

Login to HMIS using the 2020 Coordinated Entry Workgroup and your Coordinated Entry Region # for the Organization.

Settings ✕

PROFILE
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Indiana HMIS
[Sign Out](#)

ACCOUNT SETTINGS

Workgroup

2020 Coordinated Entry

Organization

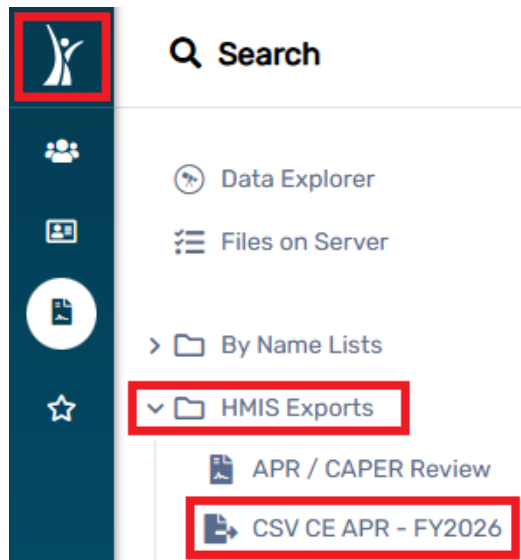
Coordinated Entry Region 1

Location

CE Region 1

[Apply](#)

From the **“Reports”** workspace, select **“HMIS Exports”** in the left menu then select **“CSV CE APR – FY2026.”**



Complete the **“Date Range”** section with the **“Begin Date”** and **“to”** date.

HOW TO GUIDE – COORDINATED ENTRY APR

CSV CE APR – FY2026

This tool has been programmed based on the specifications for the version listed on the title as published by HUD. Current and historical specifications can be found on the HUD Exchange *CE APR* HMIS Programming Specifications page linked [here](#).

Saved Report Settings

To use previously saved report settings, select the desired settings description. To save the current report settings, select Save Settings, type a description of the settings in the Save As field, select the report criteria, and run the report. The saved settings will appear in the list the next time you access this screen.

Saved Report Settings: -- SELECT --

Report Identifier:

Date Range

Indicate the time period for this report. Only records that fall within the date range you select will be included.

Date Range List: -- SELECT --

Begin Date: 12/01/2024 to 11/30/2025

Complete the “**Continuum of Care**” section. Select the “**CoC**” from the drop-down “**Indiana Balance of State**”.

Continuum of Care

Limit CoC: CoC Only From Implementation Information

CoC: -- SELECT --
-- SELECT --
Indiana
Indiana Balance of State

Organization

Complete the “**Organization**” section. **Double click the 2 checkmarks to the right of the Organization list. This will de-select all organizations.**

Organization

Indicate which organizations should be included in the report by selecting each organization separately, or click the ☒ icon to select all. *Note: The list only shows organizations created by the Organizations selected here will be included in the export.*

Organization: ☒ A Better Way
☒ Advantage Housing Inc
☒ Affordable Housing Corporation
☒ AIDS Ministries
☒ AIDS Resource Group, Evansville



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Next, select (click on) your **“Coordinated Entry Region#”** in the list of organizations appearing in the **“Organization”** box. After you select your organization, you should see a green checkmark to the left of your CE Region# organization name. Coordinated Entry Region 5 is used in the example below.

Organization

Indicate which organizations should be included in the report by selecting each organization separately, or click the ☒ icon to select all. *Note: The list only shows organizations created by the Organizations selected here will be included in the export.*

Organization: *
Coordinated Entry Region 2a
Coordinated Entry Region 3
Coordinated Entry Region 4
☒ Coordinated Entry Region 5

The “Official” section is NEW. De-select the **“Official Export”** by clicking on the checkbox.

Official

If generating a CE APR for an official HUD submission, users should select Official Submission. Checking this will run a CE APR based on the Organization and/or Project selected rather than a full system-wide report.

Official Export: ☒

After you **“de-select”** the **“Official Export”** you will see the **“Project Type”** and **“Project”** fields as displayed below. Select the **“Filter by Project Type”** option then select **“Coordinated Entry”** from the list of project types. **(The Coordinated Entry option is at the bottom of the drop-down list of project types, so please be sure to scroll to the bottom)** Next, select your **Coordinated Entry Region #** in the **“Project”** list.

Official Export: ☐

Project Type: ☒ Filter by Project Type
PH – Housing with Services (no disability required for entry)
Day Shelter
Homelessness Prevention
☒ Coordinated Entry

Project(s): ☒ Filter by Project(s)
☒ Coordinated Entry (R5)
Coordinated Entry (R6)
Coordinated Entry (R7)
Coordinated Entry (R8)

Validation File

Select **“Run Export”** in the bottom right corner of the screen.

ing of or delay the main export. **THIS MUST** be selected to get details of numbers in



Cancel

An “**Export Encryption**” window will appear where you will need to select the “**Encrypt Export**” check box to run the report without encryption.

