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.

Client - (28	7024) Campbell, Wayı	ne							1
(287024) Cam Release of Inf	pbell, Wayne formation: Ends 08/14/2016						-Switch to Another Ho	usehold Member- 👻	Submit
Client Information				1	ervice Transactions				
Summary	Client Profile	Households	ROI	Entry / Exit	Case Managers	Case Plans	SSOM	Assessme	ents
added to the ast	and the second second	محمد المراجعة	-		and the second s	and the second second			لح

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	Туре	Entry Date	Exit Date		
Chicago Alliance to End Homelessness	HUD	08/14/2013	/		
Chicago Alliance to End Homelessness	HUD	08/14/2013	1		
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	Comprehensive Assess	ment Ent	Entry Date: 08/14/2013 12:35:48 PM 🔒	
(287024) Campbell, Wayne Age: 35	Date of Birth	08 / 14 / 1978 🛛 🔊 💐 G	5	
(287025) Algar, Garth Age: 35	Date of Birth Type	Full DOB Reported (HUD) V G		
	Gender	Male v G		
	Ethnicity	Non-Hispanic/Non-Latino (HUD) V		
	Primary Race	White (HUD) Y G	<	
	Secondary Race	-Select- V G		
	Primary Language Spoken	G		
	Housing Status *	Imminently losing their housing (HUD) V G		
	Zip Code of Last Permanent Address	60661 G		
	Zip data quality *	Full or Partial Zip Code Reported (HUD) V		
	Type of Living * Situation	Staying or living in a family member's room, apartment or house (H	HUD) 🗸 🤘	
	Length of Stay*	More than three months, but less than one year (HUD) V G		

Contact the Helpdesk! P: 312.379.9807 E: <u>hmis@thechicagoalliance.org</u> W: hmis.thechicagoalliance.org



annary	Client Profile	Households	ROI	Entry / Exit	Case Managers	Case Plans SSOM
		🚺 Re	minder: Household me	mbers must be established on	Households tab before creating	Entry / Exits
Entry / Exit						
Program				Туре	Entry Date	Exit Date
		993\		HUD	/ 08/14/2013	
🗑 Chicago Allian	ce to End Homelessness (8	(co)				

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

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

	Entry / Exit						
	Program	Туре	Entry Date	Exit Date			
1	Chicago Alliance to End Homelessness (883)	HUD 🧷	08/14/2013				
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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.

