#### <u>VI-SPDAT</u>

- Log in to HMIS using the "2020 Coordinated Entry" workgroup and your "Coordinated Entry Region #" as the organization.
- 2. From the "Home" dashboard, click the "Clients" icon on the left-hand side of the screen.
- 3. Click on "Assessments" to expand the menu.



- 4. After the menu expands click on "SPDAT & VISPDAT" and then "VI-SPDAT". <u>PLEASE NOTE: The</u> "SPDAT and F-SPDAT" options are not functional since the IN BoS CoC does not utilize the full <u>SPDAT tools.</u>
- 5. During this tutorial, we will choose the "VISPDAT".

X	Q Search	Clients /	ClientTrack	Form						(	DB 🕹 🛱
<b>*</b>	<ul> <li>Assessments</li> <li>Barriers</li> <li>COVID-19 Screening</li> </ul>	Luke Skywa 1/1/2000 VI-SPDA	<sup>lker</sup> xxx	-xx-0000 <sup>ClientID</sup> 104833 SPDAT History	4 <sup>Ģ</sup>	<b>⊜</b> ::					< B
☆	COVID-19 Vaccines  Diversion Assessments  Domestic Violence  Education - Adult  Education - Child  Employment  Component  Component	All Vulne OrgCod ClientTr and cert consent	erability Inde e Consulting ack. The terr tified trainer from Comm	xx Service Prioritization Dec Inc. and Community Soluti ns of this license require th of Licensor. It is not permis nunity Solutions and/or Org	ision Assistance ons are the auth at users must be sible to alter the Consulting, Inc.	Tool (VI-SPDAT ors of the VI-SP trained on the wording or sco	/Family(F)-VI-S PDAT and F-VI-S use and implem ring of the VI-SP Add New VI-SP	PDAT) Assessm SPDAT. ClientTra ientation of the PDAT or F-VI-SF PDAT Assessme	nents for the selected ack Inc. is licensed to tool by OrgCode Con PDAT forms without p ant + Add New Fa	client are displa include these too sulting, Inc. or ar ermission and wi mily-VI-SPDAT A:	yed below. ols within 1 approved ritten ssessment
	Housing Assessment					1 res	ult found.				
	V 🗅 SPDAT & VISPDAT		Туре	Vulnerability Index Assessment Date	Score General	Score Family	Score History	Score Risks	Score Socialization	Score Wellness	Score Total
	VI-SPDAT  TAY-VI-SPDAT  ViSpdatProgress Report		Single Adults	11/10/2022 10:21AM	0		2	1	2	1	6
Ø	<ul> <li>Triage Assessment</li> <li>Universal Data</li> <li>Veteran Assessments</li> <li>Vulnerability Index Assessments</li> </ul>										Cancel

September 2023

- 6. A report will display with Household Type, Assessment Date, Total Score, and Category Scores.
- To view the VI-SPDAT assessment, click the three dots to the left of the record and then select "Edit/View Single Adult" in the pop-up menu (this will take you to the actual completed VI-SPDAT for the Client).

