

Hot Topic Thursdays - Exiting Household Members

August 14th, 2025



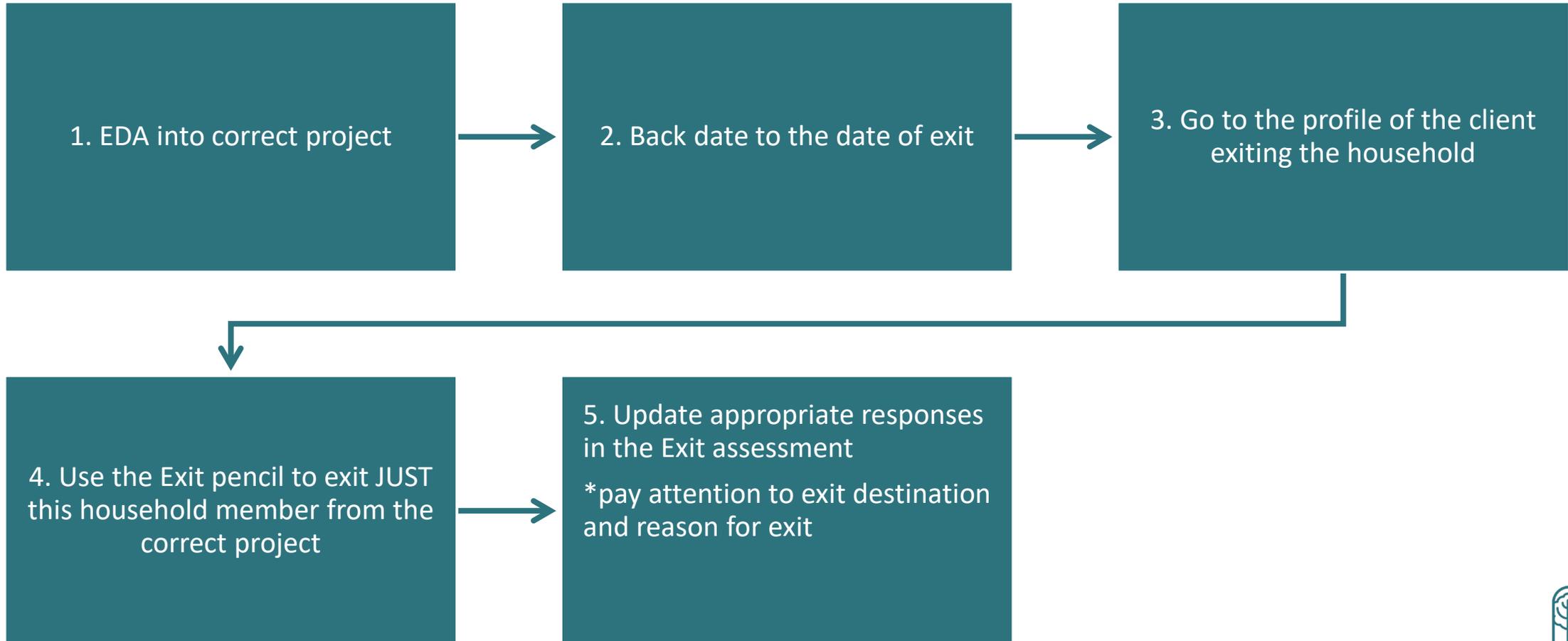
NC COALITION to
HOMELESSNESS end

Removing Household Member's Mid-Stay

ClientPoint

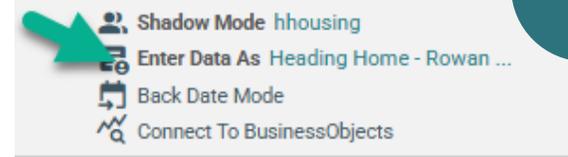
- Permanent Removal
 - Break-Up/Divorce
 - Death
 - Institutional placement
- Temporary Removal
 - Removal from home
 - Break-up
 - Other

