KYHMIS 103: Adding Case Manager, Case Notes, Services, and additional Clients to an existing Household
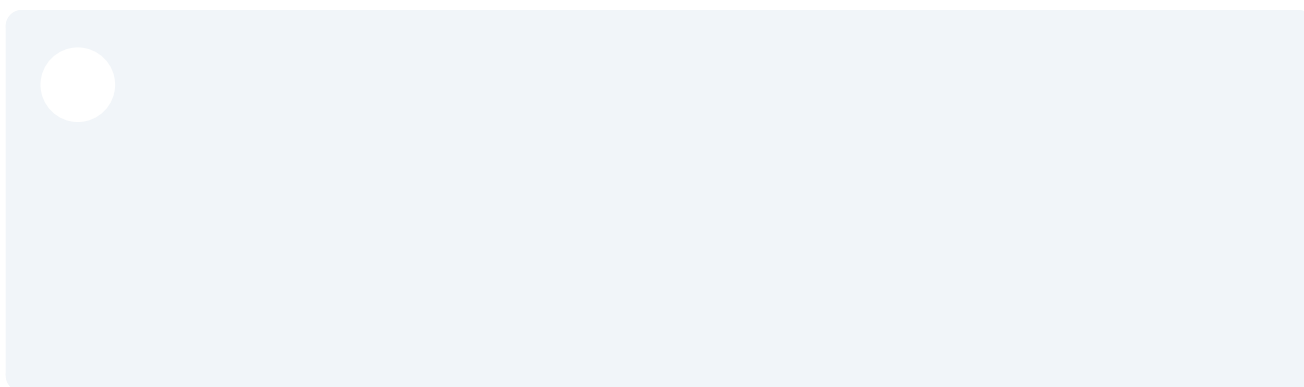
In this module, we will go over:
Case Manager
Case Plans
Adding a Service
Adding a Client to an existing Household

Case Manager

2   Moving along the tabs left to right, click the "Case Managers" tab within the Client Record.

3   Click "Add Case Manager".

4 Select the appropriate household members.

Case Manager - (23) Smith, John Jo

▼ Household Members

ⓘ To include Household members for this Case Manager, click the box beside eac
from the SAME Household may be selected.

☑ (10) Couple
☐ (23) Smith, John Jo
☑ (24) Smith, Mary Jo
☑ (92) Smith, Sally Sue

Type *	◉ Community Services User ○ Me ○ Other
Select User *	Kentucky Housing Corporation - BOS (39) [Search] [My P] -Select- ▼
Name *	
Title	
Phone Number	

Client Profile   Hou

Provider

ager

5 Select the Case Manager:

• **"Me"**- will default to you (the user entering the information)

• **"Community Services User"**- allows you to pick from a drop down of users for that provider

• **"Other"**- will allow manually entered Case Manager information

To include Household members for this Case Manager, click the box beside each name. Only members from the SAME Household may be selected.

☑ (10) Couple
   ☑ (23) Smith, John Jo
   ☑ (24) Smith, Mary Jo
   ☐ (92) Smith, Sally Sue

Type *	○ Community Services User ● Me ○ Other	
Name *	Kristin Murley	
Title		
Phone Number		
Email Address	kmurley@kyhousing.org	
Provider *	Kentucky Housing Corporation - BOS (39)	Search My Provider Clear
Start Date *	12 / 01 / 2012	
End Date	__ / __ / ____	

6   "Provider" will be defaulted to the provider the user is Entering Data As (EDA).

7   Fill in the relevant information, and click "Add Case Manager".

Case Plans

8   Click the "Case Plans" tab within the client record.

Connect To BusinessObjects

Type here for Global Search

Date: 12/01/2012 8:00:00 AM

-Switch to Another Household Member-   ⌄   **Submit**

ions

	Case Managers	Case Plans	Assessments

	Phone Number	Start Date	End Date
		12/01/2012	12/01/2012

Showing 1-1 of 1

Exit

9   Click "Add Goal".

🏠 Home

👤 Clients

📑 Resources

🏠 Shelters

📊 Scans

📋 Reports   ▶

🔧 Admin   ▶

➡ Logout

Collapse ≪

Release of Information: None

Client Information

Summary	Client Profile	Households

Goals

	Classification		Type

Add Goal

Case Plans File Attachments

	Date Added ▾

Add New File Attachment

Print Case Plan

> **ⓘ Tip!**
>
> *In this section, Goal Classification, Action Steps, Case Notes and related Service Transactions can be added.*

10 Select the appropriate household members that the Goal applies to.

11 Select the Case Manager who will be working with the client.

Enter the "Date Goal was Set". *Date is defaulted to the current System or Back Date.*

12 Select your "Classification" and "Type"- *what kind of goal is it?*

Enter the "Goal Description".

13 Select the "Target Date".

Select the "Overall Status".

ⓘ **Tip!**

The questions in bold are required to be answered to save the goal.

Create Goals, Action Steps, and Case Notes to assist clients in planning self sufficiency and track outcomes!

Once the goal is saved, different areas on the screen are available to be completed. It depends on your agency's workflow which of these areas would need to be filled out.

14 If necessary, create a follow-up.

   • This will create a reminder within the "Home Page" Dashboard within the "Follow-Up" Dashlet.

Assign the date the follow-up should be done by, and the user who should follow-up, if necessary.

Once the follow-up has been made at a later date, the following fields can be answered: "Follow-up Date", "Completed Follow-up Date", and the "Outcome".

Then click "Add Goal".

