In an effort to report statewide statistics it has become apparent that we need to improve our data entry.
I need to better define and control our "Entry/Exit" recording.

The entry/exit function is **mandatory** for all clients that **receive services covered by any HUD program**. The entry/exit function gives you the ability to record the dates a client enters and exits the HUD program or service you offer. It is **important** that you accurately record entry and exit dates for all clients entering a program if you wish to retrieve accurate reports.

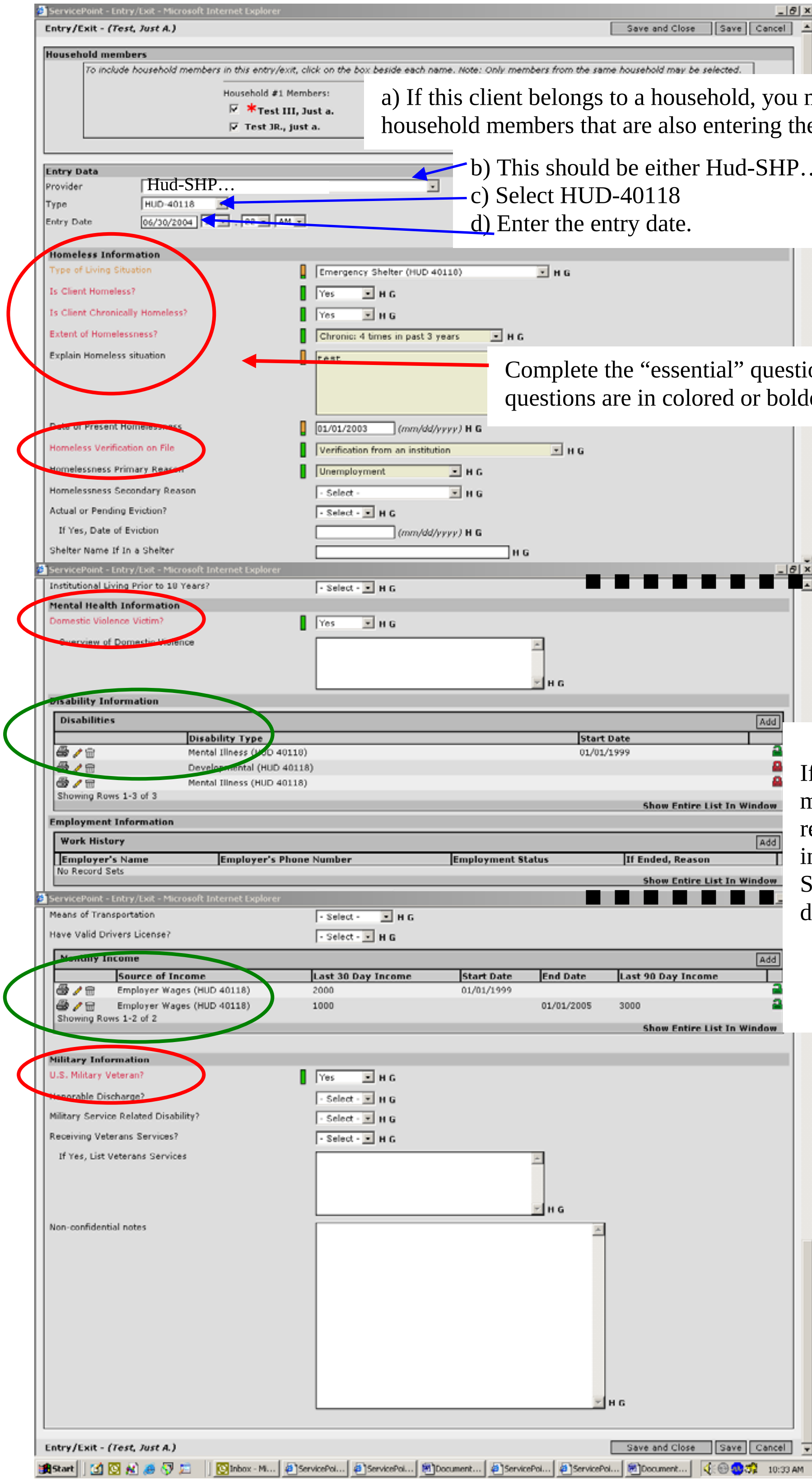
ENTER a client into a program

- Click on the orange 'Entry/Exit' button from the ClientPoint Profile screen.
- Click on 'Add Entry/Exit'
    a) If this client belongs to a household, you may select any or all of the other household members that are also entering the program[1].
- Under Entry Data section
    b) Select the Reporting Program from the dropdown list at Provider. This should be either Hud-SHP… ; Hud-ESG… ; or something similar. It should not be your agency name, shelter name, nor any of your other program names. This entry correlates to the APR you will be filing. If you have specific questions for your agency contact me.
    c) Select the Type. The 'Type' of program is important for HUD funded programs. Select HUD-40118 if you are entering a client into a HUD funded program that requires this reporting.
    d) Enter the entry date. This date should be the date the client enters or receives services under the HUD program. The time stamp may be ignored.
- Then complete the "essential[2]" questions (note that these questions are in colored or bolded font.) on the remaining assessment.
- If the client has a - Disability, Employment, or Monthly Income -[3] that will be reported, enter applicable information, **and** Start date. Start date is actual start date or the entry date used above.
- Click 'Save Entry/Exit.'

[1] If you do not enter a household member into the program, the report will reflect report the person(s) as individuals NOT family. You may add members into the program later by opening the Entry/Exit screen and clicking the Edit Icon (pencil). Then just select the household member and click Add Related Entry/Exit.

Note: If the entry date is changed, the data connected to the chosen date will be data entered on or before the new entry date.

[2] Essential Questions (Note Question is in colored or bolded font.) include but are not limited to homeless status, and demographics.



a) If this client belongs to a household, you may select any or all of the other household members that are also entering the program

b) This should be either Hud-SHP… ; Hud-ESG… ; or something similar.

c) Select HUD-40118

d) Enter the entry date.

Complete the "essential" questions – Note throught ServicePoint these questions are in colored or bolded font.

If the client has a disability or monthly income that will be reported, Enter applicable information, **and** Start Date. Start date is actual date or entry date used above.

EXIT a client from a program

- Click on the orange Entry/Exit button from the ClientPoint Profile screen.
- A list of all the programs the client is currently in displays. Click the Edit Icon (pencil) next to the program from which you wish to exit the client.
- Under Exit Date, enter the following information.
    - a) Exit Date
    - b) Reason for Leaving
    - c) Destination
    - d) Any other notes
- If this client belongs to a household, you may select any or all of the other household members that are also exiting the program.
- Click Save Entry/Exit.