

Re-entering the Enrollment

If a client has been incorrectly exited from the program, use the Reenter Enrollment feature to enter the client back into the program. This option is only available to HMIS users for 90 days. If the client has been exited for more than 90 days, submit a request to the HMIS admin to delete the exit.

1. Begin on your Client Workspace and find the client whose record you need to edit.
2. On the Client Dashboard, find the enrollment that was incorrectly exited and click the action arrow.

Testy Test's Information

Name: Test, Testy Birth Date: 10/10/1990 Age: 30
 Gender: Trans Male (FTM or Female to Male) Race: Black or African American Veteran: No
 Ethnicity: Non-Hispanic/Latino P Status: VI-SPDAT Score:

Testy's Enrollments

1 result found.

Enrollment Description	Active Household Members	Household Type	Project Start Date	Project Exit Date	Days Enrolled	Exit Destination	Last Assessed
<ul style="list-style-type: none"> Emergency Shelter HMIS Training - Emergency Shelter (N/N) 	0	Household with Children and Adults	01/25/2021	01/27/2021	2	Staying or living with fa...	1/27/2021

Testy's Services

No records found.

Date	Service	Units	\$ Total	Organization
		0.00	\$0.00	

3. Select "Re Enter the Enrollment". Check for a popup confirming that the enrollment has been reentered and click OK.

- Emergency Shelter
- HMIS Training - Emergency Shelter 0
- Re Enter the Enrollment**

usw.clienttrack.net says

The enrollment has been reentered.

OK