Export Encryption ✕

If you encrypt the export, the generated exports will be zipped and encrypted using 256 bit AES encryption that can only be decrypted using the password you provide. Strong passwords are not enforced here, but the password you provide must be at least 8 characters long.

If you choose to not to encrypt your export, the file exported may contain person identifying information in plain text. All appropriate cautions should be exercised to ensure the protection of this information.

Indicate if the exported file(s) should include a header line at the beginning of the file that indicates what each of the values in the CSV file represent and if values in the CSV should *always* be enclosed in double-quotes.

Encrypt Export:

☒

Password: *

Confirm Password: *

Include Header Row in CSV File(s):

☒

Always Quote CSV Values(s):

☐

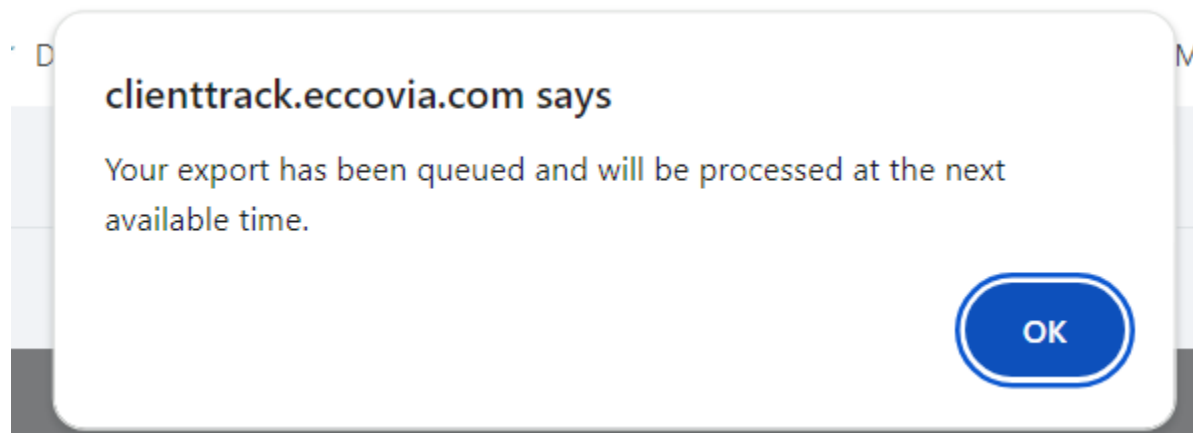
Next, select the check box to confirm that you accept responsibility for the protection of the unencrypted file. Files that are generated should not be shared or emailed as they may contain personally identifiable information.

ClientTrack is not responsible for the protection, use, or misuse of information contained in the exported file(s).

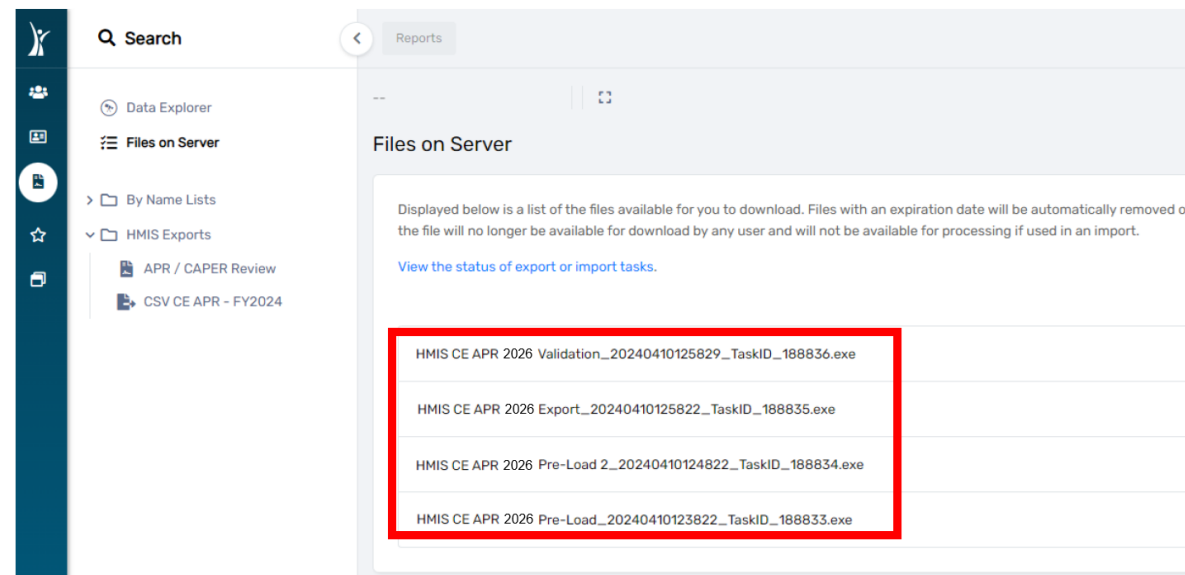
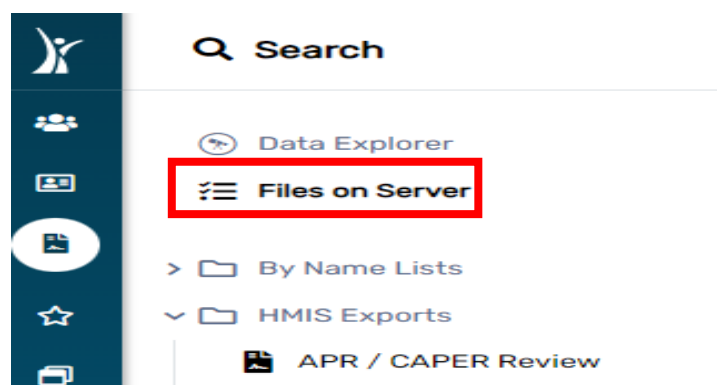
☒
I assume the full responsibility of ensuring the security of the exported file(s) and any data contained within

