Referrals: Connecting to Enrollments

The 'Enrollment' field is being added to the referral process in HMIS. You will see this field starting Friday, June 19, 2020. This is a required field for HMIS users in CE Workgroups.

Who does this impact? Assessors at Entry Points

When does the field come into play? When recording referrals in the CE Workflow, 'Add New Referrals' page, and 'Quick Referrals' page

Why is this important? A referral for a client can be traced back to their CE enrollment. This is important for understanding whether the CE process is working effectively in connecting households to housing and services. When pulling reports, we can determine whether their housing program enrollment was a result of CE.

**Step 1: Record Referrals**

Assessors record referrals in three ways.
1. In the CE Workflow
2. 'Add New Referral' page
3. 'Quick Referrals' page

**Step 2: Select the Client's Enrollment**

In the 'Enrollment' field, select the client's Coordinated Entry enrollment.

'Add New Referral' Page:

- Referral Date: 08/04/2020
- Status: Referral Made
- Service: Option not in the list
- Refer To Provider:
- Provider Contact:
- Contact Phone Number:
- Enrollment:  
- Comments:

'Quick Referrals' Page:

Use this form to identify multiple referrals for a client quickly. Change the Referral Service to filter pre-defined referrals available. To add additional referrals that are not listed, add new rows to the bottom of the form. Choose a service that the client needs and the list of providers will show all providers that provide that service.

If you have questions regarding this process, please email CE@THN.org. Visit THN’s website for general information about Coordinated Entry.