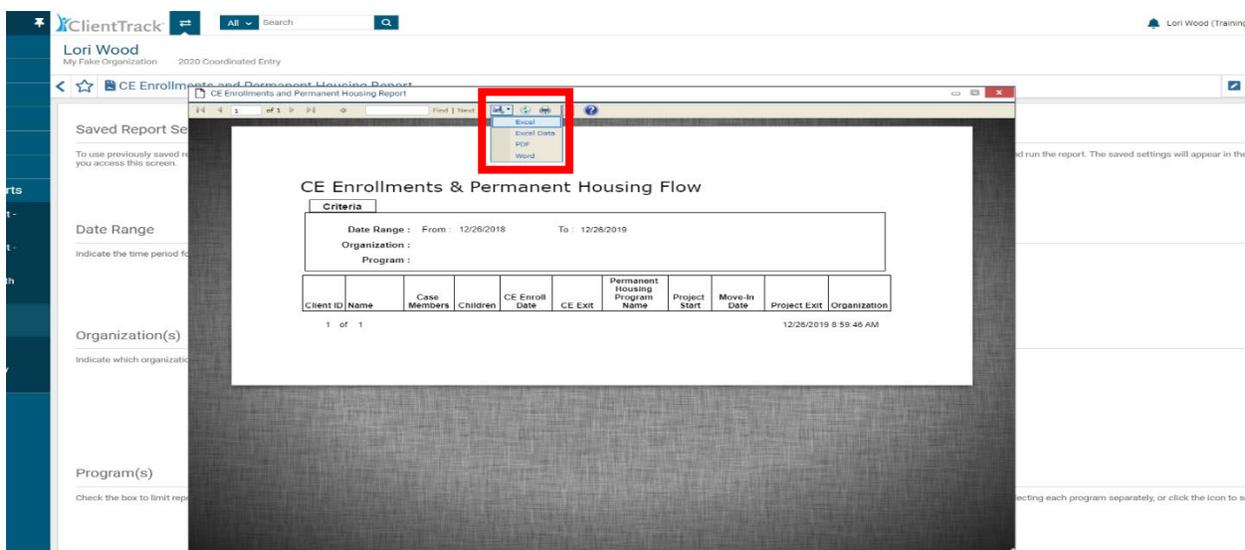
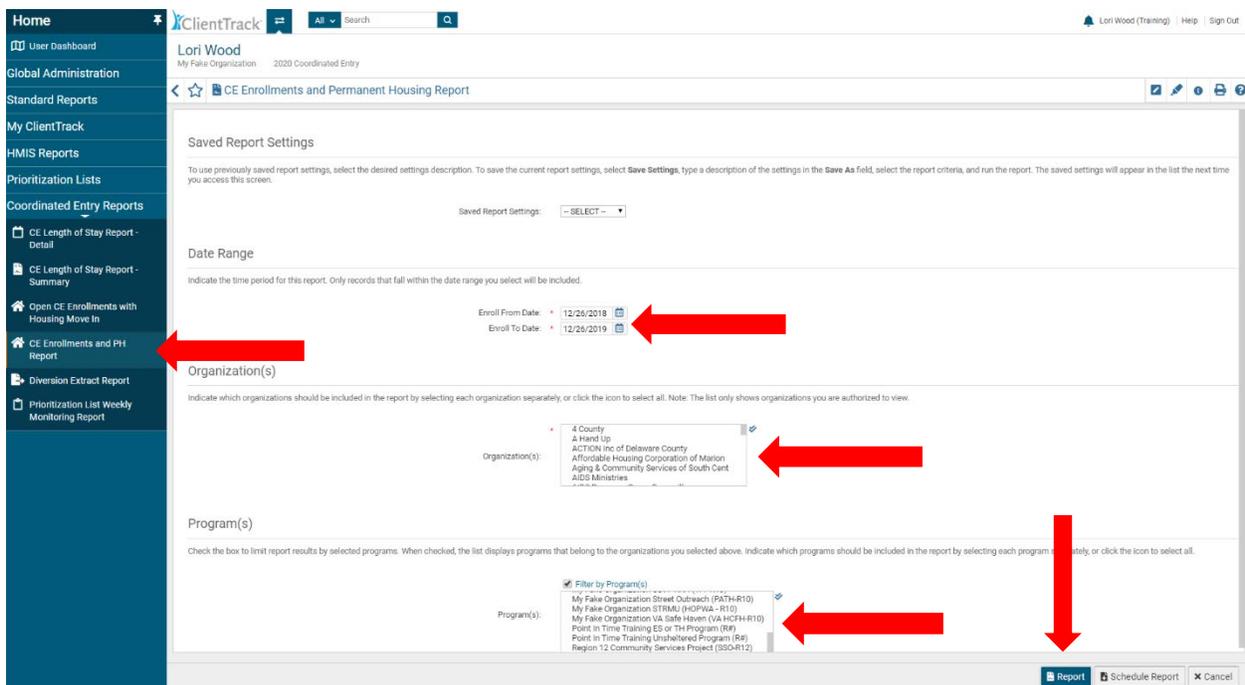


- 20. The clients listed on this report have a “Housing Move In Date” but have **NOT** been exited from “Coordinated Entry”. Please find the Client’s CE HMIS record and exit the Client from their open “Coordinated Entry” enrollment as of their “Housing Move In Date”.