Q Search	Clients / ClientTrac	k Form						C	B 🗘 🛱
<ul> <li>C Assessments</li> <li>Barriers</li> <li>COVID-19 Screening</li> </ul>	Luke Skywalker 1/1/2000 XX VI-SPDAT/F-VI	x-xx-0000 Client 1044 -SPDAT History	р 8334 Ф	₿ 0					< B
<ul> <li>COVID-19 Vaccines</li> <li>Diversion Assessments</li> <li>Domestic Violence</li> <li>Education - Adult</li> <li>Education - Child</li> <li>Employment</li> <li>Financial</li> </ul>	All Vulnerability Inc OrgCode Consultin ClientTrack. The te and certified traine consent from Com	lex Service Prioritization ig Inc. and Community rms of this license requ r of Licensor. It is not p munity Solutions and/	on Decision Assistance Solutions are the auth aire that users must b permissible to alter the or Org Consulting, Inc.	e Tool (VI-SPDA1 nors of the VI-SP e trained on the wording or sco	T/Family(F)-VI-S PDAT and F-VI-S use and implem rring of the VI-SP Add New VI-SP	PDAT) Assessm SPDAT. ClientTri entation of the PDAT or F-VI-SI	nents for the selected ack Inc. is licensed to tool by OrgCode Con DAT forms without p nt + Add New Far	I client are display include these too sulting, Inc. or an ermission and wri mily-VI-SPDAT As	/ed below. Ils within approved itten seessment
Housing Assessment				1 res	sult found.				
✓ □ SPDAT & VISPDAT	Туре	Vulnerability Inde Assessment Date	ex Score General	Score Family	Score History	Score Risks	Score Socialization	Score	Score Total
VI-SPDAT  TAY-VI-SPDAT	Single Adults Edit / Vie	11/10/2022 10-21AM ew Single Adult	0		2	1	2	1	6
<ul> <li>Triage Assessment</li> <li>Universal Data</li> <li>Veteran Assessments</li> <li>Vulnerability Index Assessments</li> </ul>									Cancel
Q, Search	Clients / ClientTrac	k Form / ClientTrack Fo	rm					•	DB 🗘 🛱
<ul> <li>Assessments</li> <li>Barriers</li> <li>COVID-19 Screening</li> </ul>	Luke Skywalker xx 1/1/2000 XX Vulnerability In	dex (VI) and Se	8334 ¢ rvice Prioritiza	ion Decisi	ion Assista	nce Tool (S	SPDAT)		< 🖨
<ul> <li>COVID-19 Vaccines</li> <li>Diversion Assessments</li> <li>Domestic Violence</li> <li>Education - Adult</li> <li>Education - Child</li> </ul>	OrgCode Consultin ClientTrack. The te and certified trainu consent from Com	ng Inc. and Community rms of this license req er of Licensor. It is not munity Solutions and/	Solutions are the aut uire that users must b permissible to alter th or Org Consulting, Inc	hors of the VI-Si e trained on the e wording or sco	PDAT and F-VI- : e use and implem oring of the VI-S	SPDAT. ClientTr nentation of the PDAT or F-VI-S	ack Inc. is licensed to e tool by OrgCode Cor PDAT forms without p	include these to isulting, Inc. or ar permission and wi	ols within 1 approved ritten
🛱 Employment	Administration								
<ul> <li>Financial</li> <li>Housing Assessment</li> <li>Disposition</li> </ul>			Assessment:						
✓ ☐ SPDAT & VISPDAT		Date 11/10/2022	Type User 2 Other David B	Boltz					
		ClientID:	1048334						
VI-SPDAT  TAY-VI-SPDAT  VISpdatProgress Repor	t Intervie	ClientID: wer Name: David B	1048334 oltz				Agency: O Tea	m ○ Staff ○ V	olunteer
VI-SPDAT  TAY-VI-SPDAT  TAY-VI-SPDAT  ViSpdatProgress Repor  Tinge Assessment	t Intervie	ClientID: wer Name: David B Date/Time:* 11/10/20	1048334 pltz 022	AM			Agency: O Tea	m ○ Staff ○ V	olunteer
Image: Second	t Intervie	ClientID: wer Name: David B Date/Time:* 11/10/20	1048334 Ditz D22	AM			Agency: O Tea	m ○ Staff ○ V	'olunteer
<ul> <li>VI-SPDAT</li> <li>TAY-VI-SPDAT</li> <li>ViSpdatProgress Report</li> <li>Triage Assessment</li> <li>Universal Data</li> <li>Veteran Assessments</li> <li>Vulnerability Index</li> </ul>	t Intervie Assessn	ClientID: wer Name: David B Date/Time: 11/10/20 nent Level: Housin nrollment: 11/07/2	1048334 pltz g Needs Assessment 022 - My Fake Organiz	AM v zation CoC RRH	(RRH-R8) v	Intervie	Agency: O Tea	m ○ Staff ○ V	'olunteer

### **Prioritization List**

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

R	Q, Search	Home / User Dashboard	DB	¢ 🛱
*	User Dashboard	David Boltz 2020 Coordinated Entry Classification 2020 Coordinated Ent		
<b>≿</b>	<ul> <li>&gt; Standard Reports</li> <li>&gt; ☆ My ClientTrack</li> <li>&gt; □ Prioritization Lists</li> </ul>	My Fake Organization News		
	<ul><li>↓ Prioritization List</li><li>&gt; □ Coordinated Entry Reports</li></ul>	Welcome to ClientTrack. Your administrator can set news items here. Current Program Enrollments		
		ProgramNameCasesMy Fake Organization CoC RRH (RRH-R8)5My Fake Organization Coordinated Entry (R1a)6My Fake Organization ES (ES-R8)7My Fake Organization PATH (SO-R8)2	Clie	nts 6 9 9 2

- 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.