Goal Description				
Target Date	01 / 01 / 2014		ion	Type Provider
Overall Status *	In Progress ▾		No matches.	
If Closed, Outcome	-Select- ▾	___/___/___		
If Partially Complete, Percent Complete	-Select- ▾			
Projected Follow Up Date	___/___/___			
Follow Up User	Kentucky Housing Corporation - BOS (39)	Search My Provider Clear		
	-Select- ▾			
Follow Up Made	-Select- ▾			
Completed Follow Up Date	___/___/___			
Outcome at Follow Up	-Select- ▾			
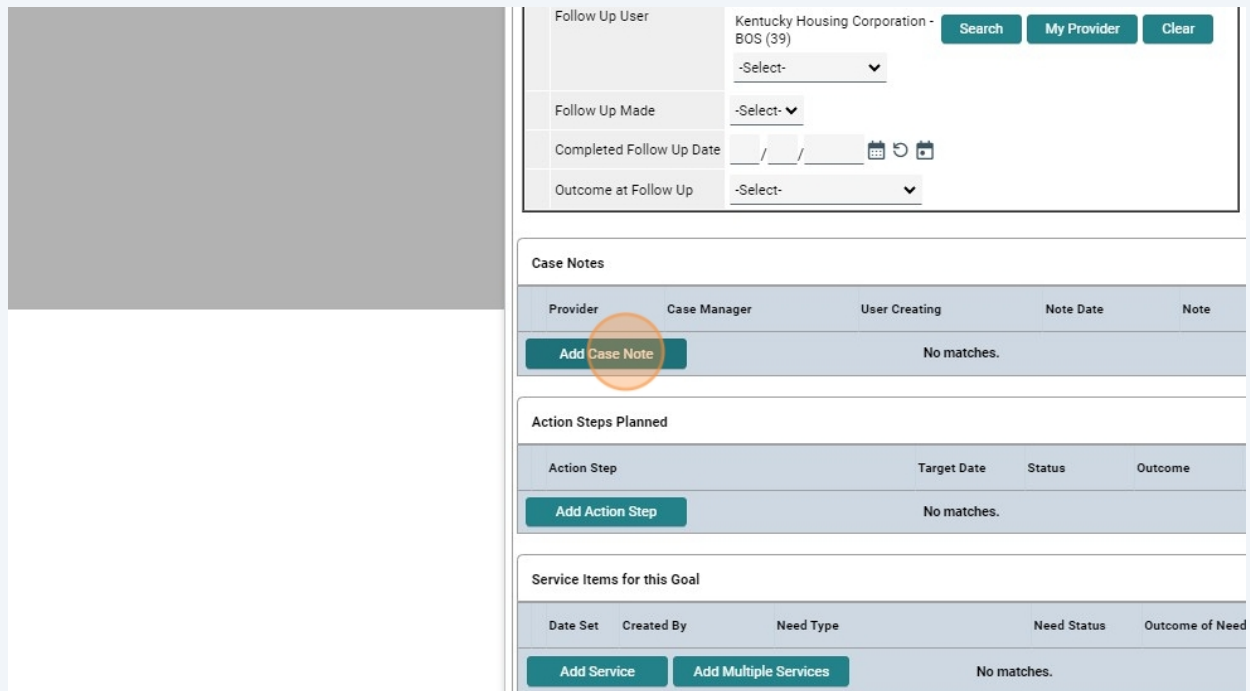
Add Goal   Cancel

15 Click "Add Case Note".

Follow Up User	Kentucky Housing Corporation - BOS (39)	Search	My Provider	Clear
	-Select-			
Follow Up Made	-Select-			
Completed Follow Up Date	__/__/____			
Outcome at Follow Up	-Select-			

Case Notes

| Provider | Case Manager | User Creating | Note Date | Note |
| Add Case Note | | No matches. | | |

Action Steps Planned

| Action Step | Target Date | Status | Outcome |
| Add Action Step | No matches. | | |

Service Items for this Goal

| Date Set | Created By | Need Type | Need Status | Outcome of Need |
| Add Service | Add Multiple Services | No matches. | | |

16 Enter your Case Note information.

Entering Case Notes allows you to record:

• Progress & accomplishments towards the Client's goals.

• Important notes for the other staff or to document a call with a landlord, etc.

• Times you met with the Client or talked to them over the phone, etc.

• Add Action Plan- *click "Add Action Step" field.*

17 Complete the Case Note(s).

Case Note   ✕

Case Note - (23) Smith, John Jo

▼ Household Members

ⓘ To include Household members for this Case Note, click the box beside each name. Only members from the SAME Household may be selected.

☐ (10) Couple
    ☑ (23) Smith, John Jo
    ☑ (24) Smith, Mary Jo

Provider *	Kentucky Housing Corporation - Dummy Project Eligibility (2234)	Search	My Provider	Clear
Case Manager	-Select- ▾			
Note Date *	12 / 01 / 2012 📅 ↺ 📅			
Note *				

-Select-
Kristin Murley

Save Case Note   Cancel

Provider   Case Manager   User Creating   Note Date   Note

---

18 Click "Save Case Note" when finished.

Case Note - (263826) Kitty, Hello

▼ Household Members

No Household Members were originally associated.

Provider *	Kentucky Housing Corporation-CoC Rural-Housing Connector-SSO-BOS (3487) ▾
Case Manager	Margaret Ann (test) Smith ▾
Note Date *	09 / 10 / 2024 📅 ↺ 📅
Note *	Met with client today to fill out their Case Plan and major goals. Client would like to focus on obtaining PSH and maintaining stable housing. Worked with the client on searching for available housing options.

Save Case Note   Cancel

| Date Set | Created By | Need Type | Need Status | Outcome of Need |

Add Service   Add Multiple Services   No matches.

Print   Save Goal   Save & Exit   Exit

19 Add Action Plan.

Click "Add Action Step" field.

20 This is a free text area so the user can be specific.

21 Click "Save Action Step" when finished.

22 Click "Print" to print the Case Plan for your client.

23 Select the desired options.

Then click "Print".

al Print Options		✕
Include Case Notes	● Yes ○ No	
Print Case Notes	● All ○ Date Range	
Case Note Providers	● All ○ My Provider Only	
Include Action Steps	☑	
Include Service Items	☑	
Include Signature Lines	☑	

Print   Cancel

eps Planned

ction Step	Target Date	Status	Outcome	
pply for available apartments	01/01/2013	In Progress		📎

Action Step   Showing 1-1 of 1

tems for this Goal
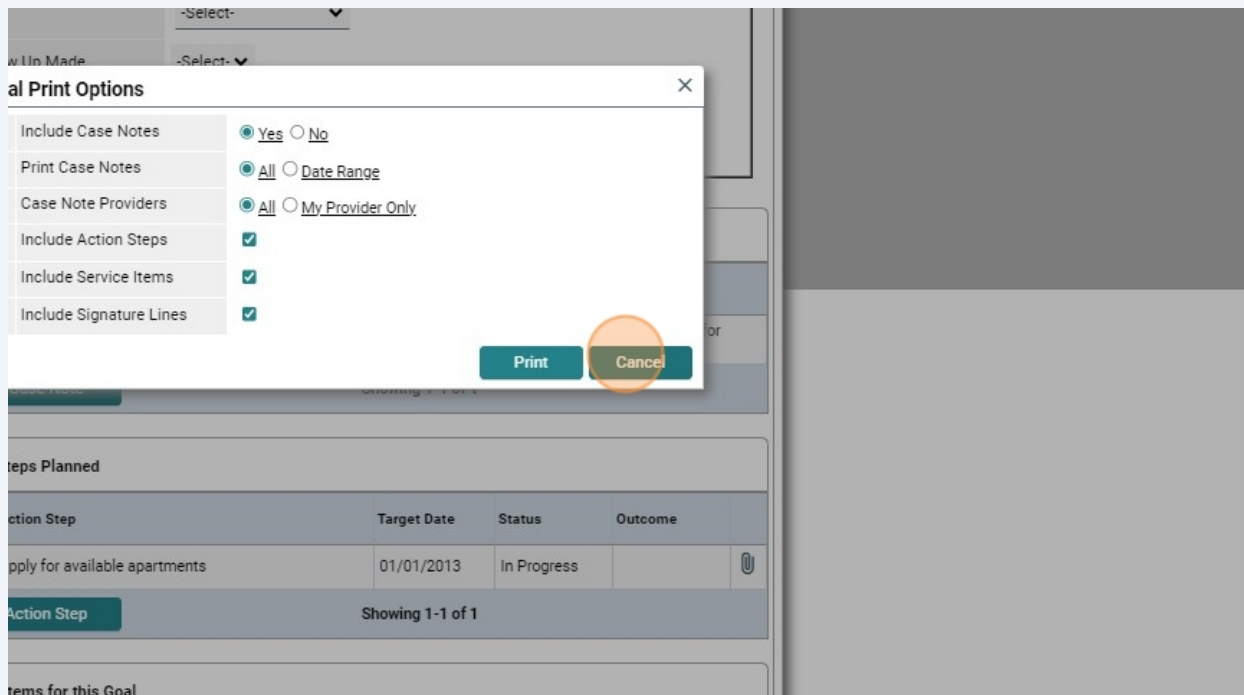
24 Click "Save Goal" or click "Save & Exit" when finished.

