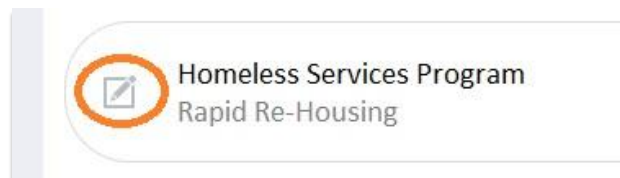HMIS Job Aid

How to Exit a Client

All clients must be properly exited upon complete of a program. There are a few steps to take to complete this task.

Exiting the Client from the Program

First, search for your client and then go into your client's program enrollment by clicking the edit button on the Programs Tab.

Once you are in the program enrollment, click on "Exit" on the right hand of the screen. If this is a group enrollment, you will be prompted to select which household members you want to exit from the program.
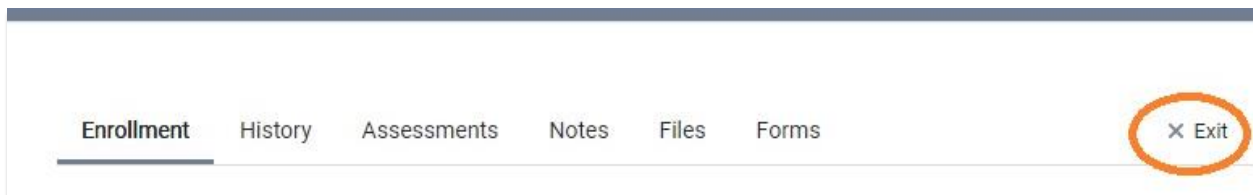
Now, complete **all data** in the End Program screen. Entering full exit data is extremely important for tracking the work you have done with this client and providing the mandatory reporting outcomes for all programs in our CoC. When you are finished, click "Save and Close".