

# How to Guide: Coordinated Entry Event

## EHV Referral

1. Make sure that you are logged in under the CE Workgroup by clicking on your initials in the upper right-hand corner. Select **“2020 Coordinated Entry”** for the Workgroup and your **“Coordinated Entry Region #”** for the Organization.
2. Next, select the **“Clients”** icon in the upper left corner, then select the **“Services”** tab located in the menu on the left side of the page.

The screenshot shows the 'Client Dashboard' for Luke Skywalker. The left sidebar has the 'Services' tab highlighted with a red box. The main content area shows 'Luke Skywalker's Information' and 'Luke's Enrollments'. The enrollment table has one row:

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	11/07/2022			1971922			Coordinated Entry Region 1	11/07/2022

3. Select **“ADD CE Event”**

The screenshot shows the 'ClientTrack Form' for Luke Skywalker. The 'Add CE Event' button is highlighted with a red box. The service history section shows one record:

Date	Service	Units	\$ Total	Organization
11/07/2022	CE - Case Management	1.00	\$0.00	Coordinated Entry Region 1

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

Search

Clients / ClientTrack Form / ClientTrack Form

DB

Find Client

Coordinated Entry Intake

COVID-19 Intake

COVID-19 Vaccine Intake

Client Dashboard

Edit Client

Client CE Consent Forms

Case Notes

Assessments

Referrals

Services

Quick Services

Enrollments

Family Members

Paused Workflows

Luke Skywalker 123-00-0000 ClientID 1048334

Coordinated Entry Event

Coordinated Entry Event Data Collection

Date of Event: 11/07/2022

Event Type: -- SELECT --

Provider:

Enrollment:

Restriction:

Referral to scheduled Coordinated Entry Crisis Needs Assessment

Referral to scheduled Coordinated Entry Housing Needs Assessment

**Referral Events**

Referral to post-placement/follow-up case management

Referral to Street Outreach project or services

Referral to Housing Navigation project or services

Referral to Non-continuum services: Ineligible for continuum services

Referral to Non-continuum services: No availability in continuum services

CE - Referral - Housing - Emergency Shelter

Referral to Emergency Shelter bed opening

Referral to Transitional Housing bed/unit opening

Referral to Joint TH-RRH project/unit/resource opening

Referral to RRH project resource opening

CE - Referral - Housing - Permanent Supportive Housing

Referral to PSH project resource opening

Referral to Other PH project/unit/resource opening

CE - Referral to Emergency Housing Voucher

Referral to Emergency Assistance/Flex Fund/Furniture Assistance

**Referral to Emergency Housing Voucher (EHV)**

Referral to a Housing Stability Voucher

Save Cancel

Coordinated Entry Event

Coordinated Entry Event Data Collection

Date of Event: 11/07/2022

Event Type: Referral to Emergency Housing Voucher (EHV)

Provider: Coordinated Entry Region

Enrollment: 11/07/2022 - Coordinated Entry (R1)

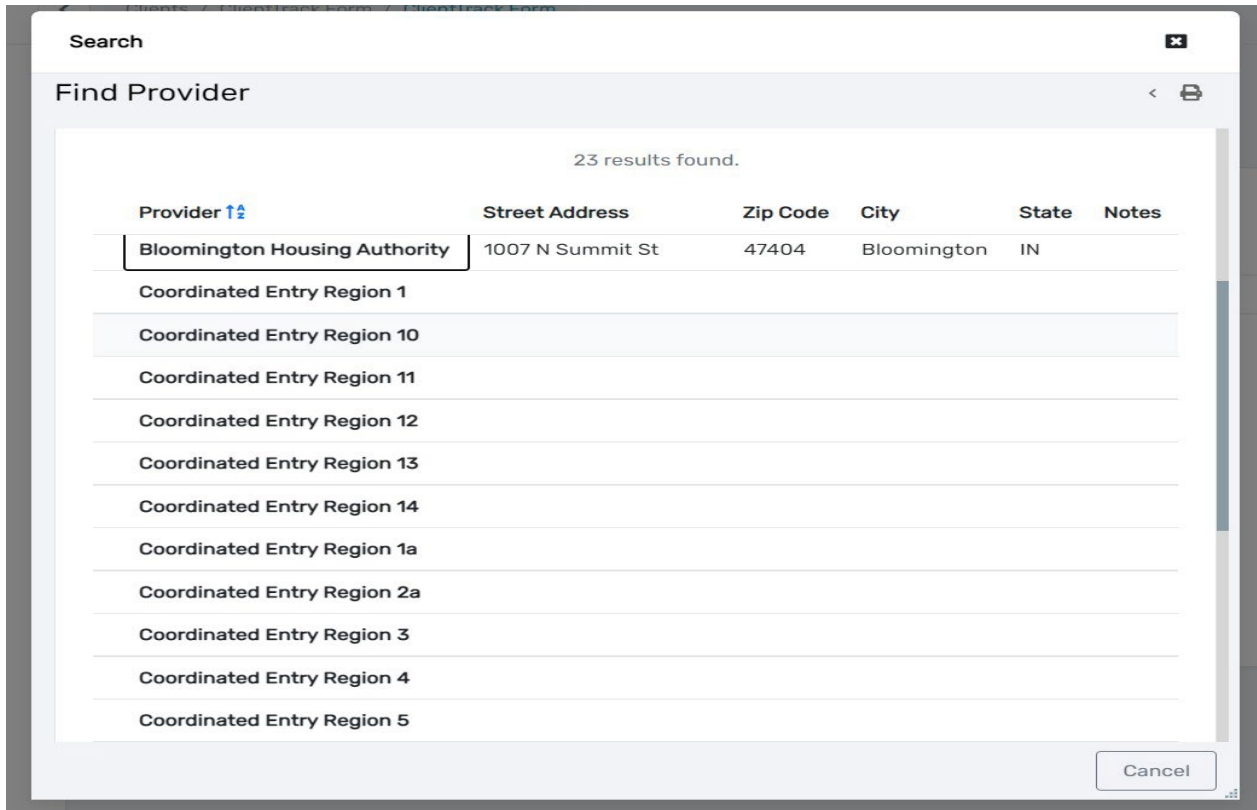
Refer to Provider:

