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HMIS CLIENT EXIT INSTRUCTIONS

Get in the HMIS

See Quick Reference Guide – Step by Step Logging In

You Are Ready to Exit a Client

CLIENT tab at the top

Scroll to the bottom left

SELECT: “HMIS Workflows” on the left side

Scroll down

CHOOSE: “Program Data Exit”

On all the pages, if you see this (*) then the information is required.

For Support, Please

Submit a ticket in the HMIS

Email us at: hmis@computerhelp.biz

Contact Computer Help at (850) 651-0341

Contact Computer Help at (850) 259-4164 Page 1

Revision
June 30, 2011

Okaloosa Walton Continuum of Care
HMIS

Client Exit

Master Assessment

DATA NEEDED

ENTER: Assessment Date

ENTER: Assessment Type (will be “exit”)

ENTER: Program

ENTER: Assessor

PICK: Restriction

SAVE

Universal Data Assessment

DATA NEEDED

ENTER: Assessment Date

DROP DOWN: Housing Status

PICK: Restriction

SAVE

Step through “New Barriers/Special Needs”

BUTTON: Save and Close

Step through “Income” (also called “Financial Assessment”)

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ENTER: Assessment Date

DROP DOWN: Income Received

DROP DOWN: Non Cash Benefits

BUTTON: Restriction

BUTTON: Save and Close

Employment Assessment

DATA NEEDED

ENTER: Assessment Date

DROP DOWN: Employed

If “yes”

ENTER: Hours worked in last week

DROP DOWN: Employment Tenure

DROP DOWN: Looking for additional employment/increased hours

If “refused”

DROP DOWN: Looking for additional employment/increased hours

If “no”

DROP DOWN: Looking for work

SAVE

Adult Education Assessment

DATA NEEDED

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ENTER: Assessment Date

DROP DOWN: Currently in School/Working on Degree

DROP DOWN: Received Vocational Training/Apprenticeship

DROP DOWN: Highest Grade Completed

If “High School Diploma”, “GED” or “Post Secondary School”

CHECK OFF: Applicable degrees

SAVE

Employment Assessment

DATA NEEDED

ENTER: Assessment Date

DROP DOWN: Employed

If “yes”

ENTER: Hours worked in last week

DROP DOWN: Employment Tenure

DROP DOWN: Looking for additional employment/increased hours

If “refused”

DROP DOWN: Looking for additional employment/increased hours

If “no”

DROP DOWN: Looking for work

SAVE

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Health Assessment

DATA NEEDED

ENTER: Assessment Date
DROP DOWN: General Health Status
BUTTON: Restriction
SAVE

HUD Enrollment

DATA NEEDED

CLICK: Blue button next to the client's name
SELECT: Exit Enrollment
ENTER: Exit Date
DROP DOWN: Destination
SAVE

Quick Services

DATA NEEDED

DROP DOWN: Service Screen
ENTER: Date
SAVE AND CLOSE

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