![Rhode Island Coalition for the Homeless]

Procedure to End a Case Manager Assignment

1. From the "Client Information" tab, click on the "Case Managers" tab.
2. Next to your Name assigned as Case Manager, click the "Edit Pencil" on the left-hand side.

	Client Information				Service Transactions			
Summary	Client Profile	Households	ROI	Entry / Exit	**Case Managers**	Case Plans	Assessments
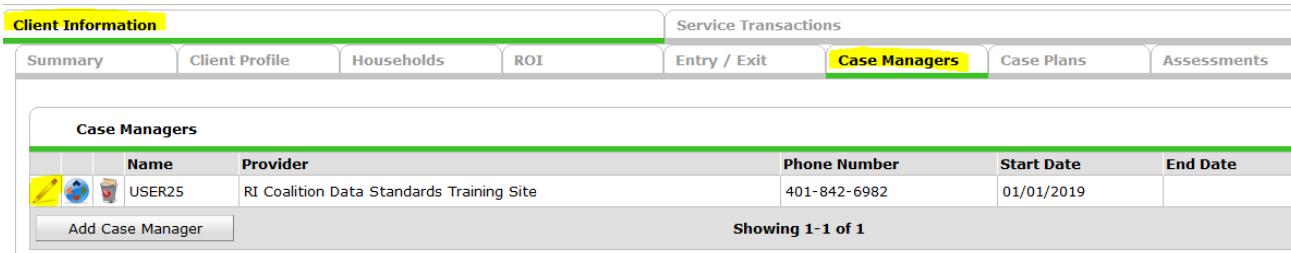
Case Managers

	Name	Provider	Phone Number	Start Date	End Date
🖉 🌐 🗑	USER25	RI Coalition Data Standards Training Site	401-842-6982	01/01/2019	
Add Case Manager			Showing 1-1 of 1		

3. Enter the "End Date" manually or use the calendar icon to select an End Date of the Case Manager assignment to match the clients Exit Date or the date the Case Manager stopped working with the client.

Type *	◉ ServicePoint User ○ Me ○ Other
Select User *	RI Coalition Data Standards Training Site (1413) ⌄ USER25 (908) ⌄
Name *	USER25
Title	▬▬▬▬▬
Phone Number	▬▬▬▬▬
Email Address	▬▬▬▬▬▬▬
Provider *	RI Coalition Data Standards Training Site (1413) ⌄
Start Date *	01 / 01 / 2019 📅🔄📅
End Date	__ / __ / ____ 📅🔄📅