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.

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.

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.