Project Eligibility   Murley   Murley   12/01/2012   housing

Add Case Note   Showing 1-1 of 1

Action Steps Planned

	Action Step	Target Date	Status	Outcome	
✏️ 🗑️	apply for available apartments	01/01/2013	In Progress		📎

Add Action Step   Showing 1-1 of 1

Service Items for this Goal

Date Set	Created By	Need Type	Need Status	Outcome of Need

Add Service   Add Multiple Services   No matches.

Print   Save Goal   Save & Exit   Exit

Alert!

We will skip "Add Service" within this screen. See the "Service Transactions" section for details on how to add services.

Service Transactions

Tip!

Use the Dashboard to quickly add Needs, Services, Referrals, or to view the client's historical service records.

Service Transactions Workflow

25 Click the "Service Transactions" tab.

	Date: 12/01/2012 8:00:00 AM
	-Switch to Another Household Membe

		Service Transactions		
	ROI	Entry / Exit	Case Managers	Case

	Date Added	Date Set ▾		Notes	La
	02/07/2024	12/01/2012		📄	12
		Showing 1-1 of 1			

26 Click "Add Service".

Service Transaction

Add Service

Add Multiple Services

Stays

View Entire Service History
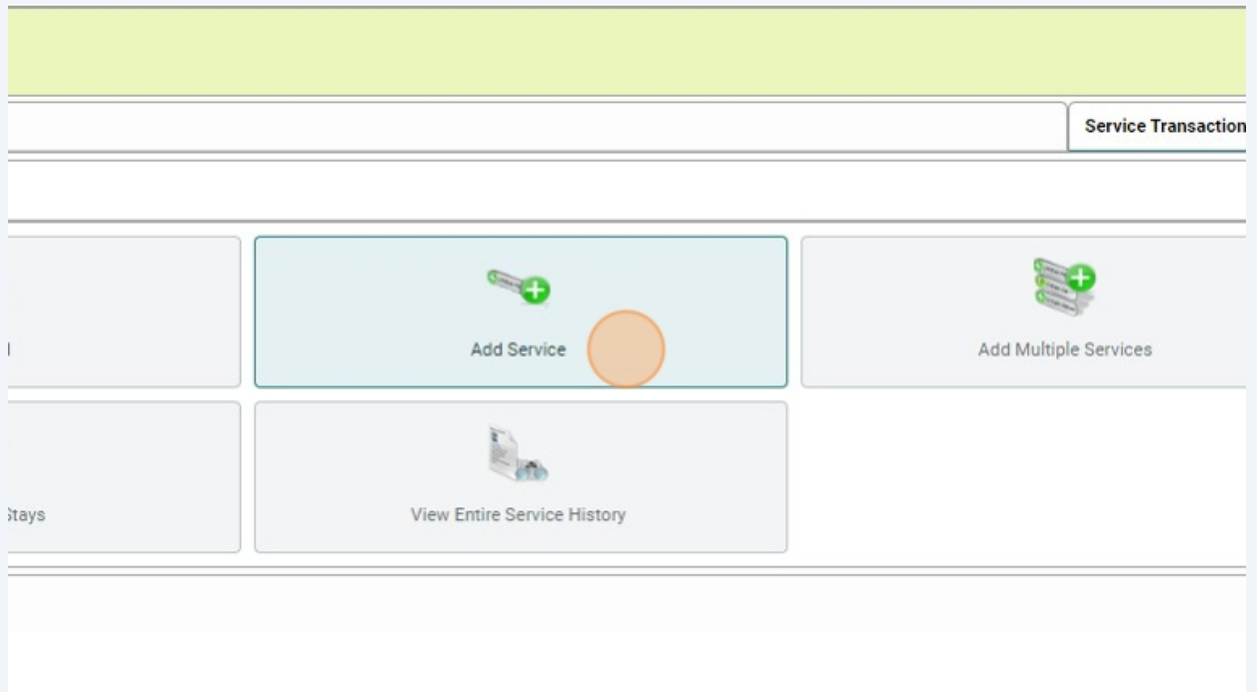
Adding a Service

27 Select the appropriate household members (check the household type to include all family members at once).

Select your Service Start & End Dates. Date & time will default to either the current System date, or Back Date.

28 Then you will select your "Service Type".

"Service Type" is the general category that the service you are providing falls under.

The "Service Type" list will be pre-populated for you, based on **funding type** & **project type**.

⚠️ **Alert!**

DO NOT *use the "Look Up" function. Use the pre-populated list.*

29 Next, select your "Provider Specific Service".

This is the specific service or activity that you are providing for the client(s).

The "Provider Specific Service" list will be pre-populated for you, based on **funding type** & **project type**.

⚠️ **Alert!**

Use the **"Service Transaction Crosswalk"** *on the HCA Partner Portal to assist you with quickly selecting your "Service Type" & "Provider-Specific Service".*

[**Service Transaction and Case Notes - Intake Forms and Crosswalk - effective 10/1/24 – Housing Contract Administration Help Desk (zendesk.com/)**](#)

30   Click "Save & Continue".

263826) Kitty, Hello (Left Household: 05/01/2018)   (Primary Client)

045) Couple w. Dependent Children

284320) Frehley, Paul Daniel

263826) Kitty, Hello   (Primary Client)

100) Squarepants, Spongebob

e Provider *	Kentucky Housing Corporation-CoC Rural-Housing Connector-SSO-BOS (3487) ⌄
ng User	Kristin Murley
Date *	09 / 01 / 2024 📅 ↺ 📅 8 ⌄ : 00 ⌄ : 00 AM ⌄
ate	09 / 01 / 2024 📅 ↺ 📅 12 ⌄ : 00 ⌄ : 00 PM ⌄
e Type *	Case/Care Management (PH-1000) ⌄ **Look Up**
er Specific e	Outreach services ⌄

Save & Continue   **Cancel**

ⓘ   **Tip!**

Once the service is saved, different areas on the service screen are available to be completed. It depends on your agency's workflow which of these areas would need to be filled out.

