

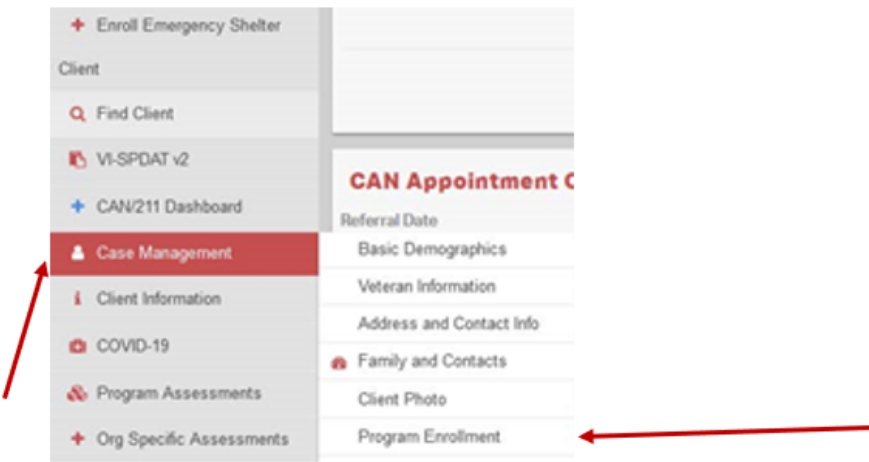
How to review the exit assessment and correct the exit destination.

Your Task:

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



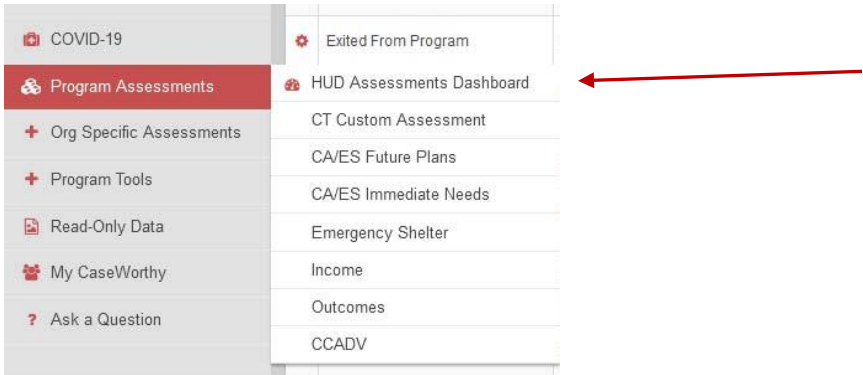
3. Once the system finds the client, click on Case Management from the left side menu.
4. Then select Program Enrollment.



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

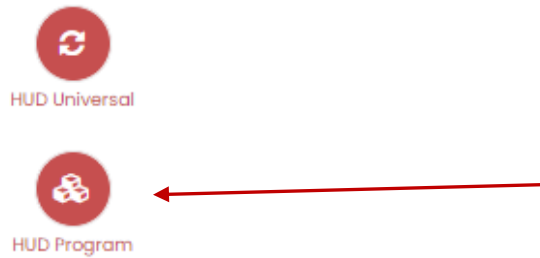
| Assessment Date | Program | Assessment Event | OwnedByOrg | EnrollmentID | Created By | Assessment ID |
|-----------------|--------------------------------------|------------------|----------------------|--------------|------------|---------------|
| 7/8/2021 | The Workplace SSVF - New Haven (RRH) | 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

Assessment ★ 12/3/2020 - New Opportunities, Inc. - Shelter NOW(BOS) (ES)(IND)(FAM)(DOH)

Destination Type ★

**Guidance for Selecting Temporary or Permanent for Family/Friends HUD Exit Destinations – Approved 7/11/20-19
Statewide CAN Leadership Meeting**

- The Statewide CAN Leadership Exit Destinations Task Force proposes the following guidance for distinguishing between temporary and permanent tenure for project exits where clients indicate they are leaving to live with family or friends.
- For a client who indicates that they are exiting a project to live with family/friends in a safe and stable situation, the exit should be marked as...

