Exiting the Client
When a client is exited from a project there are certain data elements that must be captured during the exit interview.

Data Element: 3.12 Destination
Helps identify where a client will be right after they leave the project.

Recording Data in HMIS
- Selecting Other as a destination will negatively impact data quality because we are unable to determine where the client is going after they leave a project. If a client’s destination cannot be classified under any of the Destination options then and only then select Other and submit a ticket to the HMIS Help desk for further guidance.

Examples of Destination Exits:
- A student exiting a project and moving into university housing should have their destination be Rental by client, no ongoing housing subsidy.
- A CES client that gets matched to a HCV voucher, but is not housed yet. Since the client must be removed from the project, despite still being homeless they must be exited as Rental by client with Housing Choice Voucher (HCV) (tenant or project based).
- A household that moves out of the county and are staying in their car should be exited by the project as Place not meant for habitation.
- If a client is staying with their friends or family, but was not given a time constraint as to when they had to leave, or if at all, then they should be exited as Staying or living with family, permanent tenure.
- If a client names another project (i.e. the Armory), find out the name of the agency and contact them to determine the project type, or enter a ticket with the HMIS Help Desk for assistance.

Status Updates and Annual Assessments
When clients stay with a project, there might be events that occur while they are enrolled that should be captured in HMIS. Additionally, when clients stay in a program for at least one year, it is important that those changes the client experiences get captured in reports so that they reflect the most accurate information.

Status Updates
As clients receive services, they might experience some changes that could affect their disability status, income, or household makeup.

For Example:
- A client’s child turns 18, and the HoH’s benefits were affected because they are no longer able to claim them, then a client’s Non-Cash Benefit record should be updated to reflect this.
- A client was recently diagnosed with HIV, in this case the HIV-AIDS record and the Disabling Condition record should be updated.
- If a client was able to get CalFresh benefits, and is expected to continue to receive them then their Non-Cash Benefits record should be updated to reflect this.

Annual Assessment
The purpose of completing this assessment is to ensure that the current data that is recorded for the clients is as accurate as possible.

Individuals:
- Conduct an Annual Assessment 30 days before or after the client’s one year anniversary of their Project Start Date.
  - If a client enters your project on January 1st, 2019 and they are still enrolled as of January 1st, 2020, then their Annual Assessment can be recorded no sooner than December 2nd, 2019, but no later than January 31st, 2020.

Group/ Families:
- Annual Assessments are based around the Project Start Date for the HoH. So based on when the HoH started all other members will need to have their Annual Assessment done too.
  - If the HoH started on January 1st, 2019 and was later joined by additional members on December 30th, 2019 - then all of the new members will need to have their Annual Assessment done because their new HoH’s Project Start Date anniversary is coming up.