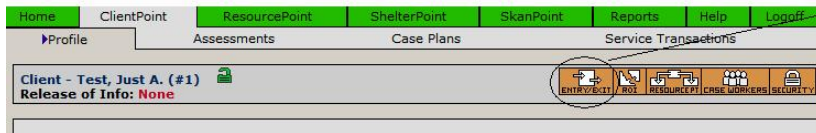


Client Exits (v.1)

From anywhere within the CLIENTPOINT tab you can click on the orange **Entry/Exit** box.



1. Click the **Add Entry/Exit** button.
 - a. Click the **pencil icon** under the **Exit Date** column, to the right of the desired Program+Entry.



1. The Entry/Exit window will display.
 - a. **Exit Date** is required for all programs.
 - b. **Reason for Leaving**, **Destination**, **Tenure**, and **Subsidy** are required fields for CoC grantees.
 - c. If other members of the client's household will be included in the program exit, select the **check boxes** next to the appropriate names in the *Household members* section.
 - d. Verify/Update the all other information.
 - e. Click **Save and Close**.
 - f. Click **Close**.

Overview - HUD-40118

Name	Entry Date	Exit Date	Reason Leaving	Destination
Test, Jimmy A.	08/22/2007			
Test, Just A.	08/22/2007			

Exit Data

Exit Date: 08/23/2007 11:33 AM

Reason for Leaving: Completed program

Destination: Permanent housing for formerly homeless (S+C, SHP, etc.)

Tenure: Transitional

Subsidy: S+C

Notes:

To update household members' exit data also, click on the box beside each name.

Test, Jimmy A.

Date of Birth: 05/12/1958 (mm/dd/yyyy) H G

Gender: Male H G

Primary Race: White (HUD) H G

Secondary Race: Asian (HUD) H G

Ethnicity: Other (Non-Hispanic/Latino) H G

Contact Information

Emergency Contacts Add

Contact's Name	Phone Number	Second Phone Number	Relationship to Client
No Record Sets			

Show Entire List In Window

Email Address: H G

Edit Entry Data