Rhode Island Coalition
for the Homeless

Procedure to Close a Service Transaction in HMIS

1. Click large "ServiceTransaction" Tab then click smaller "**Services**" Tab below it.

Release of Information: **Ends 01/01/2020**

Client Information		**Service Transactions**		
Needs	Services	Referrals	Shelter Stays	Entire Service History

2. Create a "**Service End Date**" for any open services for your project by selecting the edit pencil to the left of the service start date.

Previous Services

Select Dates	Start Date		End Date		
-Select-	/ /		/ /		Se

		Service Start Date	Service End Date	Referred To Provider	Service Type	Provider Creating
✏	🗑	01/18/2019			Life Skills Education	RI Coalition Data Standards Training Site
✏	🗑	01/01/2019	01/01/2019		Emergency Shelter	RI Coalition Data Standards Training Site
✏	🗑	06/11/2013	06/11/2013		Transitional Housing/Shelter	Rhode Island Coalition for the Homeless

Add Service	Add Multiple Services	Showing 1-3 of 3

3. Fill in correct service end date (usually same as the Start Date) or select calendar icon to fill in end date.

Service Provider *	✏ RI Coalition Data Standards Training Site (1413)
Creating User	▮▮▮▮▮
Start Date *	01 / 18 / 2019 📅🔄📅 8 : 47 : 11 AM
End Date	/ / 📅🔄📅 : :
Service Type *	✏ Life Skills Education (PH-6200.4600)
Provider Specific Service	-Select-
Service Notes	

4. At bottom of page fill in "Need Status" and "Outcome of Need" from dropdown menu then click "Save and Exit" button. *(Usually Closed and Fully Met)*

Need Information

Need Status *	Closed
Outcome of Need	Partially Met
If Need is Not Met, Reason	-Select-

	Save	Save & Exit	Exit