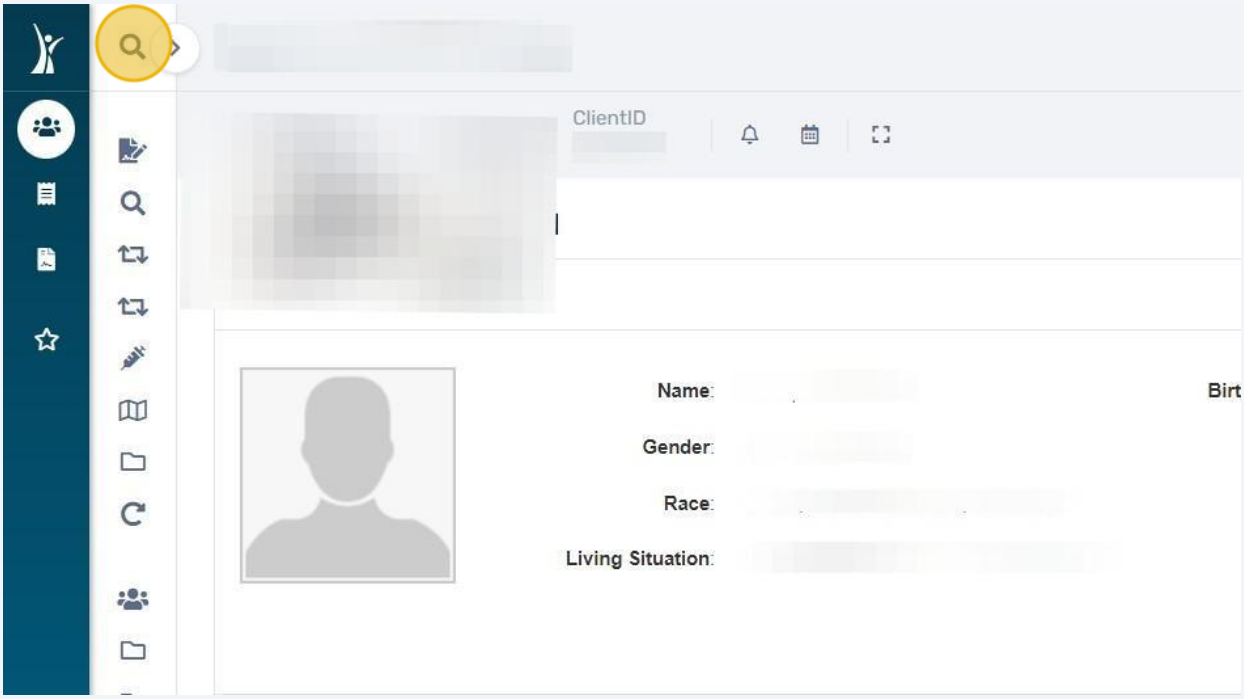
Adding a CES Exit service

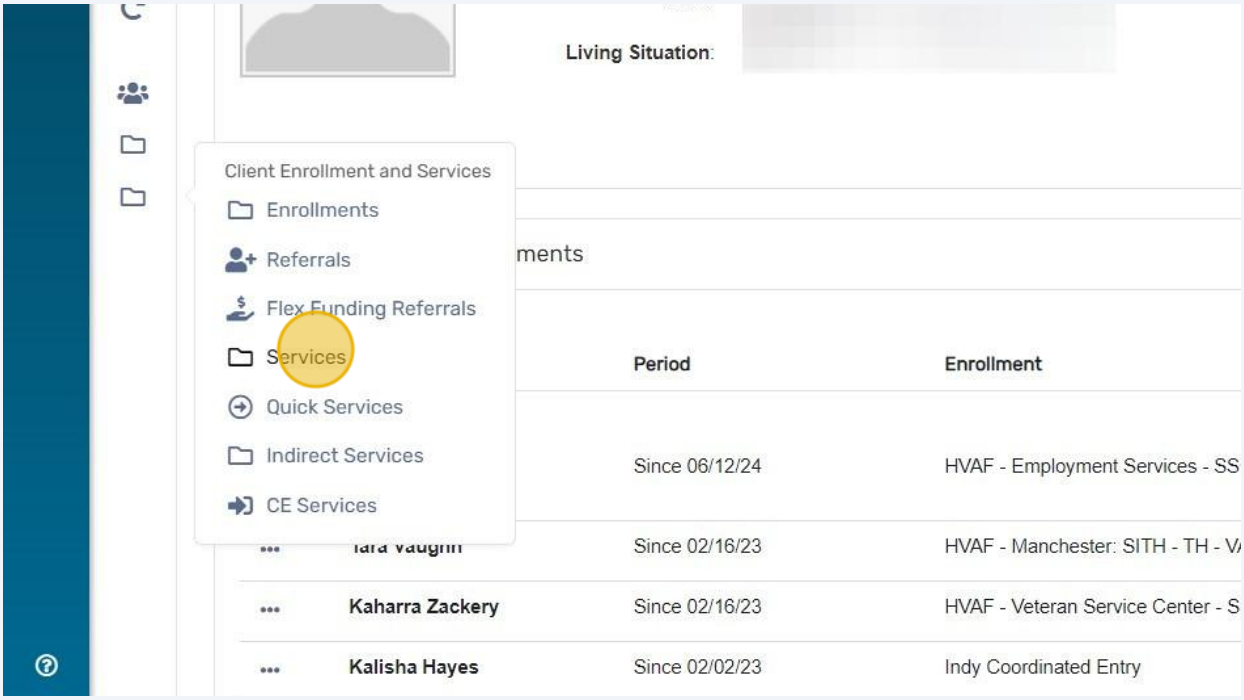
This Scribe walks any HMIS user through the process of adding a CES service that communicates to the CES team to exit an assessment. This should only be used if the household has self-resolved, declines overall CES resources or has been inactive in our system and should be exited.

