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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 ExitOptional: 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 |  |