31 Next, fill in your "Service Notes".

This is a brief description of the service that you provided to the client(s).

Then, enter your "Service Costs".

These can be tracked via Dollars, Hours, Days, Months & Weeks. *You may or may not have an actual monetary cost to enter here.*

Reports ▶	
Admin ▶	
Logout	
Collapse ≪	

Include Additional Household Members

Service Provider *	✎ Kentucky Housing Corporation-CoC Rural-Housing Connector-SSO-BOS (3487)
Creating User	Kristin Murley
Start Date *	09 / 01 / 2024 📅 ↺ 🕐 8 ∨ : 00 ∨ : 00 ∨ AM ∨
End Date	09 / 01 / 2024 📅 ↺ 🕐 12 ∨ : 00 ∨ : 00 ∨ PM ∨
Service Type *	✎ Case/Care Management (PH-1000)
Provider Specific Service	Outreach services ∨
Service Notes	Met with the client for the first time at the park. Discussed her housing history and current needs and barriers.

Moving On Assistance   -Select- ∨
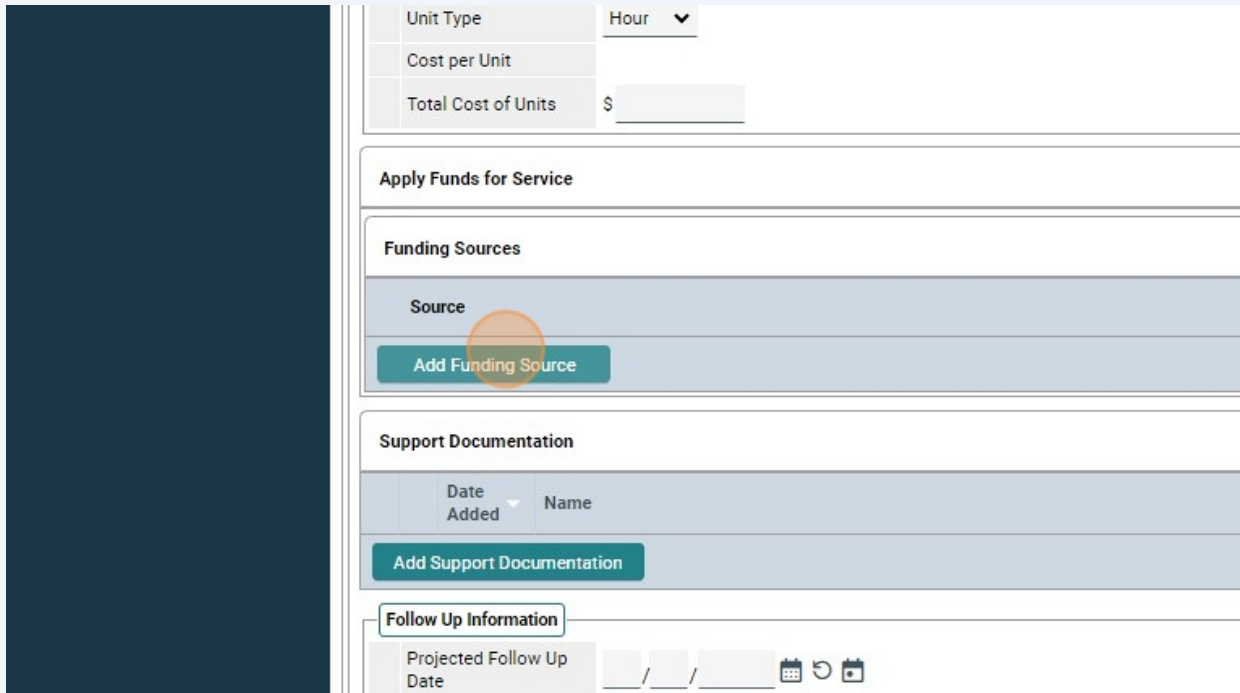
Service Costs

Number of Units	1
Unit Type	-Select- ∨
Cost per Unit	
Total Cost of Units	$

Apply Funds for Service

Made with Scribe - https://scribehow.com   22
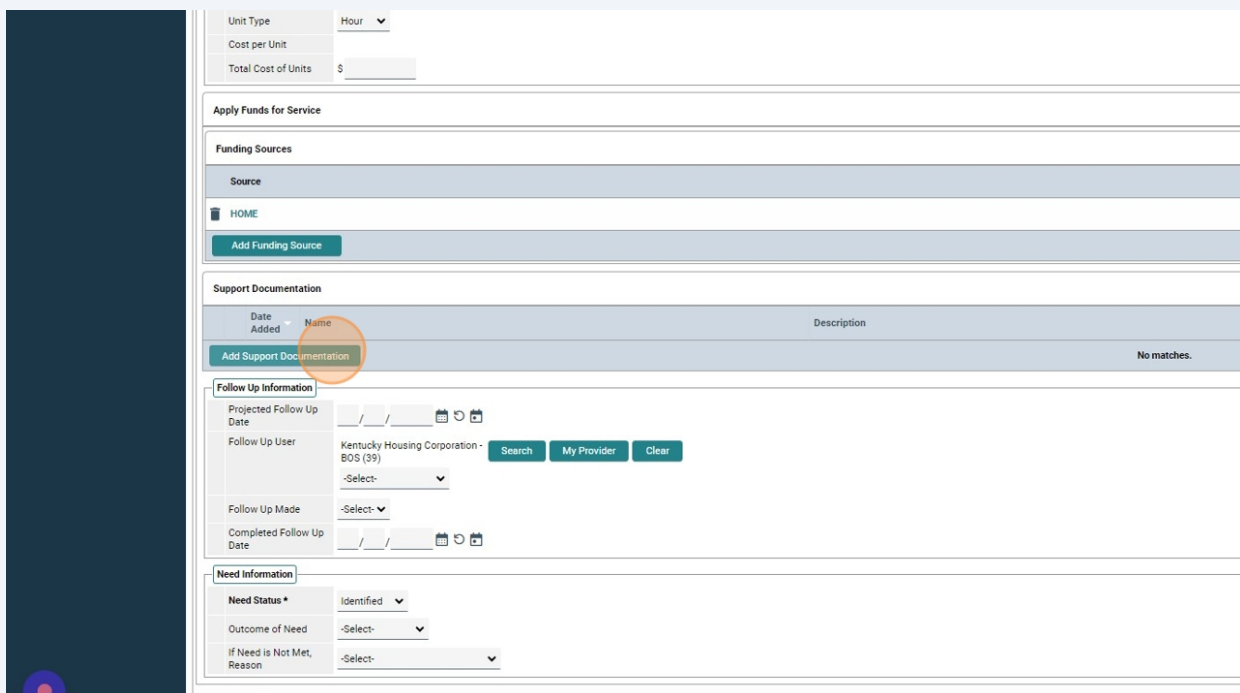
32 Next, record your funding source by clicking "Add Funding Source".

