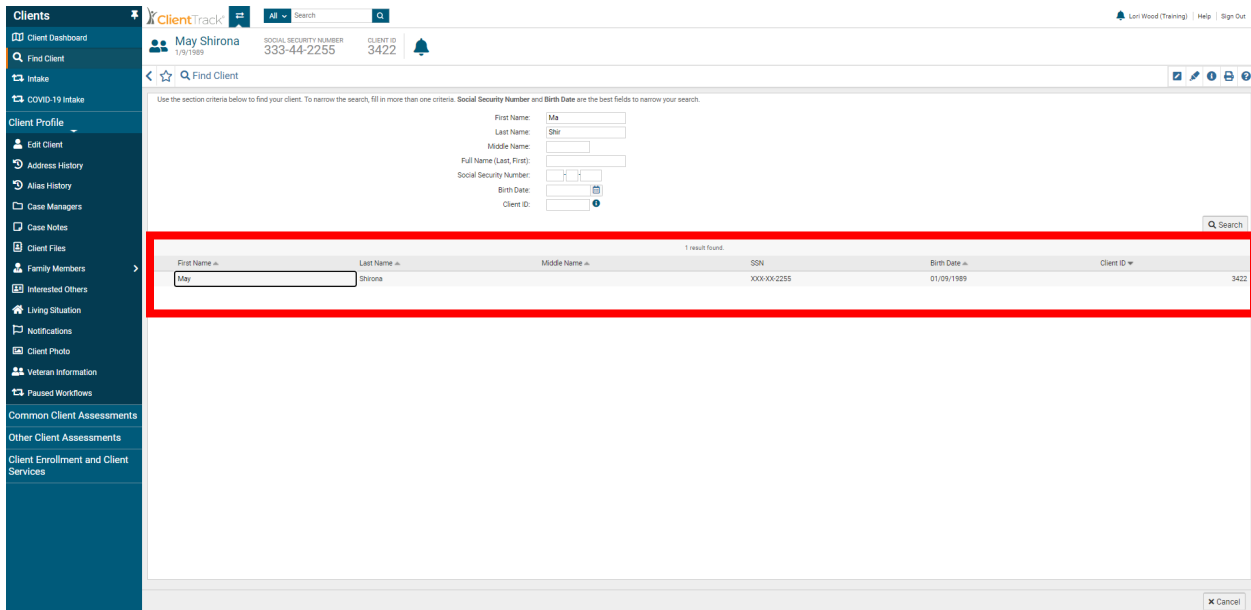
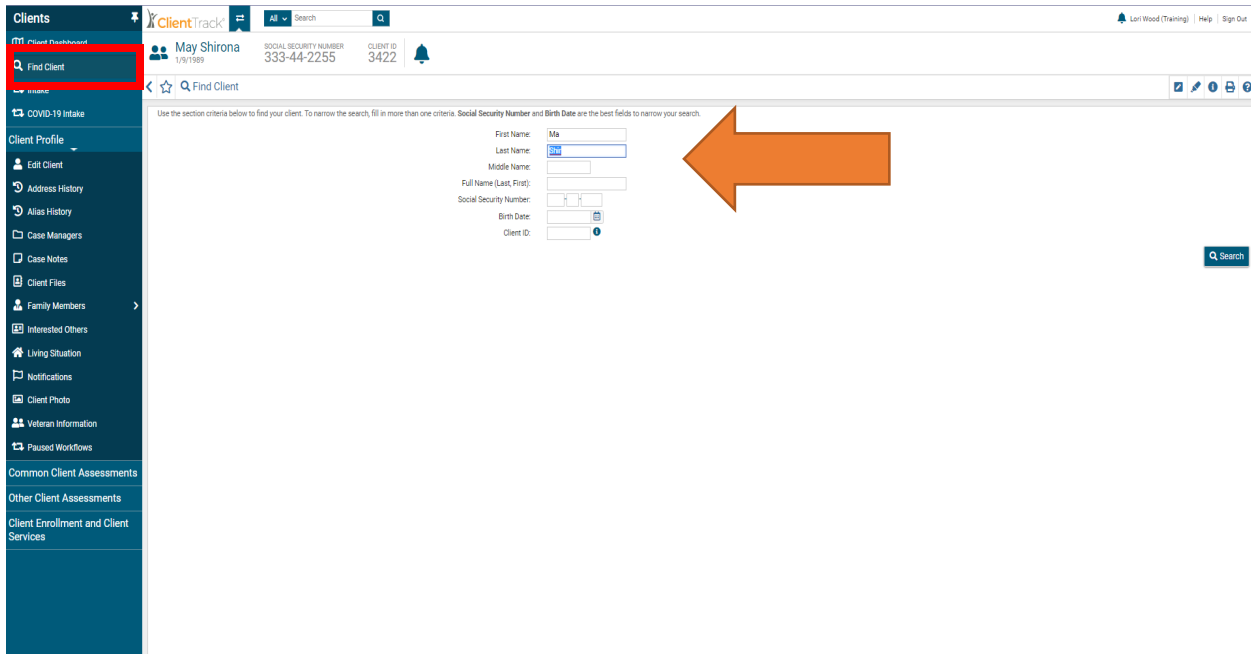


How to Guide

Entering the “Housing Move in Date” for RRH and/or PSH Enrollments in HMIS and DV ClientTrack

1. From the “Clients” workspace, complete a “Find Client” search to locate your Client’s DV ClientTrack record. Next, go to your Client’s “Client Dashboard”.



