Exit Assessment

Video Tutorial

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

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

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.
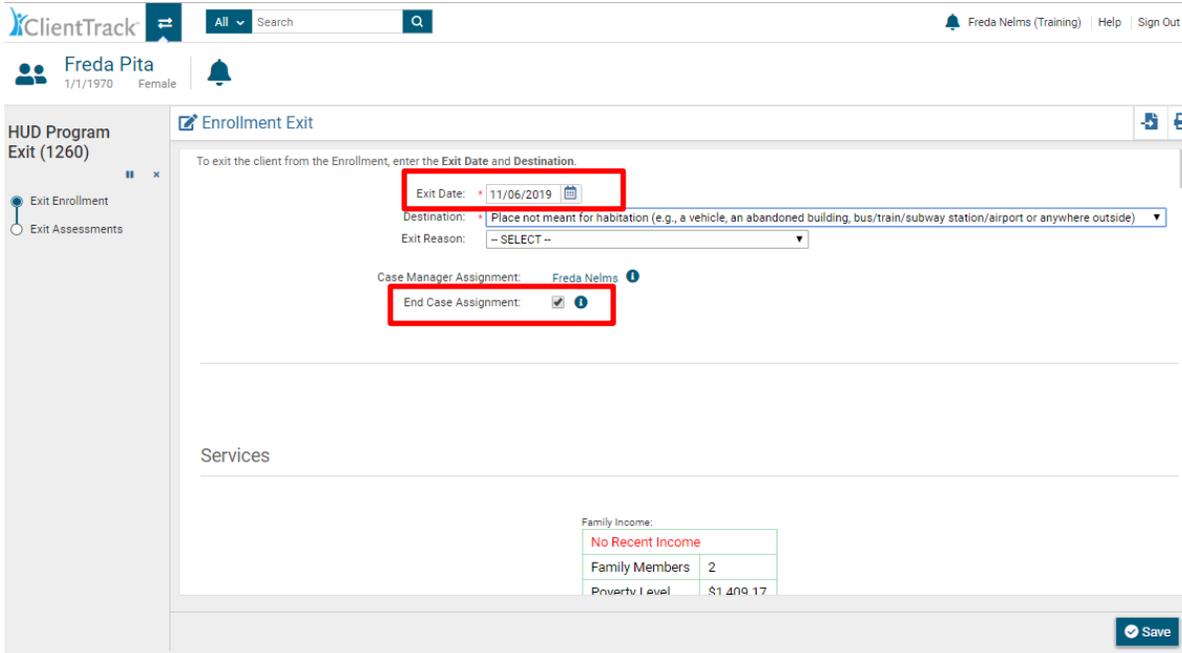
4. Record any necessary services and click Save.

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.