Note- *this feature is only for service transactions with a monetary value attached. To use this feature you must enter a cost.*
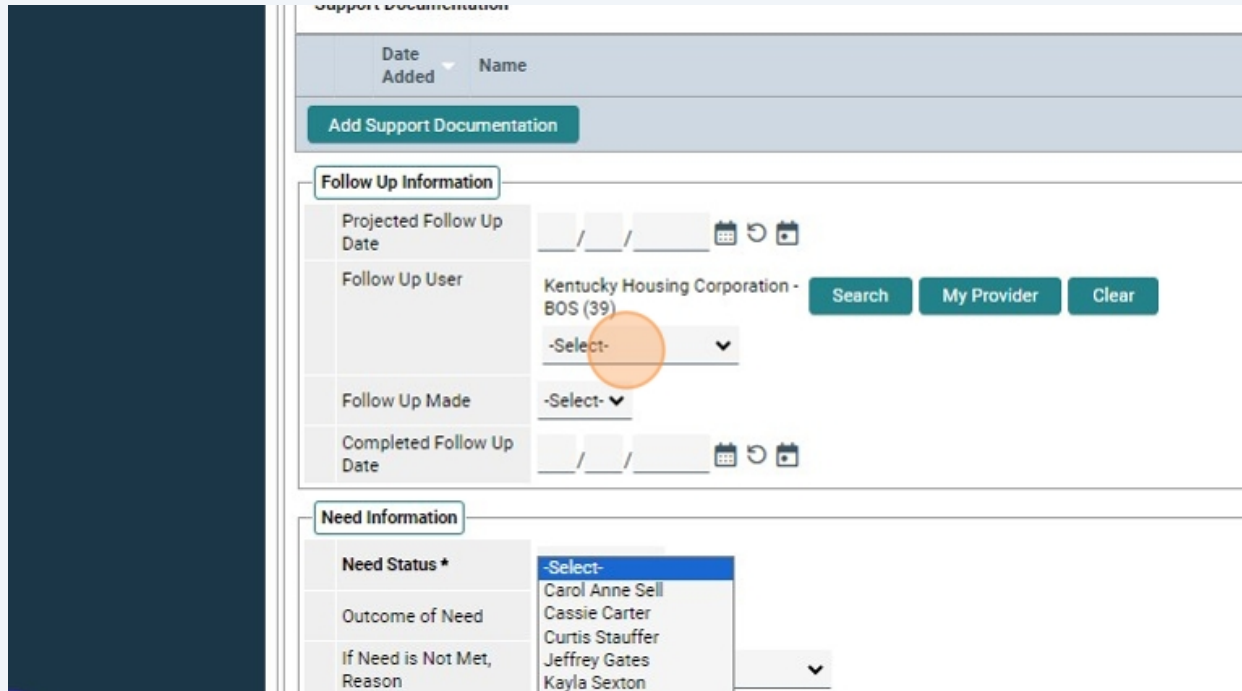

33 You can also click on "Add Support Documentation" to attach a copy of any documentation (ex: receipts, lease copy, invoice for moving services, etc.).

34 Add "Follow Up Information" as necessary. This allows you to assign a user to follow up with this client, and a reminder can be added to your Dashlet when you login in KYHMIS.

35 "Need Information" for this service will **AUTOMATICALLY** be identified. Use the drop-down menu next to "Need Status" to select the appropriate status.

Select "Outcome" of need if appropriate.
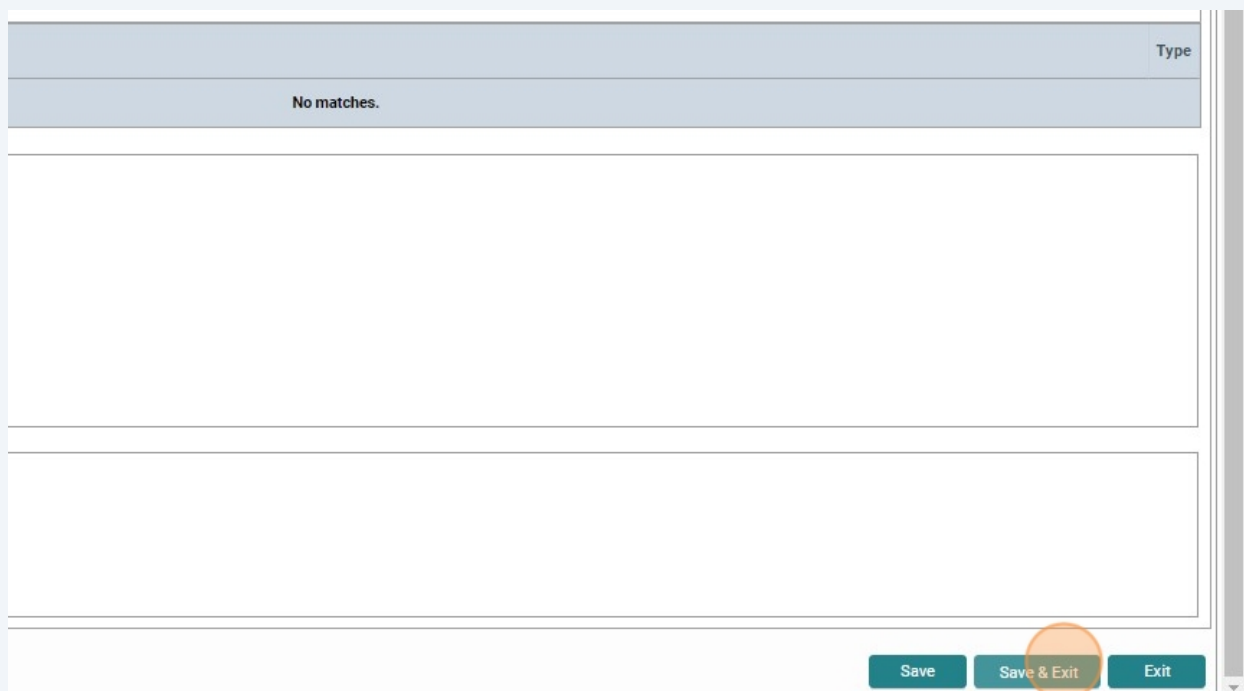
Select "Reason" if not met as appropriate.

