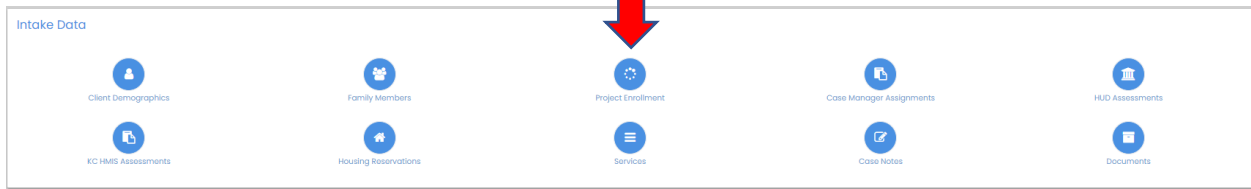
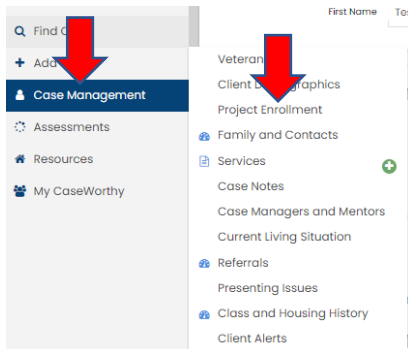


Exiting a family member from an enrollment:

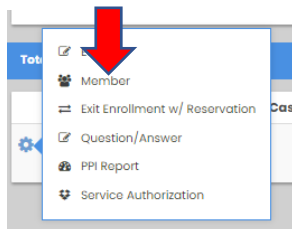
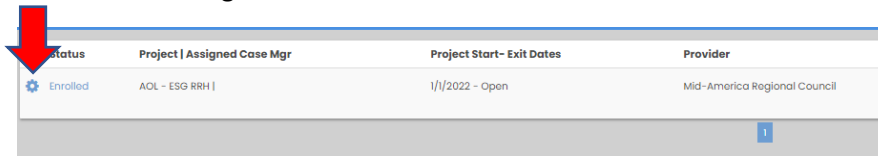
1. From the Dashboard:



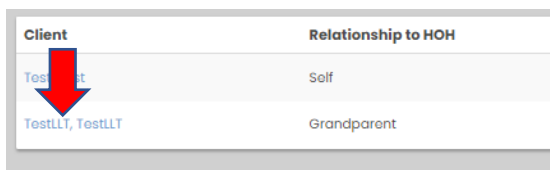
2. Or from the left side menu – Case Management>Project Enrollment



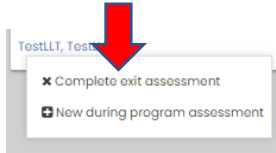
3. Click the gear and select Member



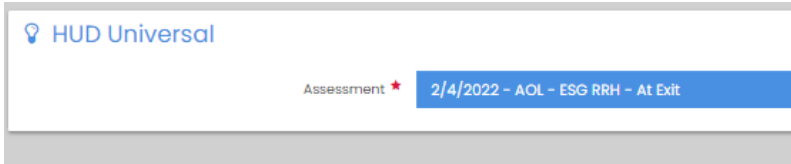
4. Click on the name of the person you would like to exit from the household



5. Select the 'complete exit assessment' option



- There are no exit assessment questions for HUD Universal so if that assessment window comes up you can just save past it.



- If you need to edit the assessment date you can click on it and that will open the edit drop-down
- Click on the pencil icon and then edit the exit date as the system will default to today's date

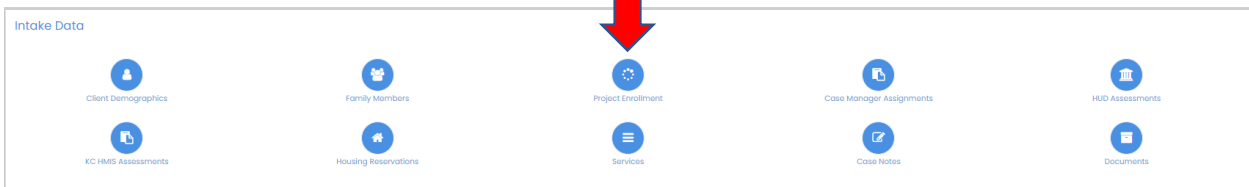
Date	Program	Type
2/4/2022	AOL - ESG RRH	At Exit
1/1/2022	AOL - ESG RRH	At Entry

A screenshot of the assessment edit form. It includes fields for "Program" (AOL - ESG RRH), "Assessment Event" (At Exit), "Assessment Date" (2/04/2022), and "Restriction" (Shared).

