Login to HMIS using the 2020 Coordinated Entry Workgroup and your Coordinated Entry Region # for the Organization.

Settings	×
PROFILE Lori Wood Iwood1@ihcda.in.gov Indiana HMIS Sign Out	
ACCOUNT SETTINGS Workgroup	
2020 Coordinated Entry	÷
Organization	
Coordinated Entry Region 5	\$
Location	
CE Region 5	÷
Apply	

From the **"Reports"** workspace, select **"HMIS Exports"** in the left menu then select **"CSV CE APR – FY2024."**

X	Q Search	
***	🛞 Data Explorer	
E	E Files on Server	
	> 🗅 By Name Lists	
☆	- 🗀 HMIS Exports	
	APR / CAPER Review	
	SV CE APR - FY2024	

Complete the **"Date Range"** section with the **"Begin Date"** and **"to"** date.

HOW TO GUIDE – COORDINATED ENTRY APR

CSV CE-APR - FY2024 v1.0		< 6
This tool has been programmed based on the specification Specifications page linked here.	ons for the version listed on the title as published by HUD. Current and historical specifications can be found on the HUD Exchange CE APR HMIS Programming	
Saved Report Settings		
To use previously saved report settings, select the desire report. The saved settings will appear in the list the next	d 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 time you access this screen.	nd run the
	Saved Report Settings: SELECT 👻	
Date Range		
indicate the time period for his report. Only records that	all within the date range you select will be included.	
	Date Range List: SELECT V	
	Begin Date: * 12/01/2022 💼 to 11/30/2023 💼	

Complete the **"Continuum of Care"** section. Select the **"CoC"** from the drop-down **"Indiana Balance of State"**.

Continuum of Care			L
	Limit CoC:	CoC Only From Implementation Information	~
Organization	CoC:*	SELECT SELECT Indiana Indiana Balance of State	
Complete the "Organization" section. Double c	lick the 2 ch	eckmarks to the right of the	

Organization list. This will de-select all organizations.

Organization

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 shows organ created by the Organizations selected here will be included in the export.

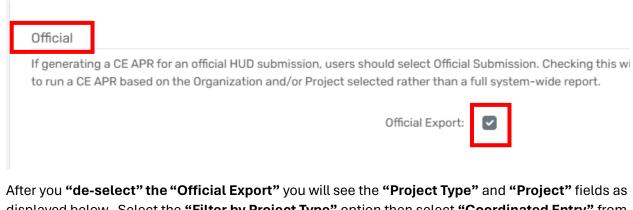


HOW TO GUIDE - COORDINATED ENTRY APR

Next, select (click on) your **"Coordinated Entry Region#"** in the list of organizations appearing in the "Organization" box. After you select your organization, you should see a green checkmark to the left of your CE Region# organization name. Coordinated Entry Region 5 is used in the example below.

Organization				
Indicate which organizations should be included in the report by sele	0	ganization separately, or click the 🞺	r icon to select all. Note: The list only	shows
created by the Organizations selected here will be included in the ex	port.			
Or	ganization: *	Coordinated Entry Region 2a		\$
		Coordinated Entry Region 3		1
		Coordinated Entry Region 4		
		✓ Coordinated Entry Region 5		
		On a finite design of the second		

The "Official" section is NEW. De-select the **"Official Export"** by clicking on the checkbox.



displayed below. Select the **"Filter by Project Type"** option then select **"Coordinated Entry"** from the list of project types. **(The Coordinated Entry option is at the bottom of the drop-down list of project types, so please be sure to scroll to the bottom)** Next, select your **Coordinated Entry Region #** in the **"Project"** list.

Official				
If generating a CE APR for an official HUD submission, users should a to run a CE APR based on the Organization and/or Project selected r		Submission. Checking this will use the client universe from the CE APF ull system-wide report.	to look sys	tem wide. Not Checking the Official Submission will allow users
Off	ficial Export:	0		_
F	Yroject Type: Project(s):	 Filter by Project Type PH - Housing with Services (no disability required for entry) Day Shelter Homelessness Prevention Coordinated Entry Filter by Project(s) Coordinated Entry (R5) Coordinated Entry (R6) Coordinated Entry (R8) 	*	
Validation File				

Select "Run Export" in the bottom right corner of the screen.