1 Search for the client record that you wish to add the CES service to by clicking the eyeglass icon in the top left corner.

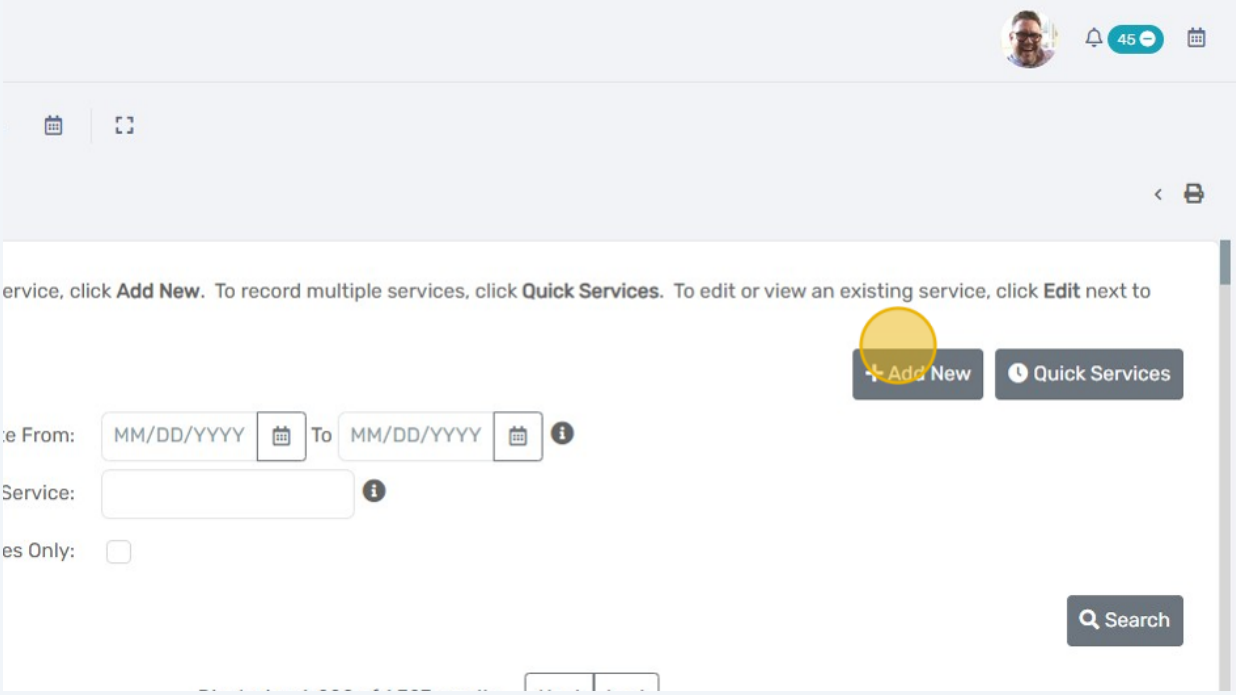
Note: It does not matter what settings you are in within HMIS. All users can add this service.



