Exit Destination Missing for Leavers with Closed Enrollments – updated 11/1/2021

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

• When the Dashboard opens click on HUD Program

HUD Assessments

• Locate the assessment to be reviewed
• Click on the gear icon to the left of the assessment
• Click on Edit

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