Referral Result: -- SELECT --

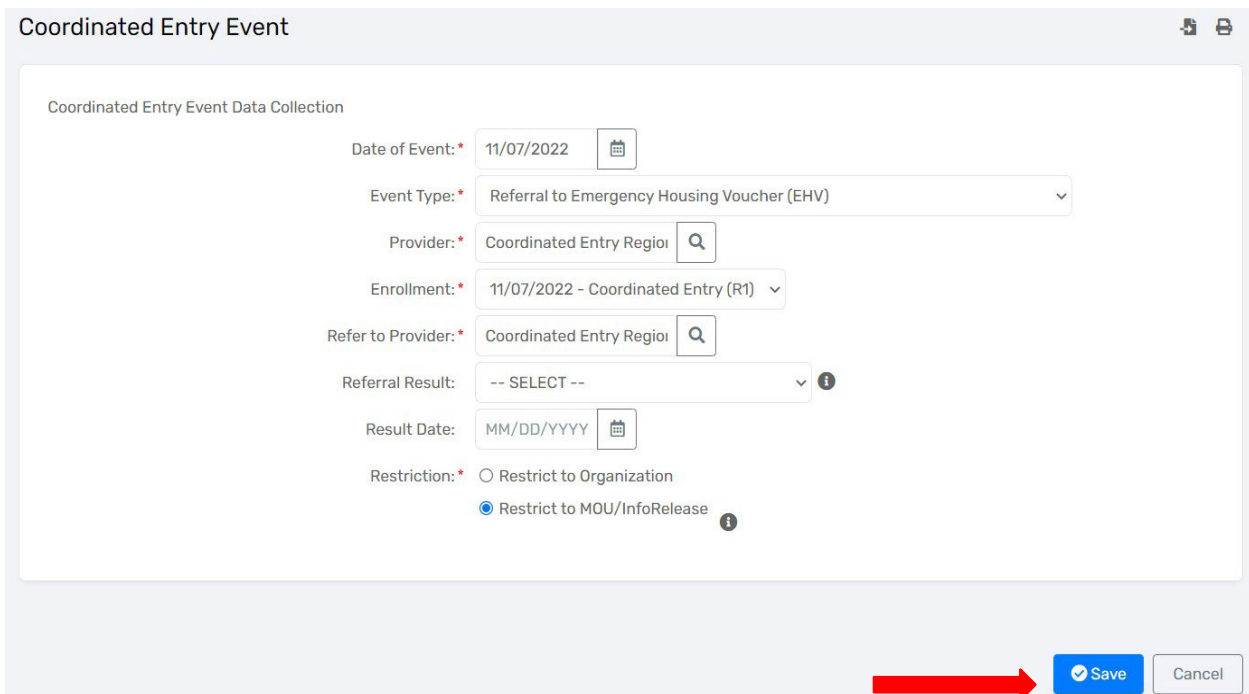
Result Date: MM/DD/YYYY

Restriction:  Restrict to Organization  Restrict to MOU/InfoRelease

- “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.