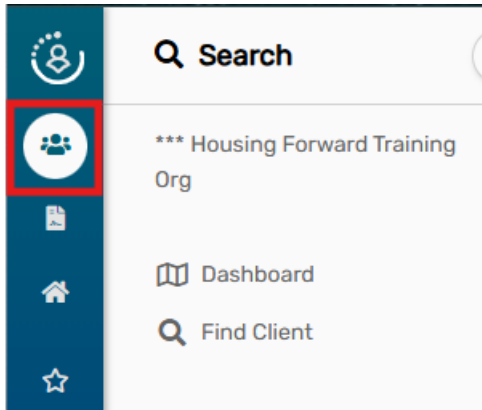


Bar List

This cheat sheet covers how to bar a client from services and/or programs.

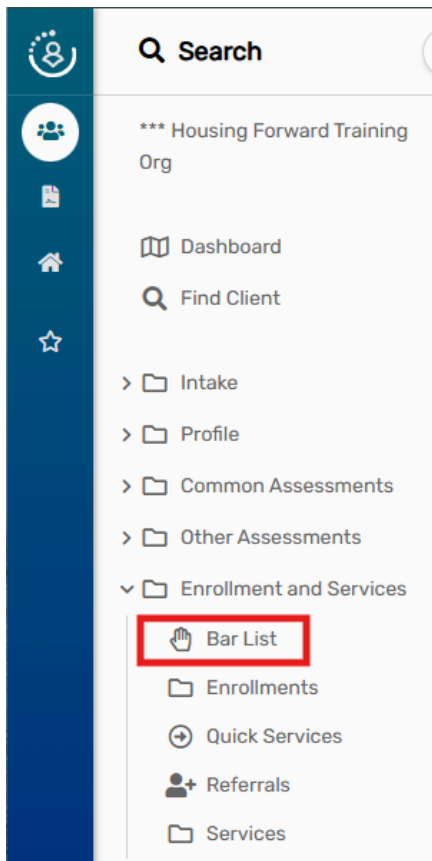
1. To locate the Bar List option, you must be on the "Clients" workspace. Click on the icon of three people on the lefthand side of the screen and then the client dashboard will appear.



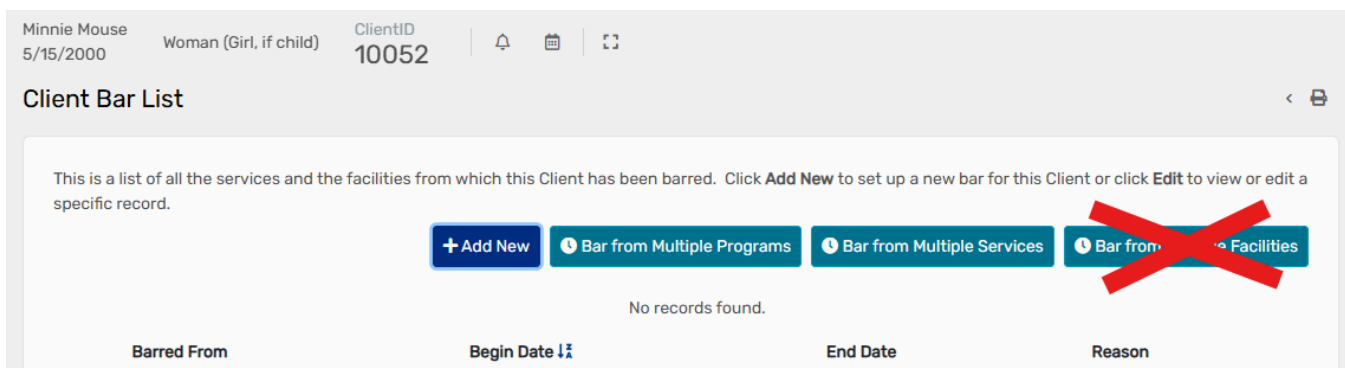
2. Find the client that you need to bar so that you are on their dashboard.



- From the client's dashboard, find the "Enrollment and Services" menu on the lefthand side of the screen, then click "Bar List."



- The Client Bar List screen will appear. This screen will allow you to view all the services and programs from which the client is barred. From this screen, you can either Add New Bar, Bar from Multiple Programs, or Bar from Multiple Services. Do NOT use the Bar from Multiple Facilities option.



- To add a new Bar, click on the "Add New" from the Client Bar List screen. You will receive instructions at the top of the screen. Please be sure to review these instructions so that you choose the correct method of Barring (i.e. a single service or program or all services and programs).

Minnie Mouse
5/15/2000

Woman (Girl, if child)

ClientID
10052



Client Bar

To bar a client from an activity, please complete the following information. You can limit the bar's duration by entering a date range during which the bar will be effective and select the things from which you wish to bar the client.

You can bar the client from receiving services, staying at facilities and/or being enrolled in a program. If you want to only restrict the client from a particular service/facility/program, please select the option(s) in the list(s) instead of checking the checkbox(es).

- Below the instructions, this screen will appear. Notice that the "Begin Date" will populate for today's date. Change the begin date if needed, and you can also put an end date for the Bar, if applicable.

On this page, you can either choose a specific service or check the box for all services. You can either choose a specific program, or you can check the box for all programs. You do not need to select both. Do NOT use Bar from Facility option.

The selected organization(s) will enforce the bar.