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21. **“CE Enrollments and PH Report”** - From the **“Home”** workspace, locate the **“Coordinated Entry Reports”** function in the menu on the left-hand side of the screen.
22. Click on **“Coordinated Entry Reports”**. The menu will expand below, click on **“CE Enrollments and PH Report”** to open the report.
23. Enter the **“Enroll From Date”** and **“Enroll To Date”**, choose the **“Organization”** from the list or Organizations displayed, choose the **“Program(s)”** you wish to view, then click **“Report”** located in the bottom right corner.

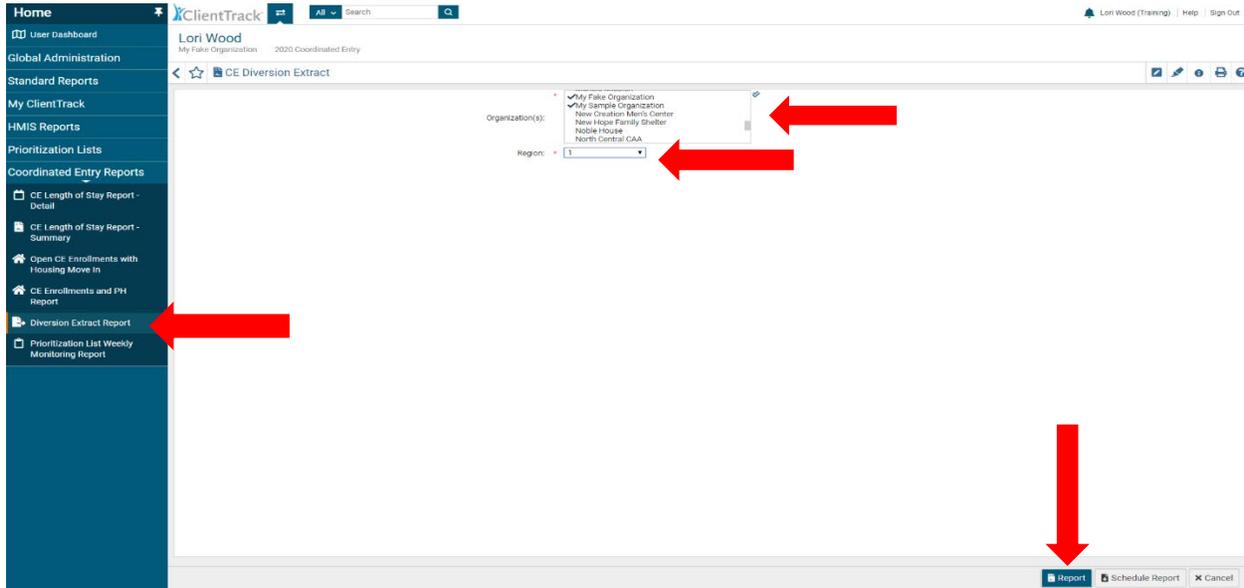


24. The report will display as shown above. This is a helpful tool to track the length of time between enrollment in Coordinated Entry and the Housing Move In Date. Again, the report can be exported to Excel Data, PDF or Word.