Use the Entry/Exit tab



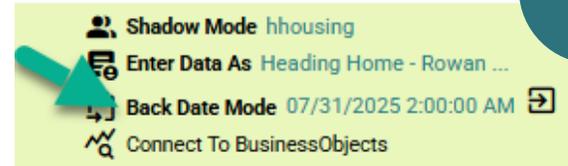
Use the Entry/Exit tab

1



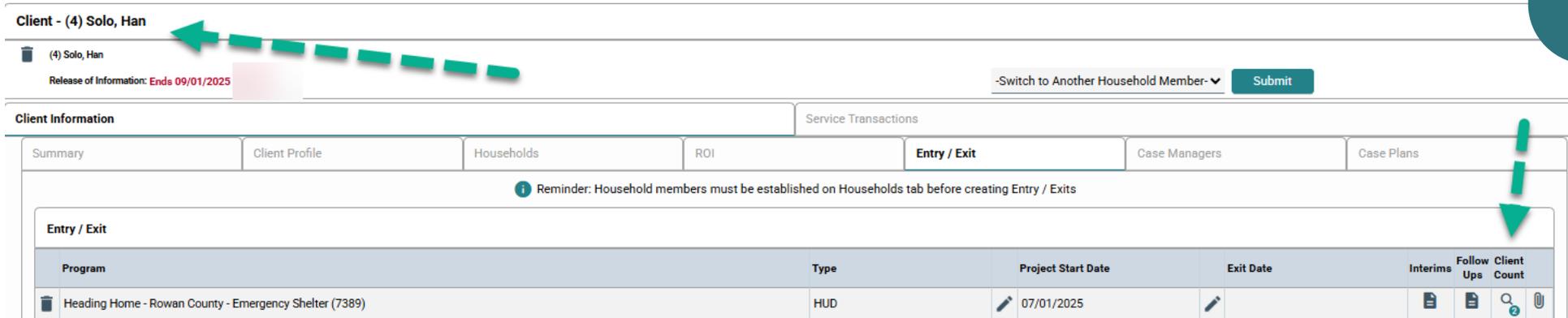
Shadow Mode hhousing
Enter Data As Heading Home - Rowan ...
Back Date Mode
Connect To BusinessObjects

2



Shadow Mode hhousing
Enter Data As Heading Home - Rowan ...
Back Date Mode 07/31/2025 2:00:00 AM
Connect To BusinessObjects

3



Client - (4) Solo, Han

(4) Solo, Han

Release of Information: Ends 09/01/2025

-Switch to Another Household Member- Submit

Client Information Service Transactions

Summary Client Profile Households ROI **Entry / Exit** Case Managers Case Plans

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

Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count
Heading Home - Rowan County - Emergency Shelter (7389)	HUD	07/01/2025				

Use the Entry/Exit tab

Edit Project Start Data - (4) Solo, Han

Household Members

i To update Household members for this Entry Data, click the box beside each name.

(125413) Single Parent

(4) Solo, Han (Entry Date: 07/01/2025 2:00 AM)

(501224) Solo, Ben (Entry Date: 07/01/2025 2:00 AM)

[Include Additional Household Members](#)

Edit Project Start Data - (4) Solo, Han

Provider	Heading Home - Rowan County - Emergency Shelter (7389)
Type	HUD
Project Start Date *	07 / 01 / 2025 2 : 00 : 00 AM

[Save & Continue](#) [Cancel](#)

4



Use the Entry/Exit tab

5

Client - (501224) Solo, Ben

(501224) Solo, Ben
Release of Information [Redacted] -Switch to Another Household Member- Submit

Client Information | Service Transactions

Summary | Client Profile | Households | ROI | **Entry / Exit** | Case Managers | Case Plans

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

Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count
Heading Home - Rowan County - Emergency Shelter (7389)	HUD	07/01/2025				

6

Edit Exit Data - (501224) Solo, Ben

Household Members

i To update Household members for this Exit Data, click the box beside each name.

- (125413) Single Parent
- (4) Solo, Han
- (501224) Solo, Ben

Edit Exit Data - (501224) Solo, Ben

Exit Date * 07 / 31 / 2025 2 : 00 : 00 AM

Reason for Leaving Safety concerns/risk

If "Other", Specify

Destination * Foster care home or foster care group home (HUD)

If "Other", Specify

Notes

Save & Continue Cancel



7

Entry/Exit Data

Note: If you change the provider selected it may cause the Assessments to adjust for the new Provider's Entry/Exit Assessment defaults. Any information saved to the previous Assessment will still be attached to that Assessment record for the Client.

Provider * Heading Home - Rowan County - Emergency Shelter (7389)

Type * HUD

Update

Household Members Associated with this Entry / Exit

Name	Head of Household	Project Start Date	Exit Date	Intake	Follow Ups	Reason for Leaving	Destination	Notes
(4) Solo, Han	Yes	07/01/2025						
(501224) Solo, Ben	No	07/01/2025	07/31/2025			Safety concerns/risk	Foster care home or foster care group home (HUD)	

Include Additional Household Members Showing 1-2 of 2

Entry Assessment | Exit Assessment

Household Members

- (501224) Solo, Ben
 - Age: 10
 - Veteran: No (HUD)

Project Exit: ES, TH, GPD, HCHV Exit Date: 07/31/2025 02:00:00 AM

Answer the questions in this section for ALL clients.