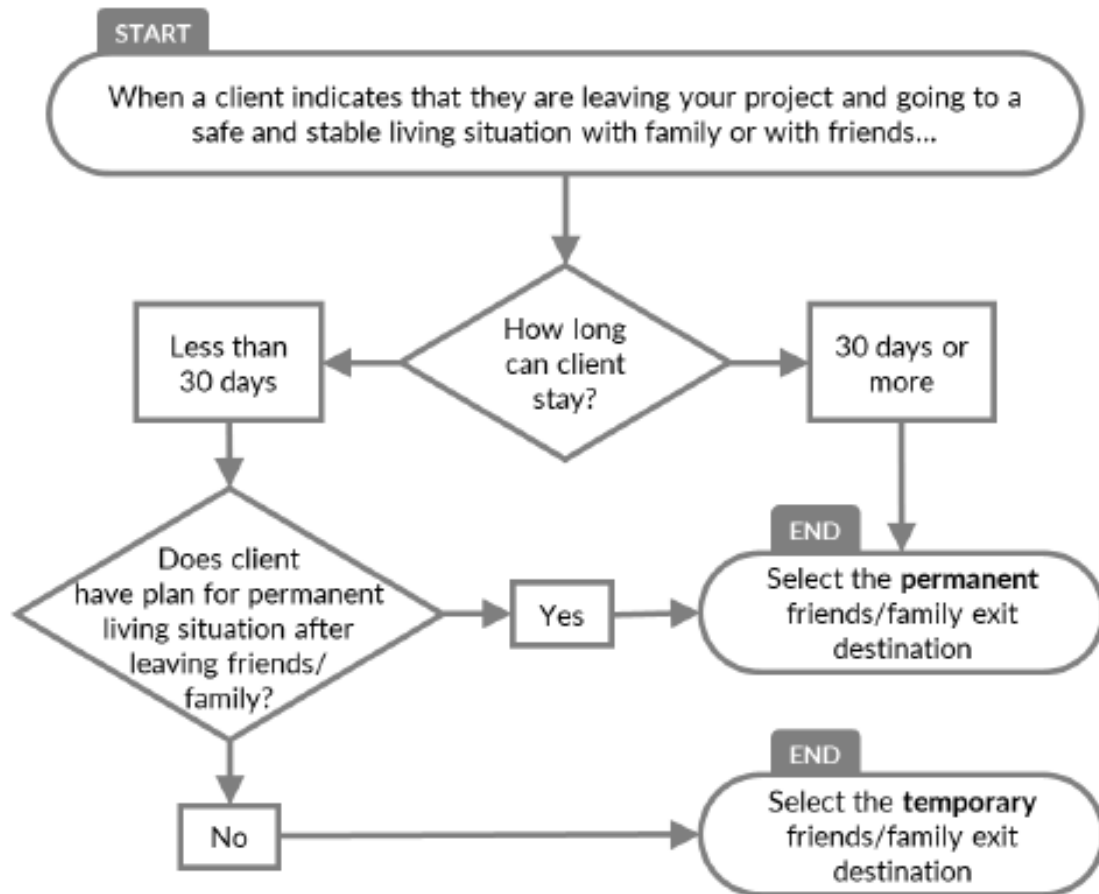
TEMPORARY - if they will be staying with family/friends for 30 days or less AND if they do not have a plan for where to stay after that.

- Staying or living with family, temporary tenure
- Staying or living with friends, temporary tenure

PERMANENT - if they will be staying with family/friends for more than 30 days OR if they have a plan to be in a permanent living situation after staying with family/friends for less than 30 days.

- Staying or living with family, permanent tenure
- Staying or living with friends, permanent tenure

Flow chart decision aid



This guidance is meant to bring consistency to the classification of client exits to live with family or friends and may not account for every potential situation. When in doubt, please defer to your professional judgment. Feedback on the usefulness of these guidelines is always welcome at beau.anderson@ct.gov, and thanks as always for the work you do.