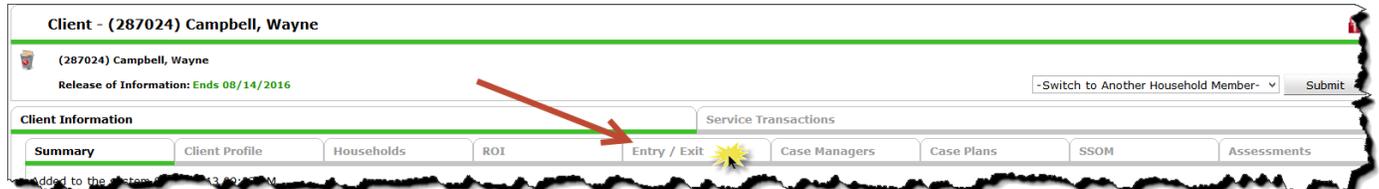


Question: My client was accidentally entered twice to the same program. How do I delete the extra Entry?

First, go to the client record and click on the Entry/Exit tab.



Then, click on the Pencil  in front of the first Entry date. Verify that the Entry Date is correct, then click Save & Continue.

Entry/Exits

Program	Type	Entry Date	Exit Date
Chicago Alliance to End Homelessness	HUD	 08/14/2013	
Chicago Alliance to End Homelessness	HUD	 08/14/2013	

Add Entry / Exit

Showing 1-2 of 2

Make sure the Comprehensive Assessment under the first Entry contains all necessary data. Then scroll to the bottom and click Save & Exit.

Household Members

- (287024) Campbell, Wayne
Age: 35
- (287025) Algar, Garth
Age: 35

Comprehensive Assessment Entry Date: 08/14/2013 12:35:48 PM

Date of Birth: 08 / 14 / 1978

Date of Birth Type: Full DOB Reported (HUD)

Gender: Male

Ethnicity: Non-Hispanic/Non-Latino (HUD)

Primary Race: White (HUD)

Secondary Race: -Select-

Primary Language Spoken:

Housing Status*: Imminently losing their housing (HUD)

Zip Code of Last Permanent Address: 60661

Zip data quality*: Full or Partial Zip Code Reported (HUD)

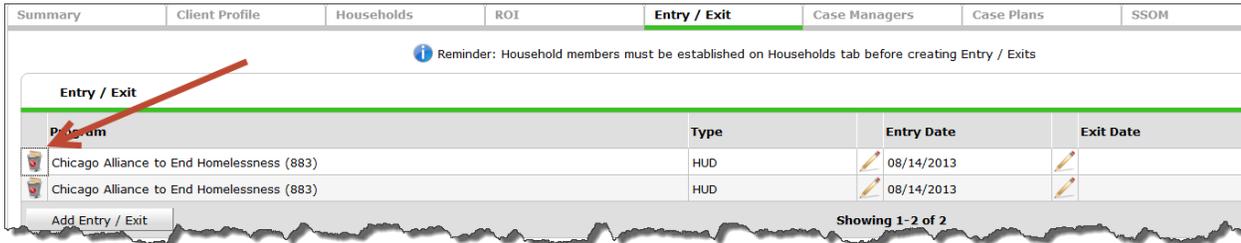
Type of Living Situation*: Staying or living in a family member's room, apartment or house (HUD)

Length of Stay*: More than three months, but less than one year (HUD)

Contact the Helpdesk!
 P: 312.379.9807
 E: hmis@thechicagoalliance.org
 W: hmis.thechicagoalliance.org



Next, you can click the Trashcan  to delete the other Entry.

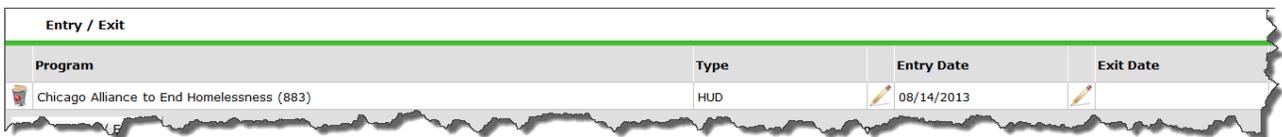


Reminder: Household members must be established on Households tab before creating Entry / Exits

Program	Type	Entry Date	Exit Date
 Chicago Alliance to End Homelessness (883)	HUD	 08/14/2013	
 Chicago Alliance to End Homelessness (883)	HUD	 08/14/2013	

Add Entry / Exit Showing 1-2 of 2

The system will ask you to confirm you want to delete the Entry. Click Yes, and then Voila! You have only one Entry.



Program	Type	Entry Date	Exit Date
 Chicago Alliance to End Homelessness (883)	HUD	 08/14/2013	

BUT WAIT, you're not finished yet!

Entry/Exits must be deleted from EACH household member's record. Go to the next household member's client record and follow the same process, if necessary.

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