36 Click "Save & Exit".

Entire Service History View

37 Review Historical Transactions! Navigate **Back to Dashboard**.

	Service Type	Cost of Service
	Case/Care Management	$100.00

Showing 1-1 of 1

Search

Back to Dashboard   Exit

38   Then click "View Entire Service History" to view.
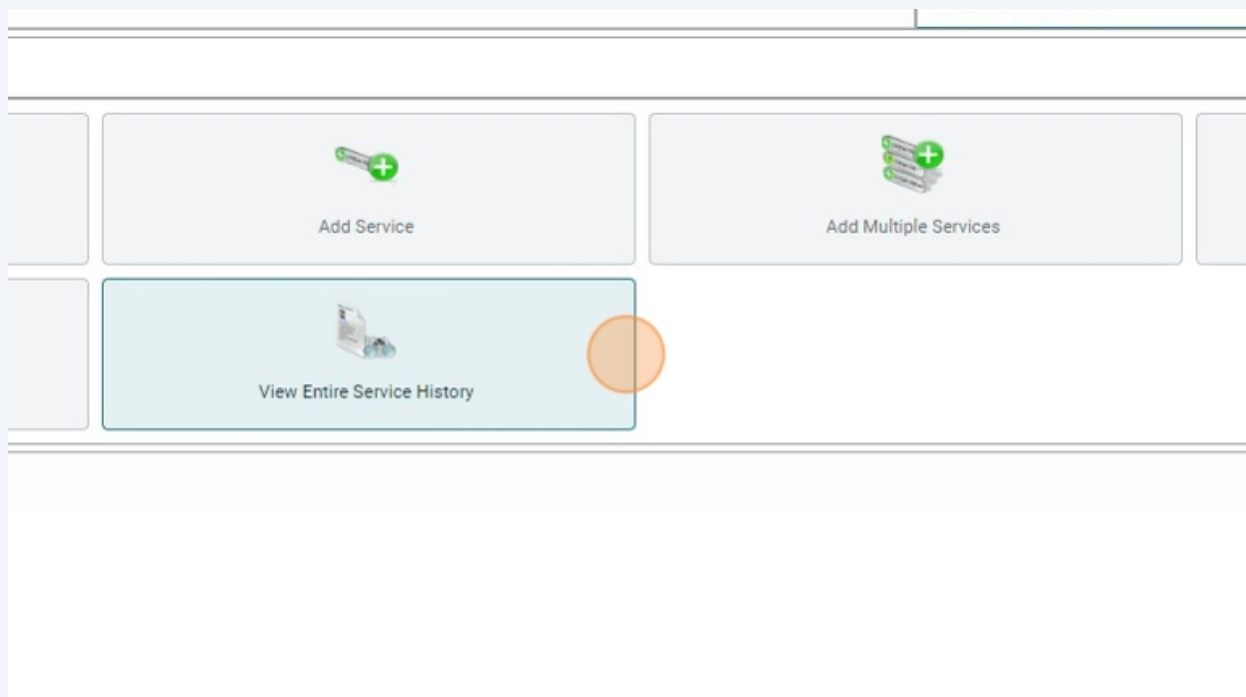
Adding Multiple Services
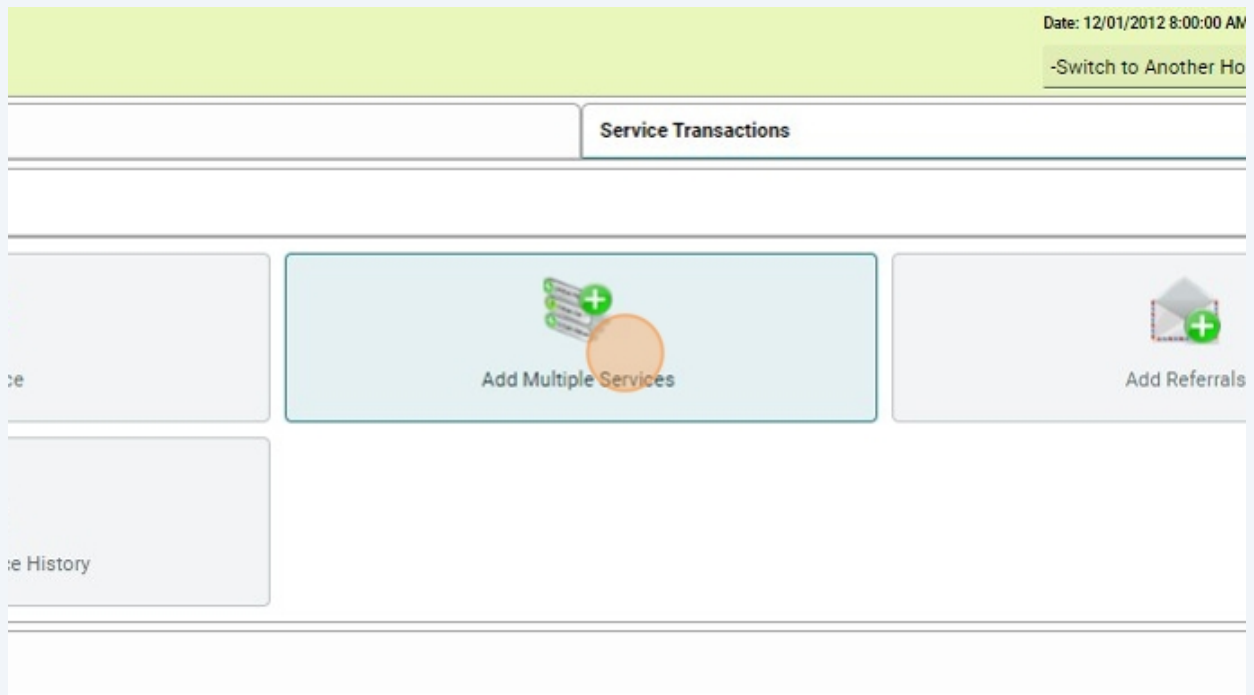
> **ⓘ**   **Tip!**
>
> *Click "Add Multiple Services" within the Service Transactions Dashboard.*
>
> *Select multiple services **(of the same service type)** at one time.*

39 Select "Add Multiple Services" from the "Service Transactions" Dashboard.

Date: 12/01/2012 8:00:00 AM

-Switch to Another Ho

Service Transactions

ce

Add Multiple Services

Add Referrals

e History

Entry/Exit: Adding Household Members

40 Now we will learn how to add a new member to the household.

The example we will use is adding a child that is born.

41 First, search for the Head of Household/HoH (Parent in this case).

Then select the pencil next to their name to open up their Client Record.

42 Set your Back Date to the date the new person joined the household.

When the new person is a newborn, you will use a date a few days after their Date of Birth.

Click "Set Back Date".