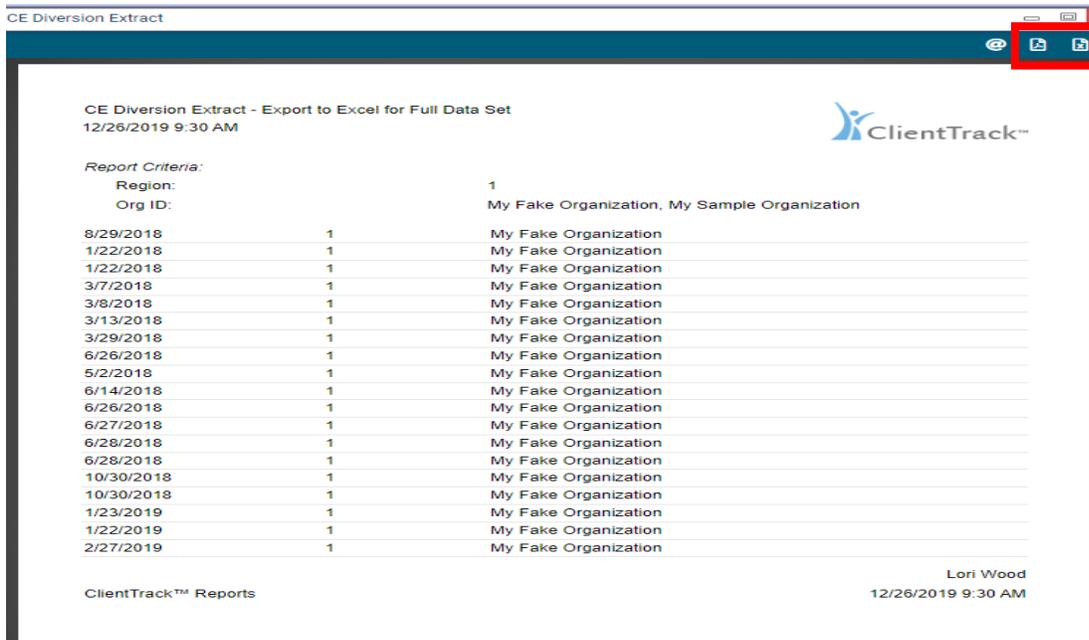
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- 25. **“Diversion Extract Report”** - From the **“Home”** workspace, locate the **“Coordinated Entry Reports”** function in the menu on the left-hand side of the screen.
- 26. Click on **“Coordinated Entry Reports”**. The menu will expand below, click on **“Diversion Extract Report”** to open the report.
- 27. Choose the **“Organization(s)”** from the list or Organizations displayed, choose the **“Region”** you wish to view, then click **“Report”** located in the bottom right corner.



- 28. The report will display as shown above. This tool is helpful in reviewing the success of Diversion. The report can be exported to Excel Data or PDF.



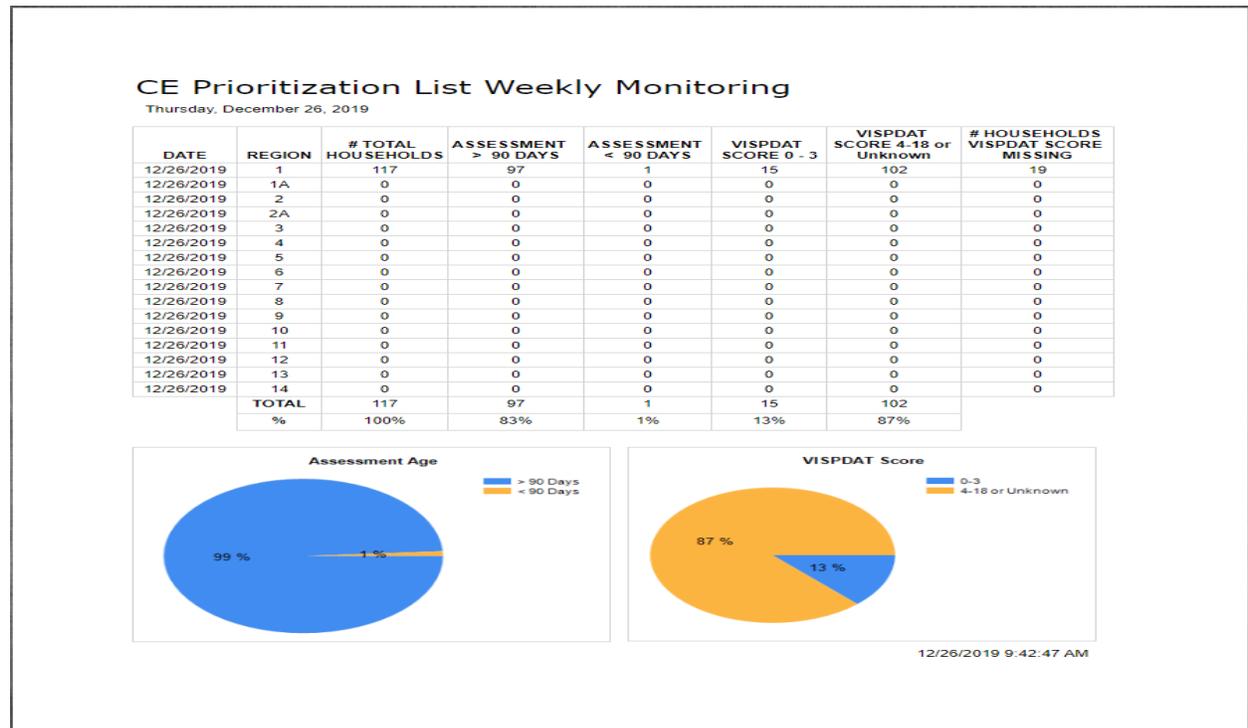
- 29. Once exported to Excel, a zero (0) indicates “No” and a one (1) indicates “Yes”.

