

Close Out an Entry

To exit a client from your existing entry, start by opening your client's profile and scrolling down to the Entry/Exits dashlet. Find your open entry and click on the edit pencil by the empty project exit date.

Client - (26860) Bowman, Test A

(26860) Bowman, Test A
Release of Information: Ends 10/07/2020

Client Information | Service Transactions

Summary | Client Profile | Households | ROI | Entry / Exit | Case Managers | Case Plans | Measurements | Assessments

Added to the system 07/12/2007 02:25 PM

Name	Bowman, Test A	Gender	Trans Female (MTF or Male to Female)
Date of Birth	01/01/1998 (Age 21)	Primary Race	Client doesn't know (HUD)
Social Security	555-55-5555	Secondary Race	
		U.S. Military Veteran?	No (HUD)

Provider	Permission	Start Date	End Date
The Giving Closet	Yes	08/17/2016	08/17/2043
ASPIRE - HOME - COUNTY	Yes	11/06/2018	11/06/2022
SOAR Applicant Tracking Assessment	Yes	10/17/2019	10/17/2021
CSNW - FCS	Yes	10/17/2019	10/17/2021

Program	Type	Project Start Date	Exit Date
HSC Diversion	HUD	10/25/2019	
HSC Prevention Diversion	HUD	04/25/2019	

Add Entry / Exit Showing 1-2 of 2

Make sure all household members that are exiting program are checked on this page. Set the exit date to the appropriate date, set the time to 11:59:59 PM, select the most appropriate Reason for Leaving, and select the location they will be sleeping that night from the Destination dropdown. If it is absolutely impossible to determine where the client's destination is, select "No exit interview completed," but avoid this whenever possible. The option "Other" is almost never necessary—always check with the HMIS team before selecting this destination. Click Save and Continue.

Edit Exit Data - (26860) Bowman, Test A

Household Members

To update Household members for this Exit Data, click the box beside each name.

- (43201) Couple With No Children
 - 26860_Bowman_Test A
 - 99994_Bowman_Chерise A

Edit Exit Data - (26860) Bowman, Test A

Exit Date * 10 / 28 / 2019 11 : 59 : 59 PM

Reason for Leaving Completed program

If "Other", Specify

Destination * Rental by client, no ongoing housing subsidy (HUD)

If "Other", Specify

Notes

Save & Continue Cancel

Review the answers to the questions on the next page and verify that they are still accurate. If you missed updating information in an interim, this is the last chance to do so! When all information has been reviewed for all household members click Save and Exit.

You have exited a client from program!

Please email hmisrequest@councilforthehomeless with any additional questions.