Begin Date: * 03/30/2026

End Date: MM/DD/YYYY

Service: -- SELECT --

Bar from All Services: ☐

Facility: -- SELECT --

Bar from All Facilities: ☐

Program: -- SELECT --

Bar from All Programs: ☐



7. Also on this page, you will select the Enforcing Agency (you will only see your agency). You can also select the Reason(s) for the bar from a list of pre-defined options; to select multiple reasons, simply click all that apply. You also have the option of creating a note if needed. When you are finished, click Save.

Enforcing Organizations: 

Reason(s): 

Notes:



8. Once you have saved, you will be redirected back to the main Client Bar List screen where you will now see the specific service(s) and program(s) that you barred your client from.

Client Bar List  

This is a list of all the services and the facilities from which this Client has been barred. Click **Add New** to set up a new bar for this Client or click **Edit** to view or edit a specific record.

1 result found.

Barred From	Begin Date 	End Date	Reason
 All Services, TRAIN - HUD: ESG - Emergency Shelter - Entry Exit	03/30/2026		Assault on Premises (toward anyone), Drug Use/Selling/Possession



9. If you want to bar a client from Programs ONLY, then click on the “Bar from Multiple Programs” option for the Client Bar List screen.

This is a list of all the services and the facilities from which this Client has been barred. Click **Add New** to set up a new bar for this Client or click **Edit** to view or edit a specific record.

10. From the “Bar From Multiple Programs” screen, you can choose which specific programs and for what reasons you want to ban the client. Use the restriction column for notes if needed, but it is not required. Once you are finished, click Save and Close.

Bar Client From Multiple Programs

The selected organization(s) will enforce the bar.

Begin Date: 03/30/2026

End Date: MM/DD/YYYY

Enforcing Organizations: ☐ All Organizations

- * Housing Forward Lead Agency 2
- *** Housing Forward Training CAS Org
- **** Housing Forward Training Org
- *** Housing Forward Training Sensitive Org

Reason(s):

- ✓ Assault on Premises (toward anyone)
- Case Management, Failure to Comply
- Cursing Only
- ✓ Drug Use/Selling/Possession

Displaying 1-200 of 360 results. [Next](#) [Last](#)

☐ Program Name ↑	Restriction
☒ ABC - Apartments #2(Inactive)	
☐ ABC - Apartments (Inactive)	
☐ ABC - Blossom Gardens (DHA) (Inactive)	

[Save](#) [Save & Close](#) [Cancel](#)

- If you want to bar a client from Services ONLY, then click on the “Bar from Multiple Services” option from the Client Bar List screen.

This is a list of all the services and the facilities from which this Client has been barred. Click **Add New** to set up a new bar for this Client or click **Edit** to view or edit a specific record.

[+ Add New](#)
[🔍 Bar from Multiple Programs](#)
[🔍 Bar from Multiple Services](#)
[🔍 Bar from Multiple Facilities](#)

- From the “Bar from Multiple Services” screen, you can choose which specific services and for what reasons you want to ban the client. Use the restriction column for notes if needed, but it is not required. Once you are finished, click Save and Close.

Bar Client From Multiple Services

The selected organization(s) will enforce the bar.

Begin Date: 03/30/2026

End Date: MM/DD/YYYY

Enforcing Organizations: ☐ All Organizations

- * Housing Forward Lead Agency 2
- *** Housing Forward Training CAS Org
- **** Housing Forward Training Org
- *** Housing Forward Training Sensitive Org

Reason(s):

- ✓ Assault on Premises (toward anyone)
- Case Management, Failure to Comply
- Cursing Only
- ✓ Drug Use/Selling/Possession

135 results found.

☐ Service ↑	Restriction
☒ Bed Night (ES-N/N)	
☒ Clothing Voucher	

[Save](#) [Save & Close](#) [Cancel](#)

Error Messages

If you attempt to enroll a client into a program from which they have been Barred, these are the error messages you will receive when you try to enroll your client into the program.

If a client needs to be enrolled into a Barred program, you must first go back to the Bar List and put an exit date for the Bar. The end bar date must be on or before the date you need to enroll the client.

HUD Program Enrollment

Please address the following:

There is 1 row in the result set that requires attention.

- 1. Information provided by the client or from the referral indicates they meet the criteria for admission (for example if chronic homelessness is required the client indicates they have a serious disability and have been homeless long enough to qualify – though all documentation may not yet have been gathered
- 2. The client has indicated they want to be housed in this project
- 3. The client is able to access services and housing through the project. The expectation is the project has a housing opening (on-site, site-based, scattered-site subsidy) or expects to have one in a reasonably short amount of time
- For all other types of Service projects including but not limited to: services only, day shelter, homelessness prevention, coordinated assessment, health care it is the date the client first began working with the project and generally received the first provision of service.

Project: TRAIN - HUD: ESG - Emergency Shelter - Entry Exit

Household

Excerpt from the HMIS Data Standards Manual "A household is a single individual or a group of persons who apply together to a continuum project for assistance and who live together in one dwelling unit (or, for persons who are not housed, who would live together in one dwelling unit if they were housed)."

This Client has been barred from all services within your organization.

Project	Start Date	Exit Date	Case Manager
	03/30/2026	MM/DD/YYYY	Emmett Altsman

Mouse, Minnie Female 25

Save