HMIS Exits

This section will overview basic navigation and anatomy of exit workflows*. For details about specific programs, reach out to your supervisor(s) or email hmis@changinghomelessness.org.

The "Exit the Enrollment" dropdown item will initiate the "HUD Program Exit" workflow**. Use this function to exit a client from an enrolled program.

- * For basics regarding general data input for workflows, see Chapter 5: Basics of Entering Data into ClientTrack/ClientTrack Workflows in the "HMIS Basic User 2025 Manual".
- ** For online tutorials on general intake enrollments, scan the QR code*** in this section or visit chiedconnect.net and navigate to the HMIS How-To self-enrolled course, and select "Enrollment Tutorials".
- *** For information regarding online resources, see Introduction/Online Resources in the "HMIS Basic User 2025 Manual".



QR – Enrollment Tutorials

Steps to Navigate to the "HMIS Intake" Folder Menu

Step 1: Navigate to the Client Workspace*.

*To learn how to navigate to the Home and Client workspaces, see Chapter 2: Navigating in ClientTrack/General Navigation/Workspaces in the "HMIS Basic User 2025 Manual".

Step 2: Select the applicable client - ClientTrack will open the last client accessed by default. To search for and select another client, use either the "Quick Search*" option or the "Find Client**" option in the secondary sidebar*** menu option.

* For instructions on how to perform a Quick Search, see Chapter 2: Navigating in ClientTrack/General Navigation/Home Screen/Quick Search in the "HMIS Basic User 2025 Manual".

** For instructions on how to perform a Find Client search, see Chapter 4: Client Workspace: Menu options, Folders, and Subfolders/Find Client: Folder/Search for Clients Using "Find Client" in the "HMIS Basic User 2025 Manual".

***For terminology regarding HMIS spaces, go to Chapter 1: HMIS Client Track Basics/General Navigation/General Page Anatomy and Page Terminology in the "HMIS Basic User 2025 Manual".

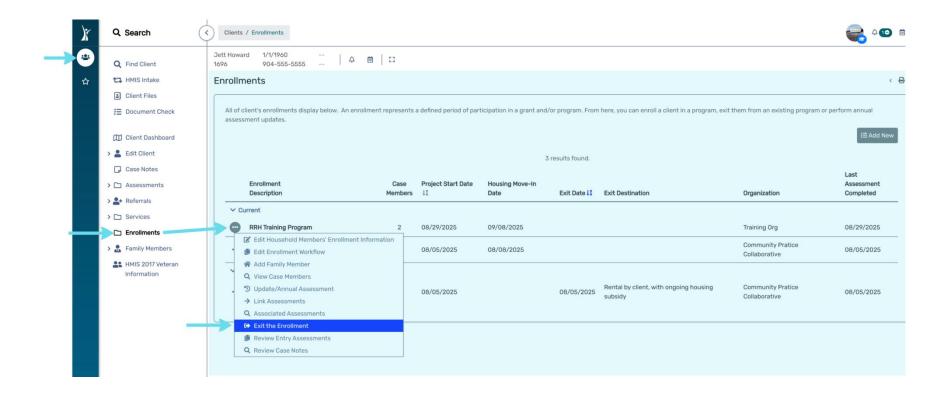
Tips and Tricks - "Best Practices to Search for Clients" and Preventing Duplicates



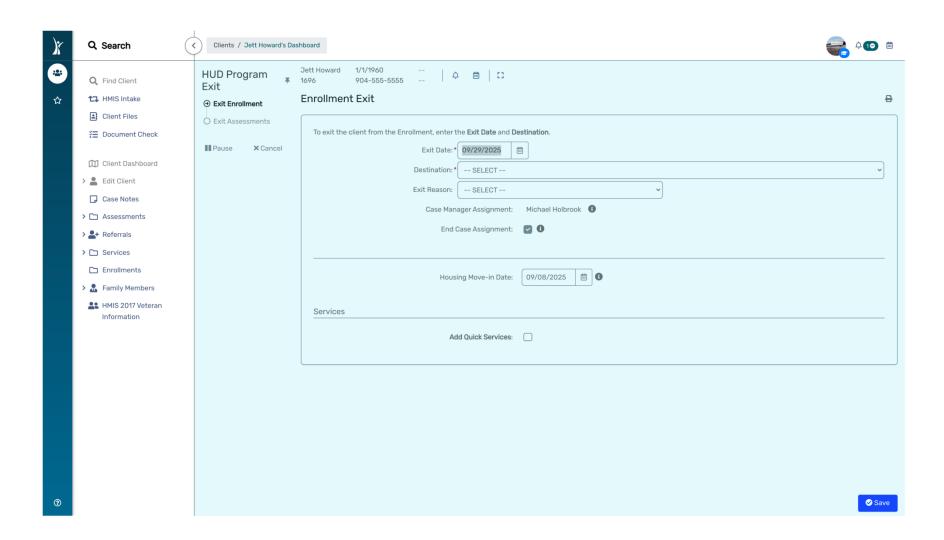
*Click here for best practices when searching for clients, see the "Best Practices to Search for Clients" PDF.

Step 3: Initiate the enrollment exit – When selecting a profile, ClientTrack will default to the Client Dashboard*. Locate the applicable enrollment via the client's Enrollments folder located in the secondary sidebar** or via the Enrollment.

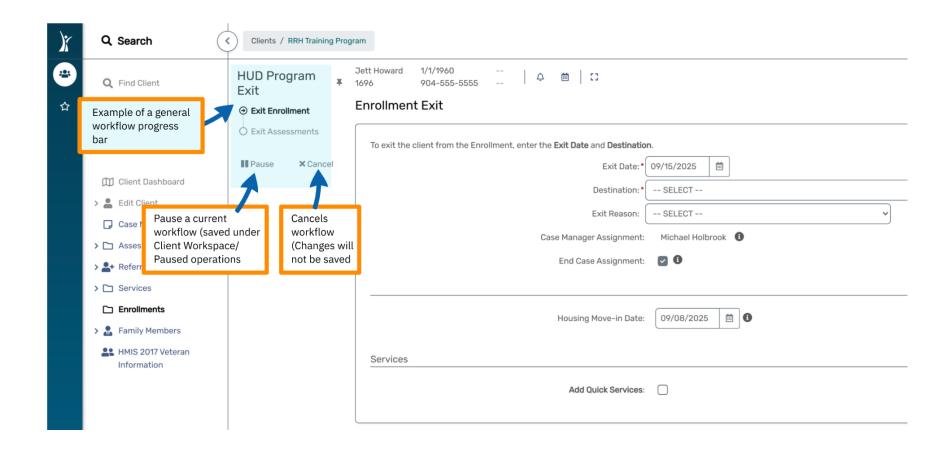
- *To view enrollments through the "Client Dashboard, see Chapter 4: Client Workspace: Menu Options, Folders, and Subfolders/Client Dashboard: Folder in the "HMIS Basic User 2025 Manual"
- ** Client Enrollments: To learn how to navigate to the "Enrollments" folder, see Chapter 4: Client Workspace Menu Options, Folders, and Subfolders /Enrollments: Folder in the "HMIS Basic User 2025 Manual".



 ${\bf Client Track\ will\ navigate\ to\ the\ "Enrollment\ Exit"\ work space\ container.}$



HMIS Exit Workflow Anatomy



Step 4: Navigate through the exit enrollment workflow

Navigate through the exit workflow as applicable*. If applicable, backdate any forms and assessment dates.

^{*}Different project and program types may require specific Program Specific Data Elements.