2. Click on the blue action wheel located to the left of the open RRH enrollment.

ClientTrack interface showing May Shirona's dashboard. The left sidebar contains a menu with 'Client Dashboard' highlighted in red. The main content area displays 'May Shirona's Dashboard' with client information and a table of enrollments. An orange arrow points to a blue action wheel icon next to the enrollment entry 'ESG-CV RRH FAKE TEST (RRH-RB)'.

Enrollment Description	Case Members	Project Start Date	Housing Move-In Date	Project Exit Date	Enroll Assessment ID	Exit Assessment ID	Exit Destination	Last Assessed
ESG-CV RRH FAKE TEST (RRH-RB)	3	03/08/2021			5319			3/8/2021

3. Click on "Edit Project Entry Workflow"

ClientTrack interface showing the 'Edit Project Entry Workflow' menu option highlighted in the context menu for the enrollment entry 'ESG-CV RRH FAKE TEST (RRH-RB)'. An orange arrow points to the 'Edit Project Entry Workflow' option.

Enrollment Description	Case Members	Project Start Date	Housing Move-In Date	Project Exit Date	Enroll Assessment ID	Exit Assessment ID	Exit Destination	Last Assessed
ESG-CV RRH FAKE TEST (RRH-RB)	3	03/08/2021			5319			3/8/2021

4. The workflow will launch.

- On the "Basic Client Information" Assessment click "No Changes" in the bottom right corner of the screen.

- b. On the **“Family Members”** Assessment click **“Save and Close”** in the bottom right corner of the screen.
- c. On the **“HUD Program Enrollment”** Assessment complete the **“Housing Move in Date”** field (Head of Household only) then click **“Save”** in the bottom right corner of the screen.

The screenshot shows the ClientTrack interface for the HUD Program Enrollment assessment. The form includes a table of household members with the following data:

Name	Gender	Age	Project Start Date	Case Manager	Relationship to Head of Household	Housing Move in Date
Shirons, Big	Data not collected		03/08/2021	Lori Wood	Son	
Shirons, May	Female	32	03/08/2021	Lori Wood	Self	03/13/2021
Shirons, Little	Data not collected	3	03/08/2021	Lori Wood	Daughter	

The 'Housing Move in Date' field for May Shirons is highlighted in red, and an orange arrow points from this field to the 'Save' button at the bottom right of the form.

5. Click **“Save”** on the **“Universal Data”** Assessment.
6. Click **“Save and Close”** on the **“Barriers”** Assessment.
7. Click **“No Changes”** on the **“Domestic Violence”** Assessment.
8. Click **“No Changes”** on the **“Income and Sources/Non-Cash Benefits”** Assessment.
9. Continue through the **“Edit Project Entry Enrollment”** workflow for each family member by clicking **“No Changes”**, **“Save”** or **“Save and Close”** on every Assessment for each family member. **NOTE: When the option is “Save” or “Save and Close”, click “Save and Close” to advance the workflow.**
10. To **“Finish”** the **“Edit Project Entry Enrollment”** workflow you must click on the **“Finish”** box to complete the workflow.
11. After clicking **“Finish”** you will be returned to the Client’s Dashboard and the **“Housing Move in Date”** will appear on the enrollment for the RRH project.

ClientTrack Client ID: 3422 Search Log Wood (Training) | Help | Sign Out

May Shirona
1/9/1989 SOCIAL SECURITY NUMBER: 333-44-2255 CLIENT ID: 3422

May Shirona's Dashboard

May Shirona's Information

	Name: Shirona, May	Birth Date: 1/9/1989	Age: 32
	Gender: Female		Veteran: Data Not Collected
	Ethnicity: Data not collected	Race: Data not collected	

May's Enrollments

Enrollment Description	Case Members	Project Start Date	Housing Move-In Date	Project Exit Date	Enroll Assessment ID	Exit Assessment ID	Exit Destination	Last Assessed
1 result found.								
* Active								
* PH - Rapid Re-Housing								
ESG-CV RRH FAKE TEST (RRH-R8a)	3	03/08/2021	03/12/2021		S319			3/8/2021

Case Manager Assignments

Case Manager	Begin Date	Status	End Date	Enrollment
1 result found.				
Lori Wood	03/08/2021	Active		ESG-CV RRH FAKE TEST (RRH-R8a)

May's Services

Date	Service	Units	\$ Total	Organization
1 result found.				
* Last Week (1 Services)				
03/08/2021	ESG - Rental Annars	4.00	\$3,000.00	My Fake Organization

For questions on this process in DV ClientTrack, please submit a ticket to the DVHelpDesk@ihcda.in.gov

For questions on this process in HMIS, please submit a ticket to the HMISHelpDesk@ihcda.in.gov