R	Q, Search	Home /	ClientTrack	Form									(	DB A	
*	User Dashboard	David Boltz My Fake Orga Prioritiza	anization ation Li	2020 Coo st	rdinated En	try 🖸								¢	₽
2 公	<ul> <li>&gt; ☆ My ClientTrack</li> <li>✓ □ Prioritization Lists</li> </ul>					Program:*	My Fake Organ	nization Coor	dinated Enti	ry (R1a) 🗸	4				
	<ul> <li>I ■ Prioritization List</li> <li>Coordinated Entry Reports</li> </ul>				VISI Day Vet	Family Type: PDAT Range: Referred: /s Homeless: eran Status: Race:	SELECT SELECT SELECT SELECT SELECT	* *	~	~					
0			Name Day, Happy	Case Members 2	Children 1	Enroll Date 06/02/2022	Homeless Start Date	5 results four Days Homeless ↓∄ 261	VISPDAT Score IX 19	Lethality Score	Days Since Last VISPDAT 157	Last Referral Date	Refrerred To Provider	Referral Result	Note
														Curr	

4. Columns with a displayed in the heading can be sorted by clicking on the 4.

5. In the screenshot below, we will sort the **"Days Since Last VISPDAT"** column by clicking on the **text**. This will sort in ascending order, click one more time for descending order.

R	Q Search		Home /	/ ClientTrack	Form									(	DB 🎝	<b></b>
-24	🕅 User Dashboard	Davi My F	id Boltz Fake Or	z rganization	2020 Coc	rdinated Er	itry 🖸									
<b>E</b>		Pri	oritiz	zation Li	st											•
	> 🗮 Standard Reports															
	> 🟠 My ClientTrack								F and the factor							
ជ	✓								5 results four	10.	Click to s	ort in descend	ling order			
	E Prioritization List											Days				
	> 🗀 Coordinated Entry Reports			Namo	Case	Children	Eproll Data	Homeless Start Data	Days Homeless	VISPDAT	Lethality	Last VISPDAT	Last Referral	Refrerred To Provider	Referral	Note
				Name	Hembers	Children	LINON Date	Start Date	**	30016 **	30016	12	Date	FIOVICEI	Result	Nou
			•••	Merkel, Marta	1	0	11/07/2022	10/11/2022	30	13	3	3				
				Bear, Gummy	2	1	11/06/2022			17		4				
				Turtle, Leonardo	1	0	10/27/2022	01/01/2022	313	0		14				
				Day. Нарру	2	1	06/02/2022	02/22/2022	261	19		157				
				Day, New	1	0	02/21/2022	02/15/2022	268	15	3	262				

- 6. In descending order, the list will sort and display the highest number of "Days Since Last VISPDAT" starting at the top. This sorting 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.

R	Q Search	Home / ClientTrack Form		DB 4
*	🔟 User Dashboard	David Boltz 2020 Coordinated Entry C3		
	> 🖹 Standard Reports	Prioritization List		
	> 🏠 My ClientTrack	Program:*	My Fake Organization Coordinated Entry (R1a) ~	
<del>公</del>	Prioritization List	Family Type:	SELECT v	
	> 🗅 Coordinated Entry Reports	VISPDAT Range:	SELECT V	
		Referred: Davs Homeless:	SELECT V	
		, Veteran Status:	SELECT V	
		Race:	SELECT 👻	
			5 results found.	

