

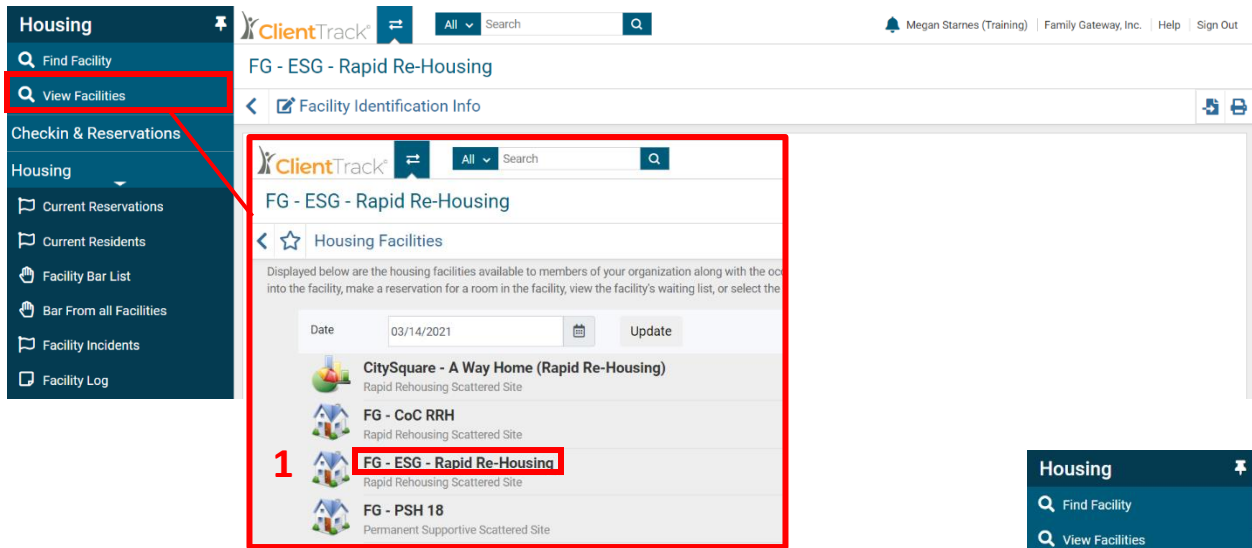
Housing Checkout Process

1. Check your client out of the housing facility

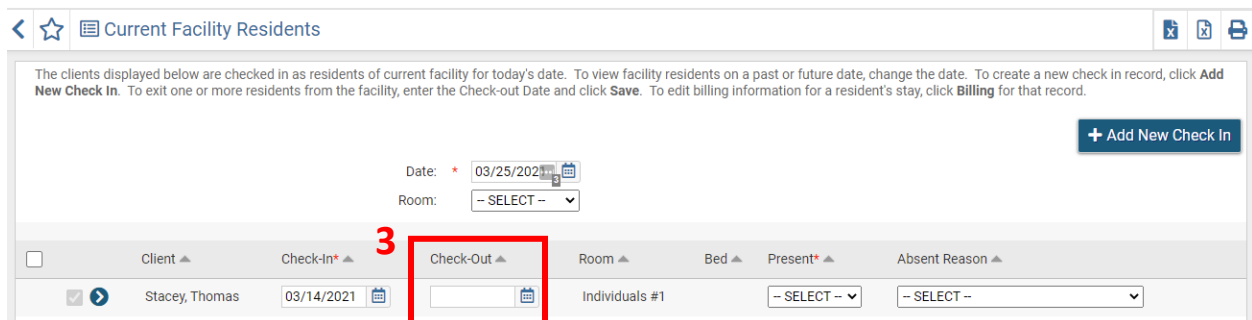
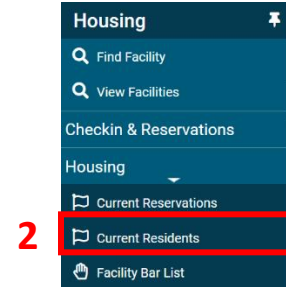
Where: Housing Workspace

Steps:

1. Click View Facilities and select the facility where the client is checked in



2. On the favorites menu under Housing, select Current Residents
3. Find the client on the list and record the checkout date that the client will be leaving the facility



2. Switch to your Clients Workspace

3. Exit the client's enrollment in your program