

Alameda County Continuum of Care

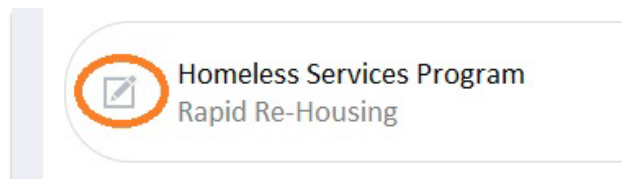
HMIS Job Aid

Reopening an Enrollment When Your Client Has Been Exited

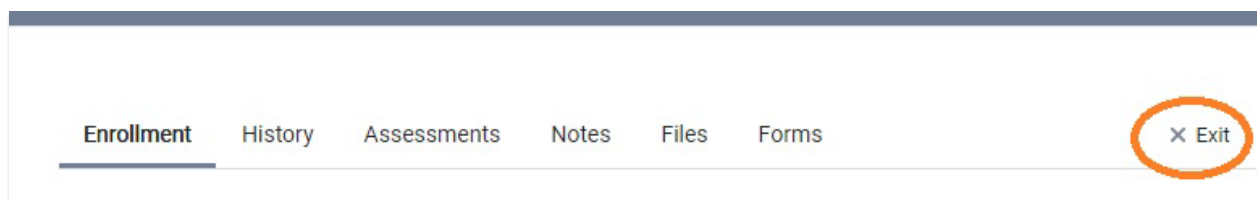
There are times when you need to reopen a client’s enrollment after they have been exited. Perhaps you need to add a few services that were not added while they were enrolled. Or maybe they were automatically exited from your program because services were not logged into HMIS. This is an easy task. Please follow the steps below.

Reopening an Enrollment

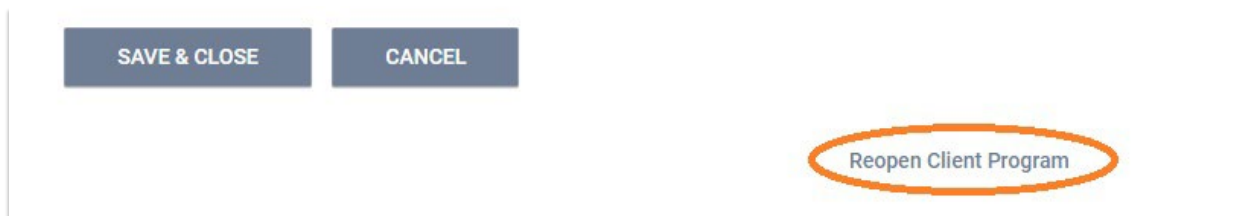
First, search for your client and then go into your client’s program enrollment by clicking the edit button on the Programs Tab.



Once you are in the program enrollment, click on “Exit” on the right hand of the screen.



On the bottom of this page, you will find text that says, “Reopen Client Program”. Click that.

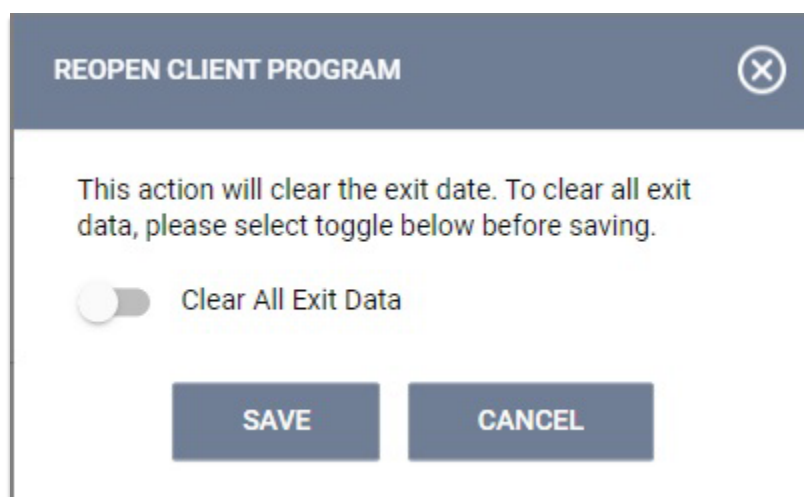


HMIS Job Aid

When to Clear All Exit Data

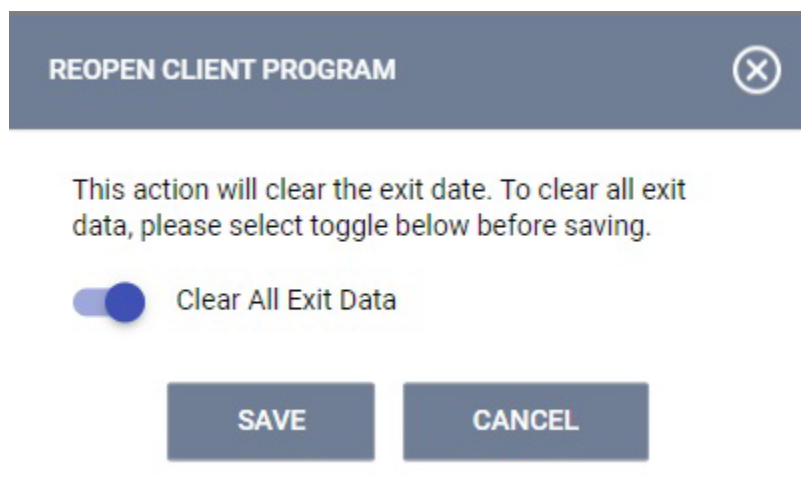
When you request to reopen the program, you will get this box in the middle of the screen.

If you are only reopening the client's enrollment temporarily to add some services or make any other changes, we recommend that you note the client's exit date so you can re-enter it when you are done. Then leave the button off and click "Save". When you have completed your work in the enrollment, simply return to the exit screen, reinput the date, and save again.



The screenshot shows a dialog box titled "REOPEN CLIENT PROGRAM" with a close button (X) in the top right corner. The main text reads: "This action will clear the exit date. To clear all exit data, please select toggle below before saving." Below this text is a toggle switch for "Clear All Exit Data", which is currently turned off (the slider is to the left and the circle is white). At the bottom of the dialog are two buttons: "SAVE" and "CANCEL".

If you are reopening the client's enrollment so they can stay enrolled in your program (effectively erasing the exit completely), you want to toggle that button on and then hit "Save". If your client was auto-exited due to a lack of services, once you have reinstated their enrollment, please log a service immediately so this client's enrollment remains open.



The screenshot shows the same "REOPEN CLIENT PROGRAM" dialog box. The text is identical: "This action will clear the exit date. To clear all exit data, please select toggle below before saving." However, the "Clear All Exit Data" toggle switch is now turned on (the slider is to the right and the circle is blue). The "SAVE" and "CANCEL" buttons remain at the bottom.