(i A	8	C	D	E	F	G	н		1	K
Custom VW	Prioritization									
List ClientID	Custom VW PrioritizationList ProgramName	Custom	CT Prior	t Custom V	Custom VW PrioritizationList Name	Custom '	Custom VW PrioritizationList NoCaseMembers	Custom VW PrioritizationList NoChildren	Custom VW PrioritizationList EnrollDat	e Custo
-	572 My Fake IHCDA Coordinated Entry (R1)	1	-	_	CE, Test	Self			9/27/2016 12:00	AM
	582 My Fake IHCDA Coordinated Entry (R1)	1			Family, Adult	Self		2	9/28/2016 12:00	AM
	574 My Fake IHCDA Coordinated Entry (R1)				Family 1. CE	Self		2	9/28/2016 12:00	AM
	631 My Fake IHCDA Coordinated Entry (R1)	1			test, TEst	Self			0 5/15/2017 12:00	AM
	641 My Fake IHCDA Coordinated Entry (R1)	1			Monday, Tired	Self			0 2/20/2018 12:00	AM
	796 My Fake IHCDA Coordinated Entry (R1)	1			Client, Ima Lee	Self			0 6/6/2017 12:00	AM
	794 My Fake IHCDA Coordinated Entry (R1)	1			Webster, Bob	Solf		L .	6/6/2017 12:00	AM
	792 My Fake IHCDA Coordinated Entry (R1)	1			Client, Ima	Self		L	0 6/6/2017 12:00	AM
	798 My Fake IHCDA Coordinated Entry (R1)	1	2	7 907	Client, Ima	Self			0 6/6/2017 12:00	AM
L	803 My Fake IHCDA Coordinated Entry (R1)				Doe, Jane	Solf		L	1 6/7/2017 12:00	AM
	805 My Fake IHCDA Coordinated Entry (R1)	1			Chan, Jackie	Self			0 6/7/2017 12:00	AM
	806 My Fake IHCDA Coordinated Entry (R1)	1			Perry, Jamie	Self			6/7/2017 12:00	AM
	804 My Fake IHCDA Coordinated Entry (R1)	3		908	Jacket, Gene	Self		L	0 6/7/2017 12:00	AM
	795 My Fake IHCDA Coordinated Entry (R1)				Jones, Sue	Self		L	1 6/6/2017 12:00	AM
	808 My Fake IHCDA Coordinated Entry (R1)	3			Family, Test	Solf		L	6/13/2017 12:00	AM
	810 My Fake IHCDA Coordinated Entry (R1)				Two, Guest	Self		L	1 6/19/2017 12:00	AM
	809 My Fake IHCDA Coordinated Entry (R1)	1			Intake, Test	Self		L	0 6/14/2017 12:00	AM
	799 My Fake IHCDA Coordinated Entry (R1)	3			Doe, Jane	Solf		L	0 6/6/2017 12:00	AM
5	797 My Fake IHCDA Coordinated Entry (R1)	1	1 1	9	Queen, Oliver F	Self		L	0 6/6/2017 12:00	AM
L	812 My Fake IHCDA Coordinated Entry (R1)	1			New Workflow, Testing	Self		L	0 6/27/2017 12:00	AM
	800 My Fake IHCDA Coordinated Entry (R1)	3			Jerome, Jesse	Self		L	0 6/6/2017 12:00	A.M
	619 My Fake IHCDA Coordinated Entry (R1)	1	1 1	L	Client, CE	Self		L	0 11/7/2016 12:00	AM
1	835 My Fake IHCDA Coordinated Entry (R1)	1		924	Green, Alex	Self		1	0 7/12/2017 12:00	AM
k	832 My Fake IHCDA Coordinated Entry (R1)	3		929	Chan, Jackie	Self			0 7/12/2017 12:00	AM
	830 My Fake IHCDA Coordinated Entry (R1)	1		920	Patch, Cabbage	Self		L	0 7/12/2017 12:00	AM
	822 My Fake IHCDA Coordinated Entry (R1)	3			client, test1	Self		L	0 2/23/2023 12:00	AM
	841 My Fake IHCDA Coordinated Entry (R1)	1		927	Batts, Joe	Self		L	0 7/12/2017 12:00	AM
	838 My Fake IHCDA Coordinated Entry (R1)	1		919	MONROE, JAMES	Self		L	0 7/12/2017 12:00	AM
	820 My Fake IHCDA Coordinated Entry (R1)	3		925	Obama, Michelle	Self		L	0 7/12/2017 12:00	AM
	833 My Fake IHCDA Coordinated Entry (R1)	1		921	Ross, Diana	Self		L	0 7/12/2017 12:00	AM
	836 My Fake IHCDA Coordinated Entry (R1)	1		926	WILLS, JAMES	Self		L	0 7/12/2017 12:00	AM
	859 My Fake IHCDA Coordinated Entry (R1)	3			Doe, Joe	Self		L	0 7/26/2017 12:00	AM
	856 My Fake IHCDA Coordinated Entry (R1)	1			Brady, Greg	Self		L	0 7/26/2017 12:00	AM
	868 My Fake IHCDA Coordinated Entry (R1)	1			Brady, Marsha K	Self		L	0 7/26/2017 12:00	0.04
	864 My Fake IHCDA Coordinated Entry (R1)	3			head, noodle	Self		L	0 7/26/2017 12:00	AM
	863 My Fake IHCDA Coordinated Entry (R1)	1			Pickle, Sweet	Self		L	0 7/26/2017 12:00	AM
	860 My Fake IHCDA Coordinated Entry (R1)	3			Duck, Bob	Self		L	0 7/26/2017 12:00	A.M.
	867 My Fake IHCDA Coordinated Entry (R1)	1			Sue, Curly	Self		L	0 7/26/2017 12:00	AM
	883 My Fake IHCDA Coordinated Entry (R1)	1		966	Angel, Sweet	Self		L	0 8/3/2017 12:00	AM.
L	866 My Fake IHCDA Coordinated Entry (R1)	3			Ramsey, Lois	Self		L	0 7/26/2017 12:00	A.M
2	1326 My Fake IHCDA Coordinated Entry (R1)	1		4030	Watch, Sara	Self		L	0 8/17/2017 12:00	AM
	1334 My Fake IHCDA Coordinated Entry (R1)	1			Ducky, Daffy	Self		L	0 8/29/2017 12:00	0.141