Back Date Mode ✕

⚠ The current System Date is set to:

02/09/2024 2:56:26 PM

If you would like to use a different date, please select one below:

| Permission | |
| Yes | |

Back Date   07 / 02 / 2013 📅 ↺ 📅 8 ▾ : 00 ▾ : 00 ▾ AM ▾   ion - Dummy Proje

Show

Set New Back Date   **Use Current System Date**

Outstanding Outgoing Referrals

Head of Household	Relationship		Referral Date
			Add Referral
Yes	Self		
No	wife		

---

43 When adding a new member to the household, first add them on the HoH's "Households" tab.

> Client Profile

) Smith, John Jo

mith, John Jo
e of Information: Ends 12/01/2013

| ation | | | | Service Transac |
| r | Client Profile | Households | ROI | Entry / Exit |

he system 01/11/2024 09:34 AM

ne	Smith, John Jo		Social Security	***-**-6789
e of Birth	01/01/1980 (Age 33)		U.S. Military Veteran?	No (HUD)
e and Ethnicity	Black, African American, or African Hispanic/Latina/e/o			
der	Man (Boy, if child)			

| e of Information | | | | | Entry/Exits |
| ider | | Permission | Start Date | End Date | Program |

44 Click "Manage Household".

Note- KYHMIS 102 is "KYHMIS Workflow- Creating a Client & Household"

45 Follow the same steps as in KYHMIS 102, and click "Add/Delete Household Members" to add the new person to the household.

46 First, click "Search" to see if the new client (baby in this case) is already in the System.

47 If they are not, then click "Add New Client With This Information".

48 Once you have your new client selected at the bottom of the screen, click "Continue".

49 Review the "Household Type" to see if it needs to be updated.

In this case we changed "Couple" to "Couple w. Dependent Children".

50 Make sure that you set the new client's "Relationship to Head of Household" and confirm their "Joined Household" date is correct.

51 Click on the pencil next to "Client Record" and fill in the information.

52 Then click "Save & Exit".

Data Quality	Full Name Reported
l Security	***-**-1789
Data Quality	Full SSN Reported (HUD)
Military Veteran?	No (HUD)

ld Profile Assessment

old Profile Assessment is specified for this Provider

Save   Save & Exit   Exit

53 If your new client was not already in the System, then you will need to utilize the "Switch to Another Household Member" feature to switch to the client's Record and fill in just their "Client Profile" tab.

Shado
Enter
Back

Type here for Global Search

Date: 07/02/2013 8:00:00 AM

-Switch to Another Household Member-   Submit

| | Service Transactions | | | |
| Entry / Exit | | Case Managers | Case Plans | As |

-Switch to Another Household Member-
(10) Couple w. Dependent Children
(106) Smith, Baby Mae
(92) Smith, Sally Sue

ship to Head of   Joined
old   House

12/01

54 Fill out the new client's information by clicking the pencil next to "Client Demographics".

Client Record	
Name	Smith, Baby Mae
Name Data Quality	Full Name Reported
Alias	
Social Security	***-**-1789
SSN Data Quality	Full SSN Reported (HUD)
U.S. Military Veteran?	No (HUD)
Age	

Client Demographics

Date of Birth	
Date of Birth Type	
To select multiple values hold down the "ctrl" or "cmd" key and click on each value	
Race and Ethnicity	
Additional Race and Ethnicity Detail	
Gender	
If Different Identity	

Navigation sidebar:
- Shelters
- Scans
- Reports
- Admin
- Logout
- Collapse «

55 **IMPORTANT: when you are done filling in the new client's "Profile" information, make sure that you "Switch Back" to the Head of Household/HoH's Client Record.**

You always want to work off of the HoH's record because there you can enter date for the **ENTIRE** household.

56 When someone new is added to the household, you **MUST** record a new ROI that covers the entire household on the HoH's "ROI" tab.

Click "Add Release of Information".

Home	Release of Information: Ends 12/01/2013	
Clients	**Client Information**	
Resources	Summary	Client Profile	Households
Shelters			
Scans	**Release of Information**		
Reports ▸	**Provider**		
Admin ▸	✏ 🗑 Kentucky Housing Corporation - Dummy Project Eligibility		
Logout	Add Release of Information		
Collapse ≪			

57 Click the "Entry / Exit" tab.

		Date: 07/02/2013 8:00:00 AM	
		-Switch to Another Household Member-	
	Service Transactions		
ROI	Entry / Exit	Case Managers	Case F
	Permission	**Start Date**	
	Yes	07/02/2013	
	Yes	12/01/2012	
	Showing 1-2 of 2		

58 Click the pencil next to the Project Entry date.

Date: 07/02/2013 8:00:00 AM

-Switch to Another Household Member- ⌄   **Submit**

Service Transactions

| Entry / Exit | Case Managers | Case Plans | Assessme |

usehold members must be established on Households tab before creating Entry / Exits

	Type	Project Start Date	Exit Date
	HUD	✏ 12/01/2012	✏

Showing 1-1 of 1

59 Click "Include Additional Household Members".

Edit Project Start Data - (23) Smith, John Jo   ✕

Household Members

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

☐ (10) Couple w. Dependent Children
  ☑ (23) Smith, John Jo (Entry Date: 12/01/2012 8:00 AM)
  ☑ (92) Smith, Sally Sue (Entry Date: 12/01/2012 8:00 AM)

Include Additional Household Members

Date: 07/02/2013 8:00:00 AM

-Switch to Another Household Member- ⌄   **Submit**

Edit Project Start Data - (23) Smith, John Jo

Provider	Kentucky Housing Corporation - Dummy Project Eligibility (2234)
Type	HUD
Project Start Date *	12 / 01 / 2012 📅 ↻ 📅 8 ⌄ : 00 ⌄ : 00 ⌄ AM ⌄

Save & Continue   **Cancel**

🔎 Shadow Mode
📇 Enter Data As H
🗓 Back Date Mod

Type here for Global Search

e Managers | Case Plans | Assessme

Exits

Project Start Date	Exit Date
✏ 12/01/2012	✏

Showing 1-1 of 1

60 Click the additional household member(s) that you want to add to the Project.

Include Additional Household Members ✕

Household Members

ⓘ To include additional Household Members, click the box beside each name. Only Members from ONE Household may be selected at a time.

☐ (10) Couple w. Dependent Children

☑ (23) Smith, John Jo
☐ (106) Smith, Baby Mae
☑ (92) Smith, Sally Sue

Continue   Cancel

Edit Project Sta...