NC County of Service Cabarrus

Disability Status

If a person becomes disabled OR no longer has a disability, then go to Project Start (Intake) Assessment and update the question "Does client have disabling condition" whether a Yes or No.

Does the client have a disabling condition? * No (HUD)

Disabilities HUD Verification

Disability	If Yes, Expected to be of long-continued and indefinite

8

Health Insurance

Covered by Health Insurance Yes (HUD)

Health Insurance HUD Verification

Start Date *	Health Insurance Type	Covered?	(HOPWA) If Private Pay Insurance, Specify	(HOPWA) If No, Reason not covered	End Date
07/31/2025	Other	No			
07/31/2025	State Health Insurance for Adults	No			
07/31/2025	Indian Health Services Program	No			
07/31/2025	Private Pay Health Insurance	No			
07/31/2025	Health Insurance obtained through COBRA	No			

Add Showing 1-5 of 10 First Previous Next Last

Only answer the questions below for the Head of Household and other adults

Income & Sources

Income from Any Source -Select

Monthly Income HUD Verification

Monthly Amount *	Source of Income *	Receiving Income Source?	Start Date *	End Date

Add View Gross Income

Check Your Work!

Client - (4) Solo, Han Date: 08/13/2025 2:00:00 AM

(4) Solo, Han -Switch to Another Household Member-

Release of Information: Ends 09/01/2025 (denied)

Client Information Service Transactions

Summary | Client Profile | Households | ROI | **Entry / Exit** | Case Managers | Case Plans

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

Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count
Heading Home - Rowan County - Emergency Shelter (7389)	HUD	07/01/2025				



Client - (4) Solo, Han Date: 07/31/2025 2:00:00 AM

(4) Solo, Han -Switch to Another Household Member-

Release of Information: Ends 09/01/2025 (denied)

Client Information Case Managers | Case Plans

Summary | Client Profile

Entry / Exit Client Count

Household Members Included in Entry / Exit

Client	Project Start Date	Exit Date
(501224) Solo, Ben	07/01/2025	07/31/2025
(4) Solo, Han	07/01/2025	

Showing 1-2 of 2

Entry / Exits

Project Start Date	Exit Date	Interims	Follow Ups	Client Count
07/01/2025				



Always Update the Check Boxes!

Add Interim Review - (4) Solo, Han

Household Members

To include Household members associated with the Entry / Exit for this Interim Review, click the box beside each name.

- (125413) Single Parent
- (4) Solo, Han (Entry Date: 07/01/2025 2:00 AM)
- (501224) Solo, Ben (Entry Date: 07/01/2025 2:00 AM)

Interim Review Data

Entry / Exit Provider	Heading Home - Rowan County - Emergency Shelter (7389)
Entry / Exit Type	HUD
Interim Review Type *	-Select-
Review Date *	08 / 13 / 2025 2 : 00 : 00 AM

Save & Continue Cancel

Household Tab

Household tabs do not reflect on any reports.
Changes must be made in the Entry/Exit tab
to reflect

- The household tab should be altered in rare circumstances such as permanent removal of a family member (only death or divorce)
- The household tab is a team roster; a list of "possible record associations" on that tab so that on the Entry/Exit tab, projects can see the roster to select the specific clients from it that they will be serving.



Next Meeting:

Hot Topic: Adding Household Members

August 28th, 2025

10:00am-10:30am



NC COALITION to
HOMELESSNESS end

Hot Topic Thursday's

August and
September

2025

Thurs
8/14

Exiting Household members

Exits happen! We will be discussing how to exit the HoH and all other members of the household from a project. Household members left behind contribute to poor data quality!

Adding household members

Come refresh your skillset on how to accurately remove and add household members to a project. We will dig in to every step of the process.

Thurs
8/28

Thurs
9/11

Start Vs Interim: Where to correct your data?

Building rapport with a client takes time. Thankfully, HMIS is flexible for you to update client profiles to reflect their experiences and life events over time. Please attend to have a discussion about when to use the start assessment, and when to use an interim update to edit a client profile.

How to Exit Inactive Clients

If a client needs to be unenrolled from a project, there are different considerations to make for each exit. No matter the project type, you need to be here to make sure you can exit these clients accurately for positive quality data outcomes!

THURS
9/25



Email Us: hmis@ncceh.org



NCCEH

Contact NCCEH

hello@ncceh.org

919.755.4393

NCEndHomelessness 

@NCHomelessness 

nc_end_homelessness 

Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997



NCCEH