#### **CE Length of Stay Report (Detail and Summary)**

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

	David Boltz	
User Dashboard	My Fake Organization 2020 Coordinated Entry	
	CE Length of Stay	
Standard Reports		
> 🟠 My ClientTrack		
☆ > □ Prioritization Lists	Sound Depart Cottings	
✓ ➡ Coordinated Entry Reports	Solven Report Settings	ttinge type a descriptiv
📋 CE Length of Stay Report -	the settings in the Save As field, select the report criteria, and run the report. The save disctings will appear in the list the next tim	e you access this scree
Detail		
CE Length of Stay Report -	Saved Report Settings: SELECI V	
Open CE Encellmente with	From Date: MM/DD/YYYY	
Housing Move In	To Date: MM/DD/YYYY	
CE Enrollments and PH Report	Program: Coordinated Entry (R1)	
Diversion Extract Report	Coordinated Entry (R10) Coordinated Entry (R11)	
Prioritization List Weekly	Coordinated Entry (R12)	
Monitoring Report	Coordinated Entry (R13)	

11. 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.



#### "CE Length of Stay Report Summary"

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

R	Q, Search	K Home / ClientTrack Form
***	User Dashboard	David Boltz My Fake Organization CE Length of Stay Summary C
<b>₽</b>	<ul> <li>&gt; ☆ My ClientTrack</li> <li>&gt; ♪ Yrioritization Lists</li> <li>Coordinated Entry Reports</li> <li>∴ CE Length of Stay Report - Detail</li> <li>CE Length of Stay Report - Summary</li> <li>☆ Open CE Enrollments with Housing Move In</li> <li>☆ CE Enrollments and PH Report</li> <li>Diversion Extract Report</li> <li>∴ Diversion Extract Report</li> <li>∴ Prioritization List Weekly Monitoring Report</li> </ul>	Saved Report Settings To use previously saved report settings, select the desired settings description. To save the current report settings, select Save Settings, type a description of the settings in the Save As field, select the report criteria, and run the report. The saved settings will appear in the list the next time you access this screen. Saved Report Settings:SELECT
Ø		Report Schedule Report Cancel

12. 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.



#### "Open CE Enrollments with Housing Move In"

- 1. From the **"Home"** workspace, click on the **"Coordinated Entry Reports"** tab in the menu on the left-hand side of the screen.
- 2. The menu will expand below, click on **"Open CE Enrollments with Housing Move In"** to open the report.
- 3. Select the "Program", then click "Report" located in the bottom right corner.

	Q Search	Home / ClientTrack Form
-	🖽 User Dashboard	David Boltz 2020 Coordinated Entry C3
	> 賭 Standard Reports	Open CE Enrollments with Housing Move In
2	> 🏠 My ClientTrack	Returns a list of clients who have an open Coordinated Entry Enrollment and a Move In Date on a subsequent enrollment
☆	Prioritization Lists	
	Coordinated Entry Reports	Saved Report Settings
	CE Length of Stay Report - Detail	To use previously saved report settings, select the desired settings description. To save the current report settings, select <b>Save Settings</b> . type a description of the settings in the <b>Save As</b> field, select the report criteria, and run the report. The saved settings will appear in the list the next time you access this screen.
	CE Length of Stay Report - Summary	Saved Report Settings: SELECT 🗸
	Open CE Enrollments with Housing Move In	Program:* 🛛 My Fake Organization Coordinated Entry (R1a) 🗸
	CE Enrollments and PH Report	
	Diversion Extract Report	
	Prioritization List Weekly Monitoring Report	
0		Report Schedule Report Cancel

13. 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.



14. 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".

