

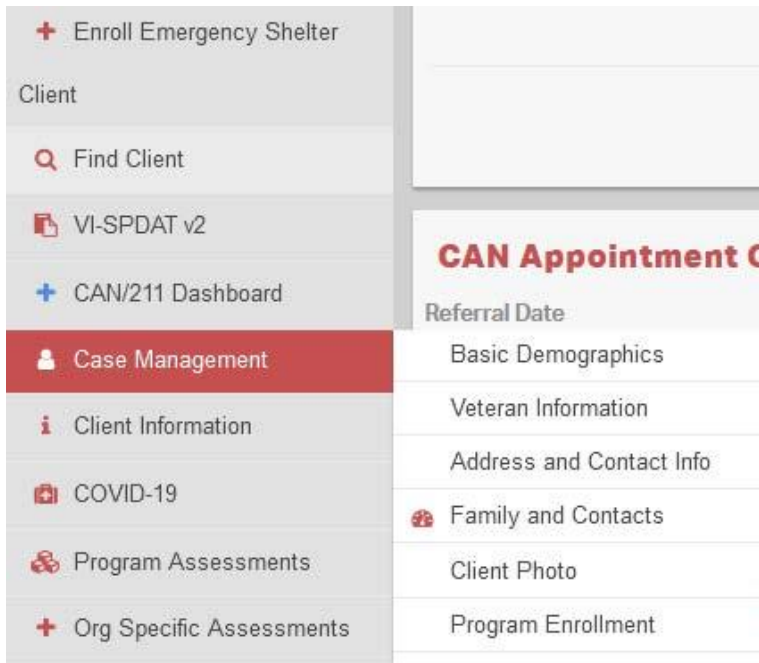
How to review and correct records identified as having long stay lengths.

Your Task:

1. Look up this client record in HMIS.
2. Click Find client, enter the client ID number and click Search.



3. Once the system finds the client, click on Case Management from the left side menu.
4. Then select program enrollment.



5. From the program enrollment table, you can see the client’s enrollment history.
6. Look for your program name and review the enrollment start date and end date if there is one.
7. In the sample below, note the program enrollment in question is a TH enrollment where the client has been enrolled longer than 2 years.

	Enrolled In Program	ABRI - GPD Service-Intensive (THP)	10/15/2017 - Open
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8. If you discover that the client should be exited, follow the exit steps below.
9. From this screen click on the gear next to your enrollment and complete the exit.
10. If the enrollment is accurate and the client is still being housed by your TH program for longer than 2 years, then there are no further steps.