Provider	
Type	HUD
Project Start Date *	12 / 01 / 2012 📅 ↺ 📅 8 ▼ : 00 ▼ : 00 ▼ AM ▼

Save & Continue

---

61 Then, click "Save & Continue".

) Smith, John Jo (Entry Date: 12/01/2012 8:00 AM)
06) Smith, Baby Mae (Joined Household: 07/02/2013)
?) Smith, Sally Sue (Entry Date: 12/01/2012 8:00 AM)

Include Additional Household Members

ct Start Data - (23) Smith, John Jo

er	Kentucky Housing Corporation - Dummy Project Eligibility (2234)
	HUD
Start Date *	12 / 01 / 2012 📅 ↺ 📅 8 ▼ : 00 ▼ : 00 ▼ AM ▼

Save & Continue   Cancel

Date: 07/02/2013 8:00:00 AM

-Switch to Another Household Member- ▼   Submit

e Managers   Case Plans

Exits

	Project Start Date	Exit Date
✏	12/01/2012	✏

Showing 1-1 of 1

> ⚠️ **Alert!**
>
> *When adding a baby to the household, their Entry date **CANNOT** be the same as their Date of Birth. Use a date a couple of days later.*

62 When adding a new household member at a later date, you will need to edit the Project Entry date to reflect the date the client entered the household.

Click on the pencil to edit the date(s) as necessary.

that Assessment record for the Client.

| Provider * | Kentucky Housing Corporation - Dummy Project Eligibility (2234) ⌄ |
| Type * | HUD ⌄ |

Update

Household Members Associated with this Entry / Exit

		Name	Head of Household	Project Start Date	Exit Date	Interims	Follow Ups	Reason for Leaving
🗐	📎	(23) Smith, John Jo	Yes	✎ 12/01/2012	✎	📄	📄	
🗐	📎	(106) Smith, Baby Mae	No	✎ 12/01/2012	✎	📄	📄	
🗐	📎	(92) Smith, Sally Sue	No	✎ 12/01/2012	✎	📄	📄	

Include Additional Household Members   Showing 1-3 of 3

Entry Assessment

Select an Assessment

| ✓ BOS- HUD CoC & ESG RRH Entry (FY2024) | ✓ BOS- HUD CoC & ESG RRH Update (FY2024) | ✓ BOS- HUD CoC & ESG & TBRA Exit (FY2024) |

63 Uncheck the household members that the Entry date does **NOT** need to be updated for.

☐ (10) Couple w. Dependent Children
  ☐ (23) Smith, John Jo (Entry Date: 12/01/2012 8:00 AM)
  ☑ (106) Smith, Baby Mae (Entry Date: 12/01/2012 8:00 AM)
  ☐ (92) Smith, Sally Sue (Entry Date: 12/01/2012 8:00 AM)

Include Additional Household Members

Edit Project Start Data - (106) Smith, Baby Mae

Provider	Kentucky Housing Corporation - Dummy Project Eligibility (2234)
Type	HUD
Project Start Date *	12 / 01 / 2012 📅 ↺ 📅 8 ▾ : 00 ▾ : 00 ▾ AM ▾

Save & Continue   **Cancel**

Select an Assessment

☑ BOS- HUD CoC & ESG RRH Entry (FY2024)   ☑ BOS- HUD CoC & ESG RRH Update (FY2024)   ☑ BOS- HUD CoC & ESG &

---

64 Click "Save & Continue".

Baby Mae (Entry Date: 12/01/2012 8:00 AM)
Sally Sue (Entry Date: 12/01/2012 8:00 AM)

Include Additional Household Members

ata - (106) Smith, Baby Mae

Kentucky Housing Corporation - Dummy Project Eligibility (2234)

HUD

e * 07 / 02 / 2013 📅 ↺ 📅 8 ▾ : 00 ▾ : 00 ▾ AM ▾

Save & Continue   **Cancel**

		Follow Ups	Reason for Leaving	Destination
📄			
📄			
📄			

RH Entry (FY2024)   ☑ BOS- HUD CoC & ESG RRH Update (FY2024)   ☑ BOS- HUD CoC & ESG & TBRA Exit (FY2024)

BOS- HUD CoC & ESG RRH Entry (FY2024)   Entry Date: 12/01/2012 08:

SECTION 1: ANSWER FOR ALL CLIENTS

65 Utilize the "Household Members" menu on the left to click on the new household member(s) and update their Entry Assessment questions as usual.

66 When you get to the *"SECTION 2: ☐ IF CLIENT IS A MINOR WHO IS NOT HEAD OF HOUSEHOLD STOP DATA ENTRY HERE"* :

• you can stop answering the questions if the client you are entering data for is a child/minor.

67 Click "Save & Exit" when finished.

G
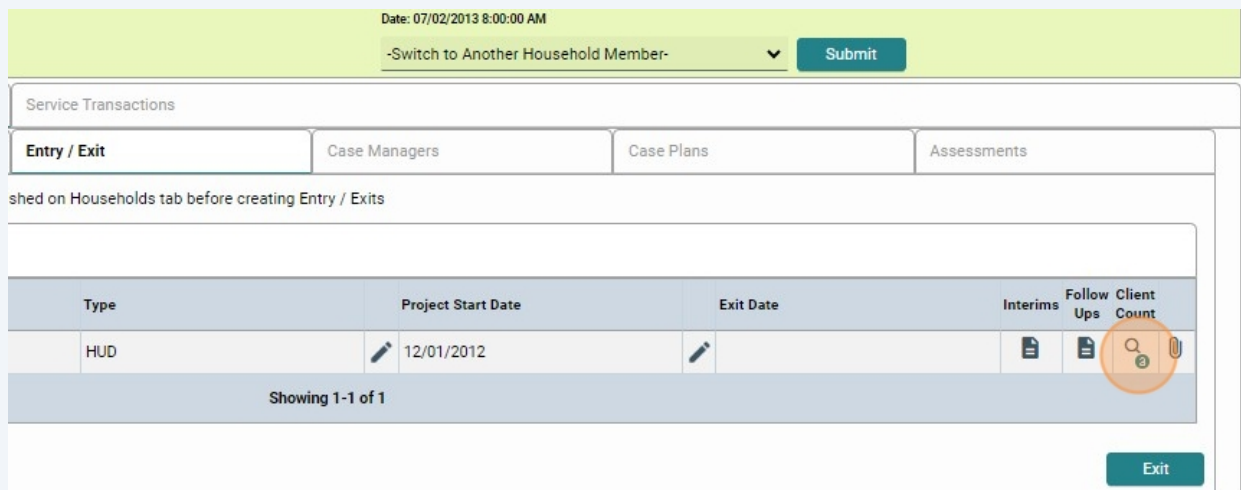
Save   Save & Exit   Exit

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68 You can check the "Client Count" feature on the "Entry/Exit" tab to make sure that you have the correct clients associated with the Project Entry and that their start dates are correct.

Date: 07/02/2013 8:00:00 AM

-Switch to Another Household Member-   ▼   Submit

Service Transactions			
Entry / Exit	Case Managers	Case Plans	Assessments

shed on Households tab before creating Entry / Exits

Type		Project Start Date		Exit Date		Interims	Follow Ups	Client Count	
HUD	✏	12/01/2012	✏			📄	📄	🔍②	📎

Showing 1-1 of 1

Exit