### "CE Enrollments and PH Report"

- 1. From the **"Home"** workspace, locate the **"Coordinated Entry Reports"** function in the menu on the left-hand side of the screen.
- 2. Click on **"Coordinated Entry Reports"**. The menu will expand below, click on **"CE Enrollments and PH Report"** to open the report.
- 3. 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.

ØØ	٩	Search	Home / ClientTrack Form	
-24	四	User Dashboard	David Boltz 2020 Coordinated Entry C3	
<b>E</b>			CE Enrollments and Permanent Housing Report	< 🖨
2	> 問	Standard Reports	Indicate the time period for this report. Only records that fall within the date range you select will be included.	
	>☆	My ClientTrack		
ជ	) C	Prioritization Lists	Enroll From Date:* 01/01/2018	
	× 🗅	Coordinated Entry Reports	Enroll To Date: * 11/10/2222	
		CE Length of Stay Report - Detail		
		🖹 CE Length of Stay Report -	Organization(s)	
		Summary	Indicate which organizations should be included in the report by selecting each organization separately, or click the icon to select all. Note: The list only organizations you are authorized to view.	y shows
	1	Open CE Enrollments with	A Dattas kiau	
		CE Encolmonts and PH Popo	Organization(s): A Better way A Mother's Hope	
			Advantage Housing Inc AIDS Ministries Elkhart	
		Diversion Extract Report	AIDS Resource Group Evansville	
	<b> </b>   '	Monitoring Report		
			Program(s)	
			Check the box to limit report results by selected programs. When checked, the list displays programs that belong to the organizations you selected abo	ve.
			Program(s): 🗹 Filter by Program(s)	
0			E Report	Cancel
R	Q	Search Cl	E Enrollments and Permanent Housing Report	
**	m	User Dashboard	I of 1 > ▷I ○ ⊕ □ √ □ Search     Find   Next □ ②	
=			Excel	
EN.	> 🖺	Standard Reports	Excel Data	
~	>☆	My ClientTrack		
☆	> 🗅	Prioritization Lists	CE Enrollments & Pe	
	~ 🗅	Coordinated Entry Report	Word Word	
		CE Length of Stay Repo		
		Detail	Date Range : From : 01/01/2018 To : 01/01/2019	
		CE Length of Stay Repc	Organization :	
		Summary	Program :	
	1	Open CE Enrollments w Housing Move In	Permanent	
	4	CE Enrollments and PH	Client Case CE Enroll Provem Project Movels Compilati	
		Diversion Extract Repo	ID Name Members Children Date CE Exit Name Start Date Project Exit on	
		Prioritization List Week!	1 of 1 11/10/2022 11.03:34 AM	
		Monitoring Report		
0				

4. 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 by clicking on the floppy disc icon.

#### "Diversion Extract Report"

- 1. From the **"Home"** workspace, locate the **"Coordinated Entry Reports"** function in the menu on the left-hand side of the screen.
- 2. Click on **"Coordinated Entry Reports"**. The menu will expand below, click on **"Diversion Extract Report"** to open the report.
- 3. 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.

R	Q Search	Home / ClientTrack Form	5
*	User Dashboard	David Boltz My Fake Organization 2020 Coordinated Entry C CE Diversion Extract C	à
<b>₽</b>	<ul> <li>&gt; ■ standard Reports</li> <li>&gt; ☆ My ClientTrack</li> <li>&gt; □ Prioritization Lists</li> <li>⊂ Coordinated Entry Reports</li> <li>□ CE Length of Stay Report - Detail</li> <li>■ CE Length of Stay Report -</li> </ul>	Organization(s): ✓ My Fake Organization My Sample Organization New Hope Family Shelter Noble House Region: 1 ✓	
Ø	Summary	Report Cancel	

4. 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.

CE Diversion Extra	ct		_ ■ 🛛
CE Diversion Extr 11/10/2022 11:07	act - Export to Excel for	ClientTrack	
Report Criteria:			
Region:		1	
Org ID:		My Fake Organization	
10/27/2022	1	My Fake Organization	
10/27/2022	1	My Fake Organization	
3/10/2022	1	My Fake Organization	
			David Boltz
ClientTrack™ Rep	oorts		11/10/2022 11:07 AM

#### 5. Once exported to Excel, a zero (0) indicates "No" and a one (1) indicates "Yes".

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- 6. **"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.
- 7. Click on **"Coordinated Entry Reports"**. The menu will expand below, click on **"Prioritization List Weekly Monitoring Report"** to open the report.
- 8. *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 <u>HMISHelpDesk@ihcda.IN.gov</u> if you have questions or need additional information.