



Homeless Management
Information System

EXITING A CLIENT

**ALL CLIENTS MUST BE EXITED UPON COMPLETION
OF THE HUD PROGRAM**

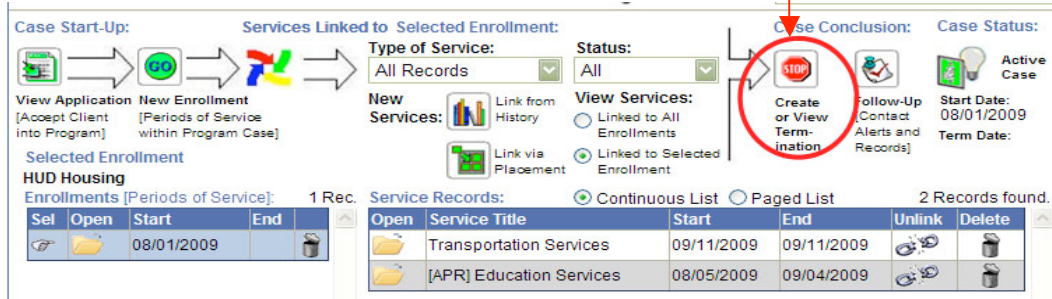
Address:

9101 W. Sahara Ave #105-158
Las Vegas, NV 89117

telephone: (702) 614-6690
fax: (702) 966-2478


email: info@bitfocus.com
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From the Case Record Master Screen, click the **“Stop”** button to initiate a termination.



The screenshot shows the Case Record Master interface. In the 'Case Conclusion' section, a red circle highlights a 'STOP' button with the text 'Create or View Termination' below it. Other sections include 'Case Start-Up', 'Services Linked to Selected Enrollment', and a table of 'Service Records'.

Select **“Terminate”** (Stop Sign Button) to Close the Case Record for your client. If you are closing a Group Case Record, each Member will be listed.

Member	Date of Birth:	Term Date:	Terminate
Johnson, James	01/01/1951		

PROGRAM TYPE: HUD ELIGIBILITY CATEGORY:

TERMINATION INFORMATION:

Entry Date: Exit Date: Other Destination:

Reason for Leaving: Expected Duration of Destination:

Destination after Leaving: Source of Support for Destination:

CASH INCOME AND BENEFITS [At Exit]:

Yes No DK Ref

CASH INCOME from ALL Sources [Job, UI, Retirement Pension, Disability Insurance, SSDI, TANF, Other]

NON-CASH BENEFITS from ALL Sources [WIC, Food Stamps, SCHIP, MediCare, Medicaid, Sec 8 Rent, Other]

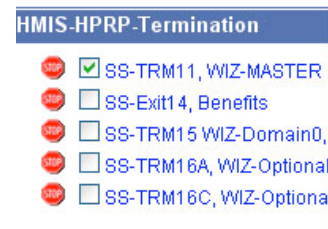
OPTIONS:

Collect Optional "Best Practices" Data

Collect Outcome Domain Data

Checking **“Optional Data”** and **“Outcome Data”** will enable access to additional exit screens.

Complete Exit data on all screens listed in the TaskView.



HMIS-HPRP Termination

- SS-TRM11, WIZ-MASTER
- SS-Exit14, Benefits
- SS-TRM15 WIZ-Domain0,
- SS-TRM16A, WIZ-Optional
- SS-TRM16C, WIZ-Optional

NOTE: Available Exit Screens will vary per Client, depending upon previously entered data.

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Close Services linked to the Case. The pop-up screen allows for three options:

- YES** - Changes status of all linked services to Inactive and assigns Termination date as End Date.
- SELECTIVE** - Allows you to select specific Services to be closed.
- NO** - Leaves Service Records with no changes. You can edit and close Services at a later time through the Master Screen of the Clients Case Record.



Close Linked Services

Do you wish to Close Services Linked to Case?

For all listed Services, "Yes" will [1] Change Status to "inactive", [2] Assign Termination Date as End Date and [3] Cancel All Reservations after and including Termination Date.

"Selective" is a Special Feature that allows you to select specific Services to be closed. [Use "Mark" Check-Boxes to designate Services to be Closed]

"No" will leave Service Records with no changes. [It will be possible to Edit and Close Services at Later Time through the Master Screen of the Client's Case Record]

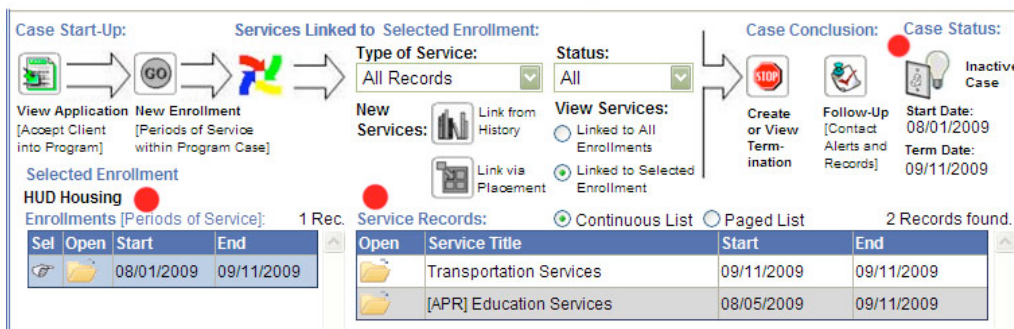
Mark Services Mark/Unmark All Continuous List Paged List 2 Records Found

Mark	Service Title	Provider	Status	Start	End
<input checked="" type="checkbox"/>	[APR] Education Services		Active, In-Process	08/05/2009	09/04/2009
<input checked="" type="checkbox"/>	Transportation Services		Active, In-Process	09/11/2009	09/11/2009

In this example, we have chosen YES to change status and end date of all linked services.

The Case Record Master Screen now shows updated Status in all areas:

- Inactive Case.
- Inactive Enrollment.
- Inactive Services with End Dates adjusted to Termination date.



Case Start-Up: View Application [Accept Client into Program] | New Enrollment [Periods of Service within Program Case]

Services Linked to Selected Enrollment: Type of Service: All Records | Status: All

Case Conclusion: Create or View Termination | Follow-Up [Contact Alerts and Records] | Case Status: Inactive Case

Selected Enrollment: HUD Housing | Enrollments [Periods of Service]: 1 Rec.

Sel	Open	Start	End
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/01/2009	09/11/2009

Service Records: 2 Records found.

Open	Service Title	Start	End
<input checked="" type="checkbox"/>	Transportation Services	09/11/2009	09/11/2009
<input checked="" type="checkbox"/>	[APR] Education Services	08/05/2009	09/11/2009

The Client has now been completely exited from the program.

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