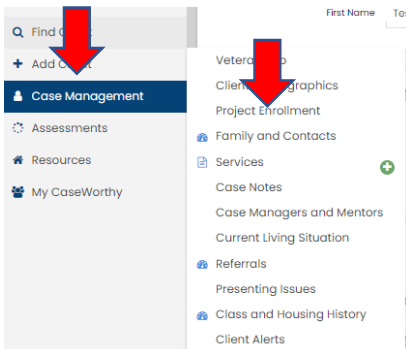
- Once you have edited the exit date click save and you can complete the assessment.
- Complete the remaining exit assessments as they come up in the workflow and save

Next, check the member enrollment status and the member assessments

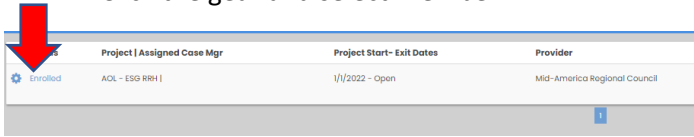
- From the Dashboard:



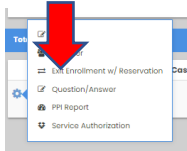
- Or from the left side menu – Case Management>Project Enrollment



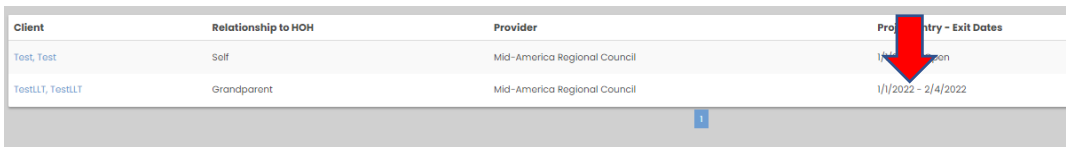
2. Click the gear and select Member



Project Assigned Case Mgr	Project Start- Exit Dates	Provider
Enrolled ADL - ESG RRH	1/1/2022 - Open	Mid-America Regional Council



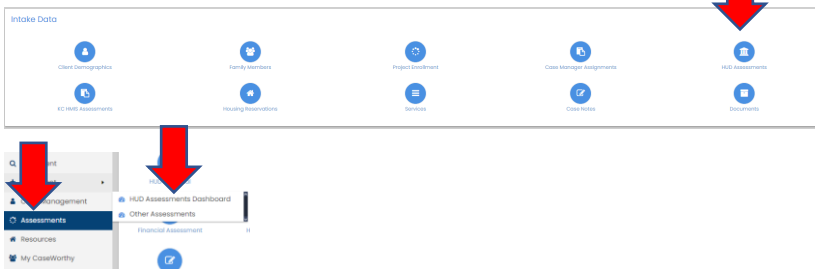
3. You will see that your family member now has an exit date on the member enrollment



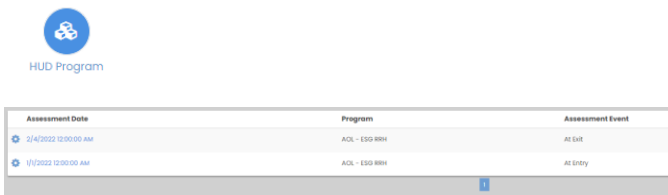
Client	Relationship to HOH	Provider	Project Start - Exit Dates
Test, Test	Self	Mid-America Regional Council	1/1/2022 - Open
TestLT, TestLLT	Grandparent	Mid-America Regional Council	1/1/2022 - 2/4/2022

4. You can now check your assessments

5. From the dashboard or from the left side menu you can select HUD Assessments

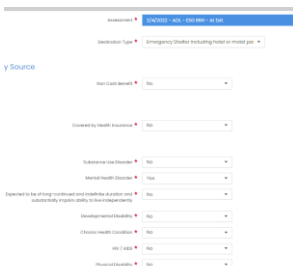
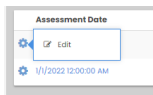


6. You can then click on the HUD Assessments and see your exit assessment and view or edit data



HUD Program

Assessment Date	Program	Assessment Event
2/4/2022 12:00:00 AM	ADL - ESG RRH	At Exit
1/1/2022 12:00:00 AM	ADL - ESG RRH	At Entry



Assessment Type: Emergency Shelter (including hotel or motel stay)

by Source

Non-Cash Benefit: Yes

Covered by Health Insurance: Yes

Substance Use Disorder: Yes

Mental Health Disorder: Yes

Exempted from being considered for HUD assistance and related HUD program due to immigration status: Yes

Developmental Disability: Yes

Chronic Health Condition: Yes

Age 18-24: Yes

Physical Disability: Yes