

Coordinated Entry Enrollment in HMIS



Process Overview Checklist for ClientTrack



Confirm Account Settings in HMIS

- Workgroup: **HMIS Programs**
- Organization: **Dallas and Collin Counties CAS**

Complete CAS Diversion & Intake

- **Search** for your client
- Click **Coordinated Access System (CAS)**, then choose **CAS Diversion & Intake**



Update Account Settings in HMIS

- Workgroup: **HMIS Programs**
- Organization: **[Your Agency]**

Enroll Client in Your Program

- **Search** for your client (or confirm current client)
- Click **Intake** and complete the workflow