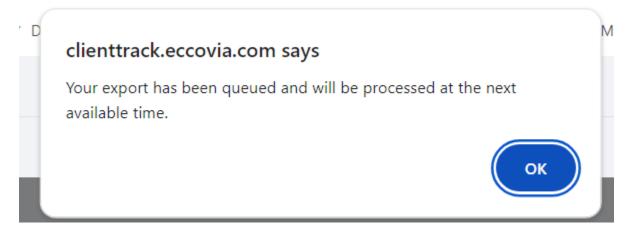
HOW TO GUIDE – COORDINATED ENTRY APR

ng of or delay the main export. THIS MUST be selected to	get details of numb	pers in
	Run Export	Cancel

Enter a password in the **"Password"** field and re-enter the password in the **"Confirm Password"** field. **You will be required to enter this password again later in this process, so please be sure** to write it down or select a password you will remember so you can export, download, and zip the report later.

	Organization:* Coordinated En	try Region 2a 👘 🛷			
	Export Encryption				
	encryption that can only be decrypte	ed exports will be zipped and encrypted using 256 bit AES d using the password you provide. Strong passwords are not provide must be at least 8 characters long.			
users ject se		xport, the file exported may contain person identifying ite cautions should be exercised to ensure the protection of	vide. 1		
		include a header line at the beginning of the file that indicates e represent and if values in the CSV should <i>always</i> be enclosed			
	Encrypt Export:				
	Password: *				
	Confirm Password: *				
	Include Header Row in CSV File(s):				
	Always Quote CSV Values(s):				
erate			xport.		
		Done			

A message will display **"Your export has been queued and will be processed at the next available time."**



Select "Files on Server" in the left menu to monitor when your report is ready. When the CE APR is finished running, you will see 4 separate files displayed.

X	Q Search	
	_	rver
	Q Search	C3 Files on Server Displayed below is a list of the files available for you to download. Files with an expiration date will be automatically removed o
	 ✓ ➡ HMIS Exports ▲ APR / CAPER Review ➡ CSV CE APR - FY2024 	the file will no longer be available for download by any user and will not be available for processing if used in an import. View the status of export or import tasks. HMIS CE APR 2024 Validation_20240410125829_TaskID_188836.exe HMIS CE APR 2024 Export_20240410125822_TaskID_188835.exe HMIS CE APR 2024 Pre-Load 2_20240410124822_TaskID_188834.exe HMIS CE APR 2024 Pre-Load 2_20240410123822_TaskID_188833.exe

The 4 files in the completed CE APR are:

- 1. Validation
- 2. Export
- 3. Pre-Load 2
- 4. Pre-Load

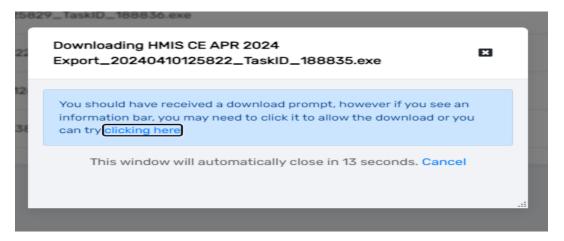
NOTE: At this point, please refer to the separate How to Guide for the APR/CAPER Review Tool which allows you to review your Data Quality, drill down to the client level data, and correct data quality errors. The APR/CAPER Review Tool can be found on the IN BoS CoC's HMIS and DV ClientTrack webpage: https://www.in.gov/ihcda/indiana-balance-of-state-continuum-ofcare/hmis-clienttrack-and-dv-clienttrack/

To download, export, and compress (zip) your report:

Select <u>ONLY</u> the **"Export"** file to begin the downloading process for your CE APR. If you select the Validation file or one of the Pre-Load files you will receive errors when you attempt to upload your report to SAGE.