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| ClientID | Name | AssessmentDate | Region | Organizat | CaseMan | Crisis_Lan | Crisis_Rer | Crisis_Evic | Crisis_For | Crisis_Cor | Crisis_Car | Crisis_Ov | Crisis_Vio | Crisis_OTP | Diversion | Diversion | Diversion | AssistMec | AssistCon | AssistRen | AssistRen | AssistRen | AssistUtilI | AssistUtilI | AssistUtilI | AssistUtilI | AssistOth | AssistOth |
|----------|-------------|---------------------|--------|-----------|-------------------|------------|------------|-------------|------------|------------|------------|-----------|------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|-------------|-------------|-------------|-----------|-----------|
| 2897 | Butler, Re | 8/29/2018 12:00 AM | 1 | My Fake C | Michelle Milliken | | | | | | | | | | 1 | 0 | 0 | | | | | | | | | | | |
| 3164 | Sands, Gig | 1/22/2018 12:00 AM | 1 | My Fake C | Lori Wood | 0 | 0 | 0 | 0 | 0 | | | | | 1 | 0 | 0 | | | | | | | | | 0 | | |
| 3165 | Newton, T | 1/22/2018 12:00 AM | 1 | My Fake C | Lori Wood | | | | | | | | | | 1 | 0 | 0 | | | | | | | | | | 0 | |
| 3169 | Test, Test | 3/7/2018 12:00 AM | 1 | My Fake C | Ken David | 1 | 1 | | | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 100 | 1 | |
| 3170 | Monty, Mi | 3/13/2018 12:00 AM | 1 | My Fake C | Lori Wood | | | | | | | | | | 1 | 1 | 1 | | | | | | | | | | | |
| 3170 | Monty, Mi | 3/29/2018 12:00 AM | 1 | My Fake C | Lori Wood | | | | | | | | | | 1 | 0 | 0 | | | | | | | | | | | |
| 3170 | Monty, Mi | 6/26/2018 12:00 AM | 1 | My Fake C | Jeff Murpl | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | |
| 3177 | MFD-1111 | 5/2/2018 12:00 AM | 1 | My Fake C | Lori Wood | | | | | | | | | | 1 | 0 | 0 | | | | | | | | | | | |
| 3197 | Murdock, | 6/14/2018 12:00 AM | 1 | My Fake C | Training O | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | | | | | | | |
| 3223 | JEFFTEST, C | 6/26/2018 12:00 AM | 1 | My Fake C | Jeff Murpl | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 3225 | Test, CEW | 6/27/2018 12:00 AM | 1 | My Fake C | Jeff Murpl | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | | | | 0 | | |
| 3227 | Test, CEH | 6/28/2018 12:00 AM | 1 | My Fake C | Jeff Murpl | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | | | | 0 | | 0 | |
| 3229 | Test, CEH | 6/28/2018 12:00 AM | 1 | My Fake C | Jeff Murpl | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| 3283 | Winds, HJ | 10/30/2018 12:00 AM | 1 | My Fake C | Lori Wood | 0 | 0 | | | | | | | | 1 | 0 | 0 | | | | | | | | | | | |
| 3285 | Frog, Kern | 10/30/2018 12:00 AM | 1 | My Fake C | Training O | 0 | 0 | | | | | | | | 1 | 0 | 0 | | | | | | | | | | | |
| 3297 | Wonka, W | 1/23/2019 12:00 AM | 1 | My Fake C | Autumn G | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| 3303 | Lag, Jet | 1/22/2019 12:00 AM | 1 | My Fake C | Lori Wood | | | | | | | | | | 1 | 0 | 0 | | | | | | | | | | | |
| 3306 | Blue, Viol | 2/27/2019 12:00 AM | 1 | My Fake C | Lori Wood | | | | | | | | | | 0 | 0 | 0 | | | | | | | | | | | |

30. “Prioritization List Weekly Monitoring Report” - From the “Home” workspace, locate the “Coordinated Entry Reports” function in the menu on the left-hand side of the screen.
31. Click on “Coordinated Entry Reports”. The menu will expand below, click on “Prioritization List Weekly Monitoring Report” to open the report.
32. **All regions are included in this report.** This tool is helpful in monitoring your region’s CE enrollments for Clients with VI-SPDAT assessments older than 90 days.



Please contact the HMISHelpDesk@ihcda.in.gov if you have questions or need additional information.

How to Guide for Accessing Coordinated Entry Reports

December 2019