


## Completing a Coordinated Entry Program Exit

This document outlines how to complete a Coordinated Entry Exit.

**Step 1:** Search for the client in the search box. Search can be conducted by entering a partial first name, partial last name, Date of Birth, or Social Security number.

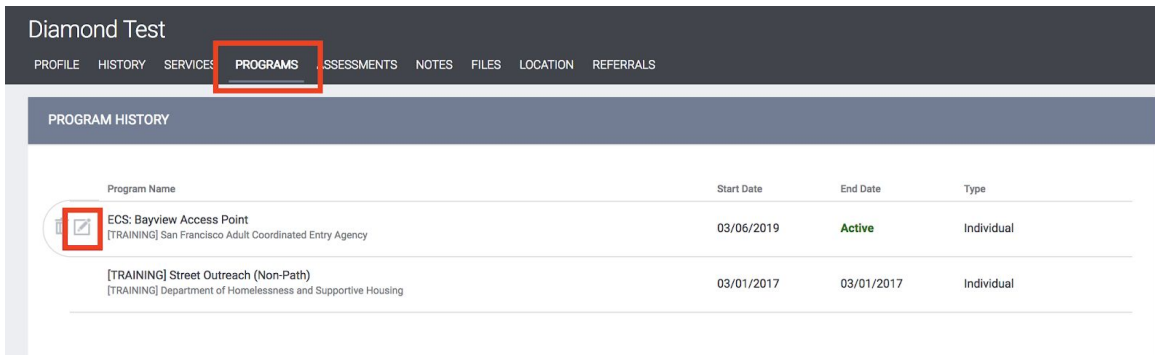
**Step 2:** Click edit to the left of the person's name to open the client record.




	Date of Birth	Last Four SSN	Last Updated
Abtest Abtest		0000	06/12/18
 Amy Test	12/03/76	4656	06/06/18

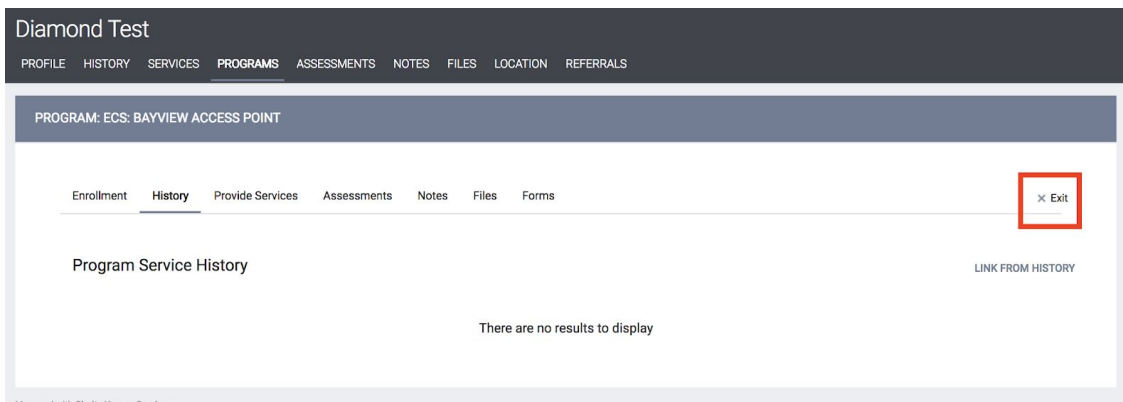
**Step 3:** Open the applicable client record. Click the “Programs” tab.

**Step 4:** Click the edit button to the left of the Access Point Program Enrollment.




Program Name	Start Date	End Date	Type
 ECS: Bayview Access Point [TRAINING] San Francisco Adult Coordinated Entry Agency	03/06/2019	Active	Individual
[TRAINING] Street Outreach (Non-Path) [TRAINING] Department of Homelessness and Supportive Housing	03/01/2017	03/01/2017	Individual

**Step 5:** Click “Exit”.



PROGRAM: ECS: BAYVIEW ACCESS POINT

Enrollment History Provide Services Assessments Notes Files Forms



Program Service History

LINK FROM HISTORY

There are no results to display


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**Step 6:** Fill in the necessary fields. *Note: Some of the answers may have auto-populated from the program enrollment. Please make confirm those answers are still correct and update anything that is needed.*

PROGRAM: ECS: BAYVIEW ACCESS POINT

Enrollment History Provide Services Assessments Notes Files Forms

End Program for client Will Wilson

Program Exit Date	<input type="text" value="___/___/___"/> 
Adult CE Program Referred to?	A Program in the ONE System <input type="text"/>
Destination	Data not collected <input type="text"/>
Adult CE Program Exit Destination Note:	<input type="text"/>
MONTHLY INCOME AND SOURCES	
Income from Any Source	Data not collected <input type="text"/>
NON-CASH BENEFITS	
Receiving Non-Cash Benefits	Data not collected <input type="text"/>
HEALTH INSURANCE	
Covered by Health Insurance	Data not collected <input type="text"/>

SAVE CHANGES

CANCEL

Step 7: Click “Save Changes”.