

Procedure to Exit a Program Entry

1. From the “**Client Information**” Tab, click on the “**Entry/Exit**” Tab.
2. Identify your project with no Exit Date.
3. Click on the Edit Pencil on the left-hand side of the blank “**Exit Date**” for your project.

Client Information				Service Transactions																																																										
Summary	Client Profile	Households	ROI	Entry / Exit		Case Managers	Case Plans	Assessments																																																						
<p>i Reminder: Household members must be established on Households tab before creating Entry / Exits</p> <table border="1"> <thead> <tr> <th colspan="9">Entry / Exit</th> </tr> <tr> <th>Program</th> <th>Type</th> <th>Project Start Date</th> <th>Exit Date</th> <th>Interims</th> <th>Follow Client Ups</th> <th>Client Count</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Rhode Island Coalition for the Homeless (1306)</td> <td>HUD</td> <td>01/18/2019</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rhode Island Coalition for the Homeless (1306)</td> <td>HUD</td> <td>01/01/2019</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>RI Coalition Data Standards Training Site (1413)</td> <td>HUD</td> <td>01/01/2019</td> <td>01/01/2019</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Riverwood Mental Health Services (RoadHome PH-IND) (1533)</td> <td>HUD</td> <td>07/08/2016</td> <td>07/08/2016</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>									Entry / Exit									Program	Type	Project Start Date	Exit Date	Interims	Follow Client Ups	Client Count			Rhode Island Coalition for the Homeless (1306)	HUD	01/18/2019							Rhode Island Coalition for the Homeless (1306)	HUD	01/01/2019							RI Coalition Data Standards Training Site (1413)	HUD	01/01/2019	01/01/2019						Riverwood Mental Health Services (RoadHome PH-IND) (1533)	HUD	07/08/2016	07/08/2016					
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4. Enter the correct “**Exit Date**” either manually, or by selecting the date from the calendar icon.
5. From the “**Reason for Leaving**” drop down select the most appropriate “Reason for Leaving”. Most of the time, if your project did what it was intended to do, the reason would be “Completed Program.” There are other acceptable options but try to avoid “Other” or “Unknown/Disappeared” unless there are no other options that fit the reason for leaving. Do not type a note next to “If Other, Specify” unless you select “Other” (which should be rare).
6. From the “**Destination**” drop down select the clients Destination. Try to avoid “Other,” “Client Doesn’t Know,” “Client Refused,” “Data Not Collected,” and/or “No Exit Interview Completed.” All of these data elements are negative reflections of your data quality, so if the destination is able to be collected, it is important you do so. Remember, a client may leave before you’re able to collect this at exit (especially in large shelter projects), so try to have conversations with your clients about where they are planning to go once they leave your project.
7. Please type a **NOTE** to verify the destination you selected. It is a good practice to add your initials at the end of the note so it is verifiable.
8. If client is going to a subsidized housing opportunity, select a “**Subsidy**,” otherwise, leave it at “Select” or “None.”



Edit Exit Data - (123) Doe, John S

Exit Date *	01 / 18 / 2019 9 : 53 : 37 AM
Reason for Leaving	Left for housing opp. before completing program
If "Other", Specify	
Destination *	Staying or living with friends, permanent tenure (HUD)
If "Other", Specify	
Notes	
Subsidy	None

9. Click **“Save and Continue”** then update any information that may have changed at Exit (Income, Non-Cash and/or Insurance) and Save and Exit once complete.