Done

A message will display **“Your export has been queued and will be processed at the next available time.”**



Select “Files on Server” in the left menu to monitor when your report is ready. **When the CE APR is finished running, you will see 4 separate files displayed.**



The 4 files in the completed CE APR are:

1. Validation
2. Export
3. Pre-Load 2
4. Pre-Load

NOTE: At this point, please refer to the separate How to Guide for the APR/CAPER Review Tool which allows you to review your Data Quality, drill down to the client level data, and correct data quality errors. The APR/CAPER Review Tool can be found on the IN BoS CoC's HMIS and DV ClientTrack webpage: <https://www.in.gov/ihcda/indiana-balance-of-state-continuum-of-care/hmis-clienttrack-and-dv-clienttrack/>

To download, export, and compress (zip) your report:

Select **ONLY** the “Export” file to begin the downloading process for your CE APR. *If you select the Validation file or one of the Pre-Load files you will receive errors when you attempt to upload your report to SAGE.*

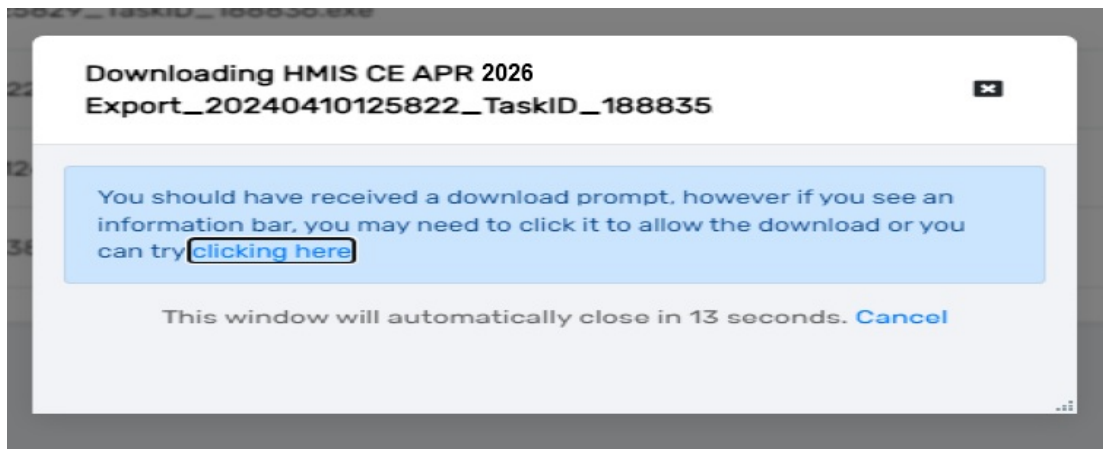
Files on Server

Displayed below is a list of the files available for you to download. Files with an expiration date will be automatically removed the file will no longer be available for download by any user and will not be available for processing if used in an import.

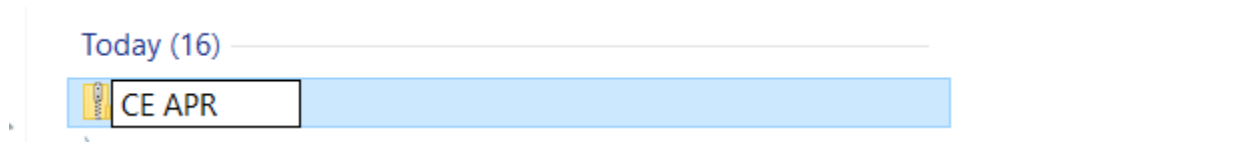
[View the status of export or import tasks.](#)

HMIS CE APR 2026 Validation_20240410125829_TaskID_188836.exe
HMIS CE APR 2026 Export_20240410125822_TaskID_188835.exe
HMIS CE APR 2026 Pre-Load 2_20240410124822_TaskID_188834.exe
HMIS CE APR 2026 Pre-Load_20240410123822_TaskID_188833.exe

A message will display as seen below:



The zipped file will then appear in your downloads folder. You can rename the file as seen below.



The zipped file is now ready to be uploaded to SAGE.

Please email the HMISHelpDesk@ihcda.IN.gov if you need additional assistance.