

Enrollments: Folder

The “Enrollments” folder menu option provides a list of all previous and current program enrollments for a selected client. This “Enrollments” folder differs from the enrollments section on the “Client Dashboard”* in that it displays a complete list of all current and past enrollments in a single workspace container.

** To view enrollments through the “Client Dashboard, see Chapter 4: Client Workspace: Menu Options, Folders, and Subfolders/Client Dashboard: Folder in the “HMIS Basic User 2025 Manual”*

Adding a new enrollment through the Enrollment Client Workspace container is the same as selecting the “Use the current client” option found in the “HMIS Intake”* secondary sidebar menu option.

** For instruction on how to start an enrollment through the “HMIS Intake” folder, see Chapter 4: Client Workspace: Menu Options, Folders, and Subfolders/HMIS Intake: Folder in the “HMIS Basic User 2025 Manual”.*

For information regarding editing existing enrollments, please reach out the hmis@changinghomelessness.org and/or navigate to Chapter 5 : Basics of Entering Data into ClientTrack/Editing an Existing Enrollment

Steps to Navigate to the “Enrollments” Folder

Step 1: Select the appropriate client profile via Quick Search*, Find Client: Folder**, or through selecting a client profile through other methods available through ClientTrack. By selecting a client profile, ClientTrack will navigate to the “Client Workspace”.***


** For instructions on how to perform a Quick Search, see Chapter 2: Navigating in ClientTrack/General Navigation/Home Screen/Quick Search in the “HMIS Basic User 2025 Manual”.*


*** For instructions on how to perform a Find Client search, see Chapter 4: Client Workspace: Menu options, Folders, and Subfolders/Find Client: Folder/Search for Clients Using “Find Client” in the “HMIS Basic User 2025 Manual”.*


*** To learn how to navigate to the Home and Client workspaces, see *Chapter 2: Navigating in ClientTrack/General Navigation/Workspaces* in the “HMIS Basic User 2025 Manual”.


Step 2: Select the “Enrollments” secondary sidebar* menu option. ClientTrack will navigate to the “Enrollments” workspace container.


**For terminology regarding HMIS spaces, go to Chapter 1: HMIS Client Track Basics/General Navigation/General Page Anatomy and Page Terminology in the “HMIS Basic User 2025 Manual”.*









































Search

Clients / Enrollments

Lebron James
624 4/4/1994
904-555-8458

Enrollments

All of client's enrollments display below. An enrollment represents a defined period of participation in a grant and/or program. From here, you can enroll a client in a program, exit them from an existing program or perform annual assessment updates.

25 results found.

Enrollment Description	Case Members	Project Start Date	Housing Move-In Date	Exit Date	Exit Destination	Organization	Last Assessment Completed
Current							
CoC FL-510 Street Outreach	1	07/15/2024				Community Praticce Collaborative	07/15/2024
ESG - Emergency Rental Assistance Program	3	06/26/2024				Community Praticce Collaborative	06/26/2024
DVI - Block by Block	1	04/16/2024				Downtown Vision Inc	04/16/2024
FL - 510 Homeless Prevention	1	04/11/2024				Catholic Charities Bureau	04/11/2024
CoC FL-510 Coordinated Entry	1	03/22/2024				Community Praticce Collaborative	03/22/2024
FL-510 Duval/Clay/Nassau Rapid Re-Housing	1	03/11/2024				Catholic Charities Bureau	03/11/2024
DCF - CV ESG OUTREACH 2020-2021	1	01/30/2023				Mental Health Resource Center	01/30/2023
New Dawn Outreach	1	01/26/2023				Changing Homelessness	
EFSP- ARPA-R	1	09/14/2022				Family Support Services of North Florida	09/14/2022
ABH - CASA	1	08/05/2022				Changing Homelessness	
DCF - CV ESG HP 2020-2021	3	11/10/2021				Jewish Family & Community Services	11/10/2021

Cancel

Navigating to Enrollments Folder