



How to Record an EHV Progress Service in Clarity

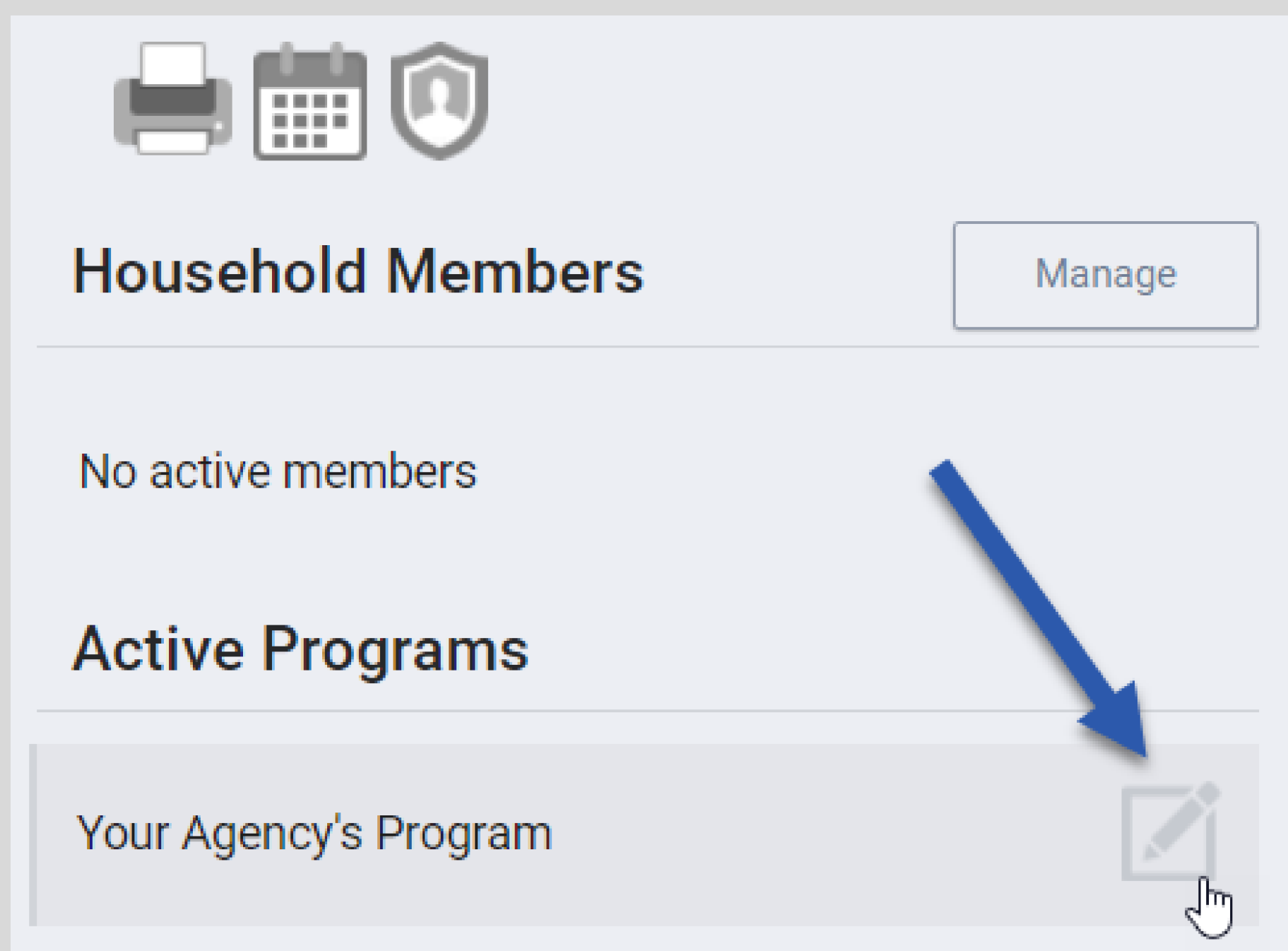


The Emergency Housing Voucher (EHV) program is administered in conjunction with the Cambridge Continuum of Care (CoC) and the Cambridge Housing Authority (CHA). Unlike other vouchers that are issued by CHA, EHV's are required to be issued via a referral from each CoC's Coordinated Entry program and reflected in HMIS.

Housing Navigators are the main and most reliable source of information to inform where clients are in the voucher referral process at any given time, and using this service documents this in HMIS. We ask that you enter a service for any relevant action you take with your EHV client (e.g., the voucher is issued, attending the briefing, going to look at units, signing a lease, etc.) This data collection also helps us track the work you are doing for your agency tied to funding from the American Rescue Act (ARPA) grant through the City of Cambridge.

1

Navigate to the client's existing enrollment record in your program



2

Navigate to the Provide Services tab and click on the "[Your Agency Name] EHV Progress" bar.

It will display the different services to record.

Approved - voucher issued

Attended briefing

Attended unit viewing

Documentation Support

Leased up

Moved in

PROGRAM: HOUSING NAVIGATION AND STABILIZATION

Enrollment History **Provide Services** Assessments Notes Files × Exit

Services

[Baycove] EHV Progress Housing Search and Placement

Approved - voucher issued

Attended briefing

Attended unit viewing

Documentation Support

Leased up

Moved in

3

Click on the service you need to record and make sure the date is accurate. Click submit.

Notes are not needed for EHV Progress services.

Moved in

Event Date 04/04/2023

Service Note :

× No note needed

SUBMIT