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| **Summary:**  Use Exit Clients from Program page to provide an end date of your Client’s Case File |  |
| **Start**: **on Exit Program tab:**   * Click **Begin Exiting Client Out of Program** * Enter Destination and Reason for Leaving as necessary * Click **SAVE**   If Family/Household Program, the Select HH Member popup window will be displayed   * Select Household Members who will exit |  |
| **Next**: **on Exit Questions tab:**   * Answer required questions * Click **NEXT** or Page Number to answer additional questions * Some questions may require a comment or may jump to another question based on your answer * Click **END**, then click **SAVE ANSWERS**   Remember to answer questions for  each Household Member |  |
| **Next**: **on Snapshot Management tab:**   * Update Income Information for all HH Members * Add, Edit or delete income record as needed * Add or edit Non-Cash and Insurance   Make sure you are editing the LAST Snapshot  (2 of 2, 3 of 3, etc.) |  |
| **Last**: **on Exit tab**   * Enter the Date of your Client’s Program Termination Date * Click **EXIT CUSTOMER(S)**   Make sure Client’s Exit Income has been updated  in the Snapshot and all Services are up to date  before finalizing Exit  Optional: Case Managers have the option to use  the Follow-Up tab to collect additional information about the Client after exit while keeping  their original case file closed |  |