

CHECK PROGRAM ENROLLMENTS

1

**CHANGE
WORKGROUP TO
"THN SHELTER"**

Workgroup

THN Shelter/Housing HMIS User ▼

Click on your name in the top right corner of the screen to change your workgroup.

2

**GO TO CLIENT'S
ENROLLMENT AND
SERVICES**

Enrollment and Services

Enrollment History

Go to your client's profile. In the left hand sidebar, click "Enrollment and Services" then "Enrollment History."

3

**CHECK FOR RRRH
OR PSH
ENROLLMENTS**

Enrollment
Description ▲

Active

PH - Rapid Re-Housing

ESG-CV|TDHCA|RRH|ESGCV1
UWDC|City of Denton

If you see an enrollment listed, you know that another organization is working with this client.

4

**CHECK CASE
NOTES FOR
DETAILS**

Client Profile

Intake Summary Report

Edit Client

Family Members

Case Notes

Click on "Client Profile" then "Case Notes" to find more details on who is working with the client and how.