

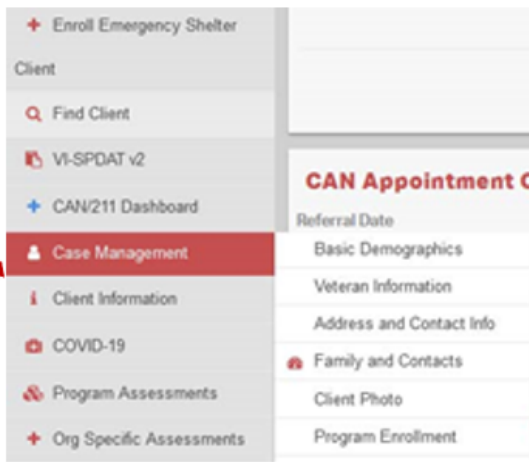
**How to review the exit assessment and correct the exit destination.**

**Your Task:**

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



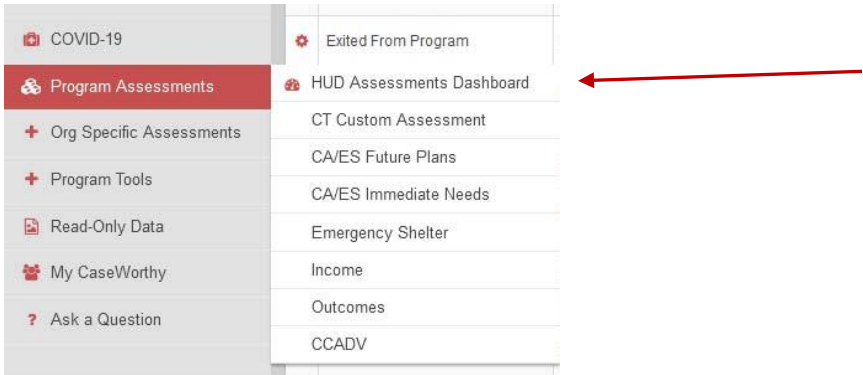
3. Once the system finds the client, click on Case Management from the left side menu.
4. Then select Program Enrollment.



- Confirm that the program enrollment is correct
  - You can use the Enrollment ID to be sure you are looking at the correct entry

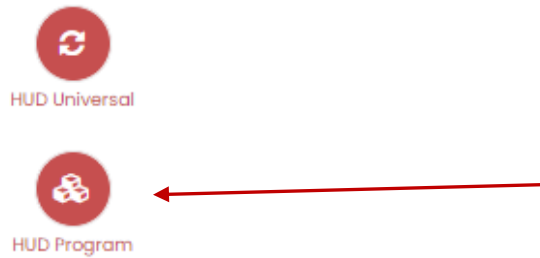
Assessment Date	Program	Assessment Event	OwnedByOrg	EnrollmentID	Created By	Assessment ID
7/8/2021	The Workplace SSVF - New Haven (RRH)	At Exit	The Workplace	518018	swblathers	1137255
6/1/2021	The Workplace SSVF - New Haven (RRH)	During	The Workplace	518018	swblathers	1107096
3/1/2021	The Workplace SSVF - New Haven (RRH)	During	The Workplace	518018	swblathers	1074709
12/14/2020	Beth-El Covid Hotel/Motel (CV)(ES)	At Exit	Beth-EL Center, Inc.	526373	CaseBirdy	1053629

- To review and/or correct the missing exit destination:
  - Go to Program Assessments in the left menu
  - Click on HUD Assessments Dashboard



- When the Dashboard opens click on HUD Program

## HUD Assessments




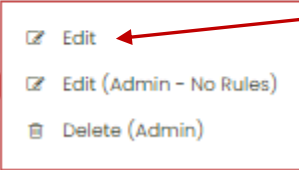

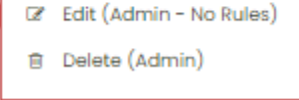




- Locate the assessment to be reviewed

Assessment Date	Program	Assessment Event	OwnedByOrg	EnrollmentID	Created By	Assessment ID
3/1/2021	The Workplace SSVF - New Haven (RRH)	During	The Workplace	518018	swblathers	1074709
12/14/2020	Beth-El Covid Hotel/Motel (CV)(ES)	At Exit	Beth-El Center, Inc.	526373	CaseBirdy	1053629

Red arrows point to the 'Program' column of the second row and the 'EnrollmentID' column of the second row.

- Click on the gear icon to the left of the assessment
- Click on Edit

Assessment Date	Program
 7/8/2021	The Workplace SSVF - New Haven (RRH)
 6/1/2021	The Workplace SSVF - New Haven (RRH)
 	The Workplace SSVF - New Haven (RRH)
 	Beth El Shelter - Individual (ES)(IND)(DOH)
 	Beth-El Covid Hotel/Motel (CV)(ES)

- When the assessment screen opens you can add the exit destination
- Select the appropriate option from the drop-down list