Files on Server
Displayed below is a list of the files available for you to download. Files with an expiration date will be automatically remove the file will no longer be available for download by any user and will not be available for processing if used in an import. View the status of export or import tasks.
HMIS CE APR 2024 Validation_20240410125829_TaskID_188836.exe
HMIS CE APR 2024 Export_20240410125822_TaskID_188835.exe
HMIS CE APR 2024 Pre-Load 2_20240410124822_TaskID_188834.exe
HMIS CE APR 2024 Pre-Load_20240410123822_TaskID_188833.exe

A message will display as seen below:



Click on the download prompt on your computer. This may appear in the upper right corner or lower left corner of your screen.

	Rece	ent download history	\otimes
_)	hmis ce apr 2024	23883

You may see a message like the one displayed below. If so, select "More Info."

£3 —		
	Windows protected your PC	×
∋ files ible fc nport	Microsoft Defender SmartScreen prevented an unrecognized app from starting, Running this app might put your PC at risk. More info	5e
ion_2 _202		
ad 2_		
ad_2		
	Don't ru	•

Then select "Run Anyway".

	ft Defender SmartScreen prevented an unrecognized app from Running this app might put your PC at risk.	
App: Publishe	hmis ce apr 2024 export_20240410125822_task id_188835.exe er: Unknown publisher	

Type in the password you entered earlier when setting up the report. Click (select) the **"I** assume responsibility for the security of the extracted file(s)" checkbox. Then select **"Extract"** in the bottom right corner of the screen.

Extract Encrypted File(s)	\times
Enter the password to extract the file(s)	
these have been encrypted to protect personally identifying information. Once the file(s) have been extracted and decrypted, they may contain personally identifying information in plain text. All appropriate cautions should be exercised to ensure the continued protection of this information. Data Systems International (DSI) is not responsible for the protection, use, or misuse of the information contained within the file(s). By checking the following box, you acknowledge that you will assume the full responsibility of ensuring the security of the file(s) and any data contained within, including the responsibility of properly deleting this data once it is no longer needed. Users of this extraction tool should consult their employer's policies, procedures, and applicable local, state, and federal laws governing the protection of personally identifying information for additional guidance.	
Enter or select the directory to extract to	
C:\Users\LWood\Downloads	
✓ View files after extracting If the file(s) already exist Overwrite silently ∨	
Show Contents Extract Cancel	

Highlight the Q files as seen in the below screenshot. (click on the first file, hold down the shift key and use the arrow down key to highlight all files together) Next right click in the blue area, select **"Send to"** then select **"Compressed (zipped) folder"**.

Today (15)					Yesterday (1) —		
) hmis ce apr 2024 export_20240410125822_taskid_188835					202 Report		
🖾 Q9b							
🛂 Q9c		0	1				
🖾 Q9d		Open					
🖾 Q10		Print					
Q4a		Edit					
🖾 Q5a		Move to OneDrive					
🖾 Q6a	È	Share					
🔊 Q7a		Give access to					
💶 Q8a			-				
🛂 Q9a		Send to >	- 🛞	Bluet	tooth device		
🔊 2024 HMIS Sec		Cut		Compressed (zipped) folder			
Coordinated Er		Сору		Desk	top (create shortcut)		
🛤 HMIS New Use					ocuments		
DV ClientTrack		Create shortcut		Fax recipient			
	Delete		-				
		Rename					
		Properties	~		ed (\\state.in.us\file1\IHCDA) (F:) ic (\\state.in.us\file1\IHCDA\shared) (G:)		
	_		-	publ	in (fistate.in.us (in e) (in e) A (shared) (0.)		

HOW TO GUIDE – COORDINATED ENTRY APR

The zipped file will then appear on your desktop. You can rename the file as seen below.

CE APR	Today (16)	
	CE APR	

The zipped file is now ready to be uploaded to SAGE.

ь

Please email the <u>HMISHelpDesk@ihcda.IN.gov</u> if you need additional assistance.