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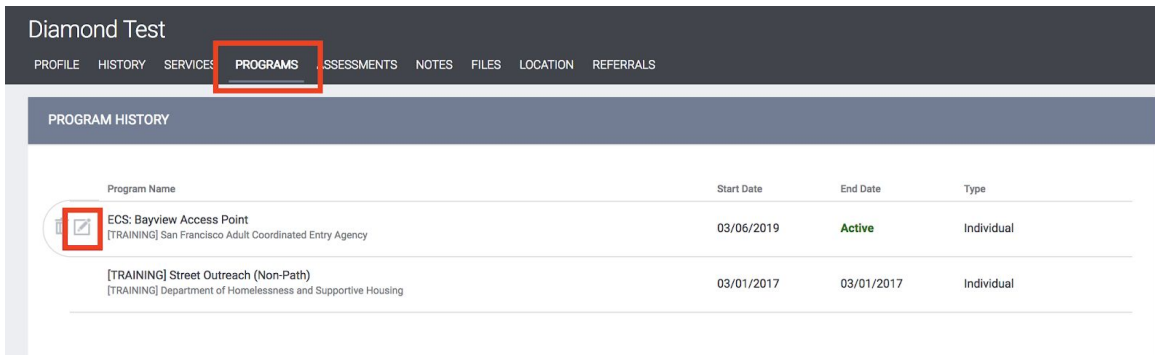
Step 2: Click edit to the left of the person's name to open the client record.
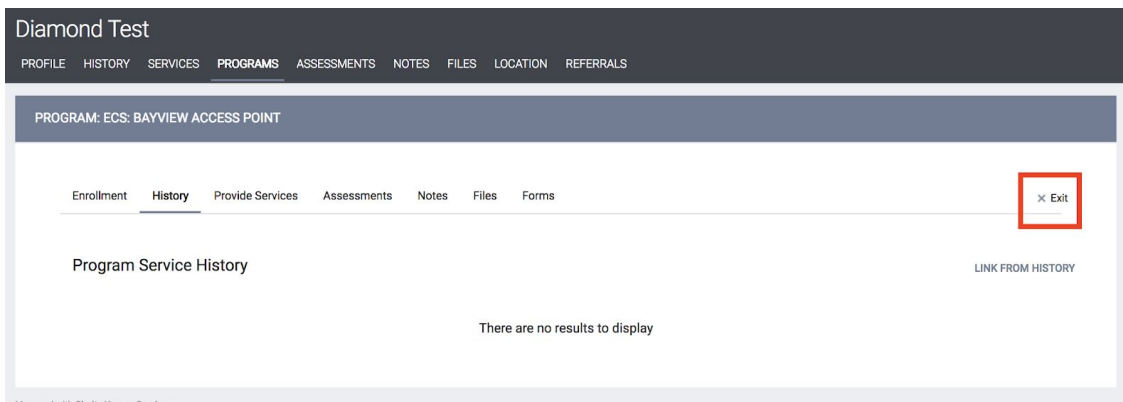

Step 3: Open the applicable client record. Click the "Programs" tab.
Step 4: Click the edit button to the left of the Access Point Program Enrollment.


Step 5: Click "Exit".

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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.*

Enrollment   History   Provide Services   Assessments   Notes   Files   Forms

End Program for client Will Wilson

Program Exit Date	__/__/____ 📅
Adult CE Program Referred to?	A Program in the ONE System ⌄
Destination	Data not collected ⌄
Adult CE Program Exit Destination Note:	

MONTHLY INCOME AND SOURCES

Income from Any Source	Data not collected ⌄

NON-CASH BENEFITS

Receiving Non-Cash Benefits	Data not collected ⌄

HEALTH INSURANCE

Covered by Health Insurance	Data not collected ⌄

SAVE CHANGES   CANCEL

Step 7: Click "Save Changes".