

Exit Assessment

Video Tutorial

1. Find your client in the system. From the Client Dashboard, locate the enrollment you want to exit.

ClientTrack Clients All Search Megan Starnes (Training) *** MDHA Training Hel

Freda Pita 7/6/2000 Female CLIENTID 15

Freda Pita's Dashboard

Freda Pita's Information

Name: Pita, Freda Dita Jr **Birth Date:** 7/6/2000 **Age:** 20
Gender: Female **Race:** Asian **Veteran:** No
Ethnicity: Hispanic/Latino **P Status:** **VI-SPDAT Score:**

Freda's Enrollments

1 result found.

Enrollment Description	Active Household Members	Household Type	Project Start Date	Project Exit Date	Days Enrolled	Exit Destination	Last Assessed
HMIS Training - Emergency Shelter (N/N)	1	Household without Children	07/27/2020		172		7/27/2020

Freda's Services

No records found

Date	Service	Units	\$ Total	Orga
		0.00	\$0.00	

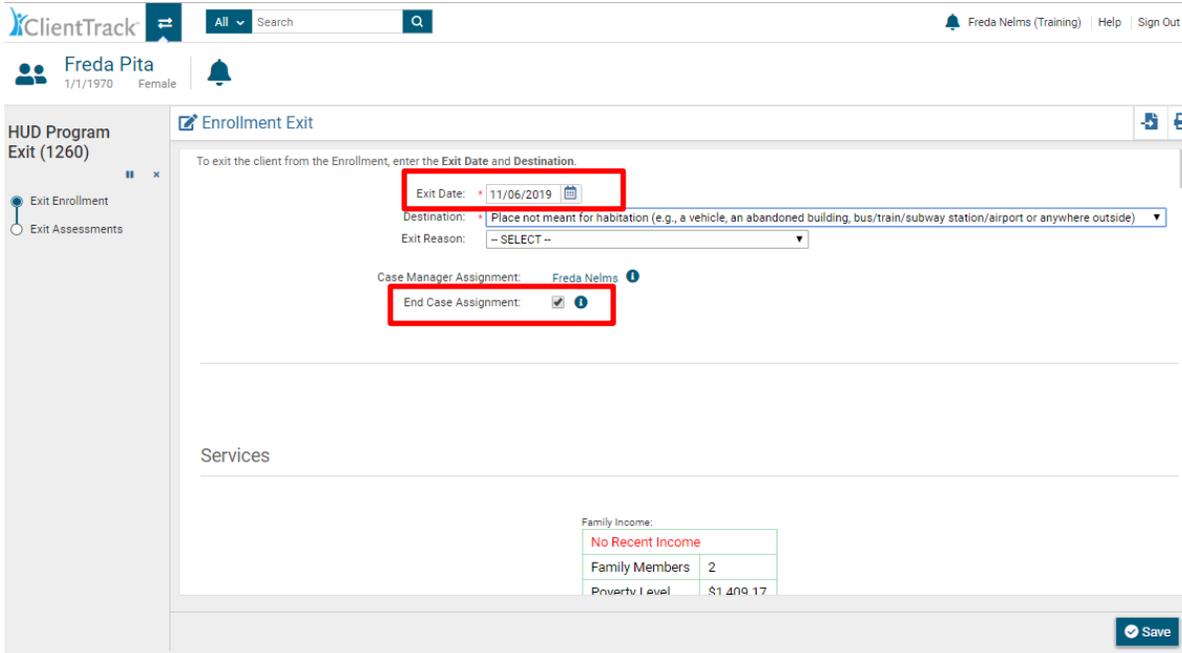
2. Click the blue Action Arrow and choose "Exit the Enrollment"

Emergency Shelter

HMIS Training - Emergency Shelter	1	Household without Children	07/27/2020
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- Add Household Member
- Associated Assessments
- Exit the Enrollment**
- Edit Enrollment
- Edit Project Entry Workflow
- Link Assessments
- Review Entry Assessments
- Update/Annual Assessment

3. Confirm Exit Date from this screen, be sure to place a check mark in box to End Case Assignment. Doing so will remove the case from the user’s case load.



4. Record any necessary services and click Save.
5. Continue the workflow until you reach a screen to exit other family members or until you come to the end of the workflow. Click Finish.