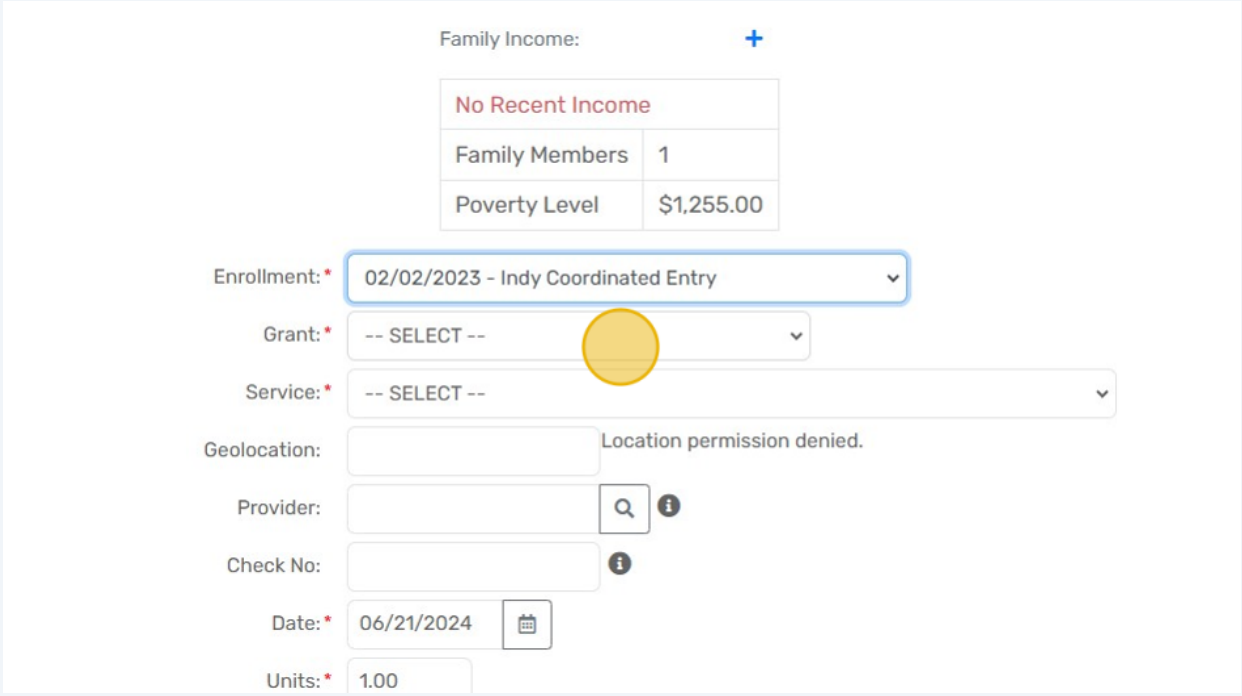
2 Select and click "Services" from the Client Enrollment and Services Menu on the Client Dashboard



3 Once you are in the Client Service menu, click "Add New"

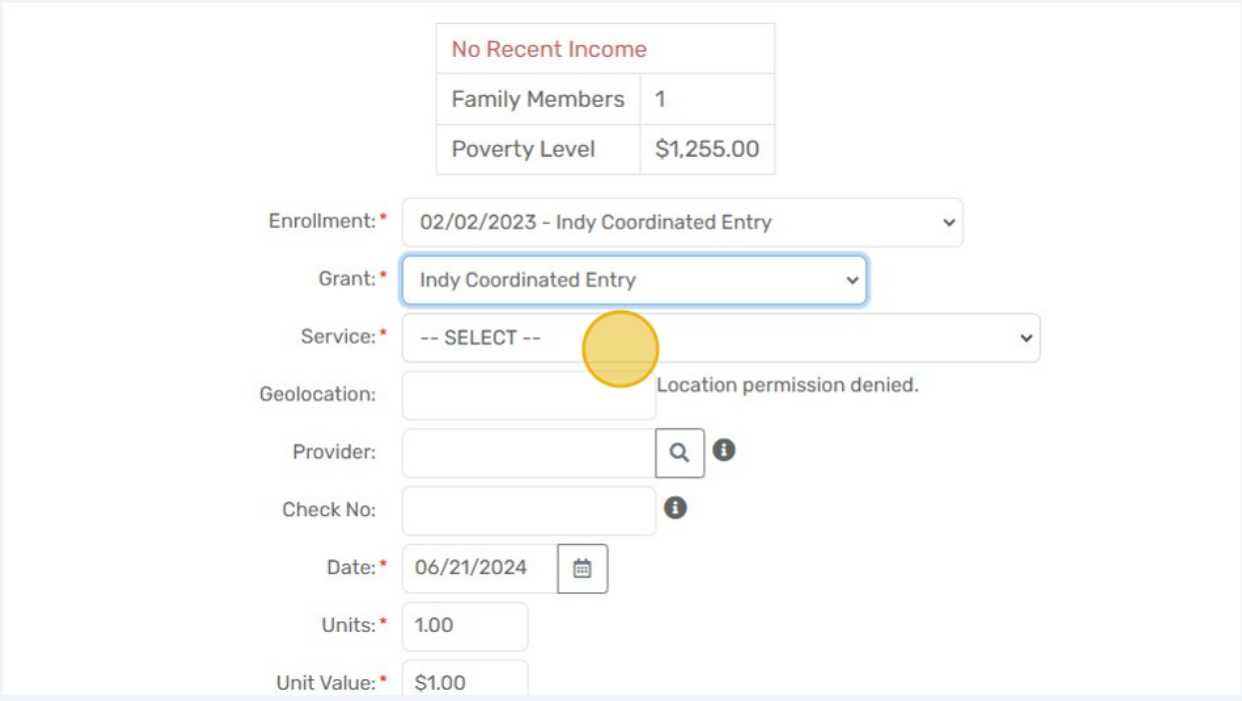


4 Click the "Enrollment" dropdown and choose "Indy Coordinated Entry"

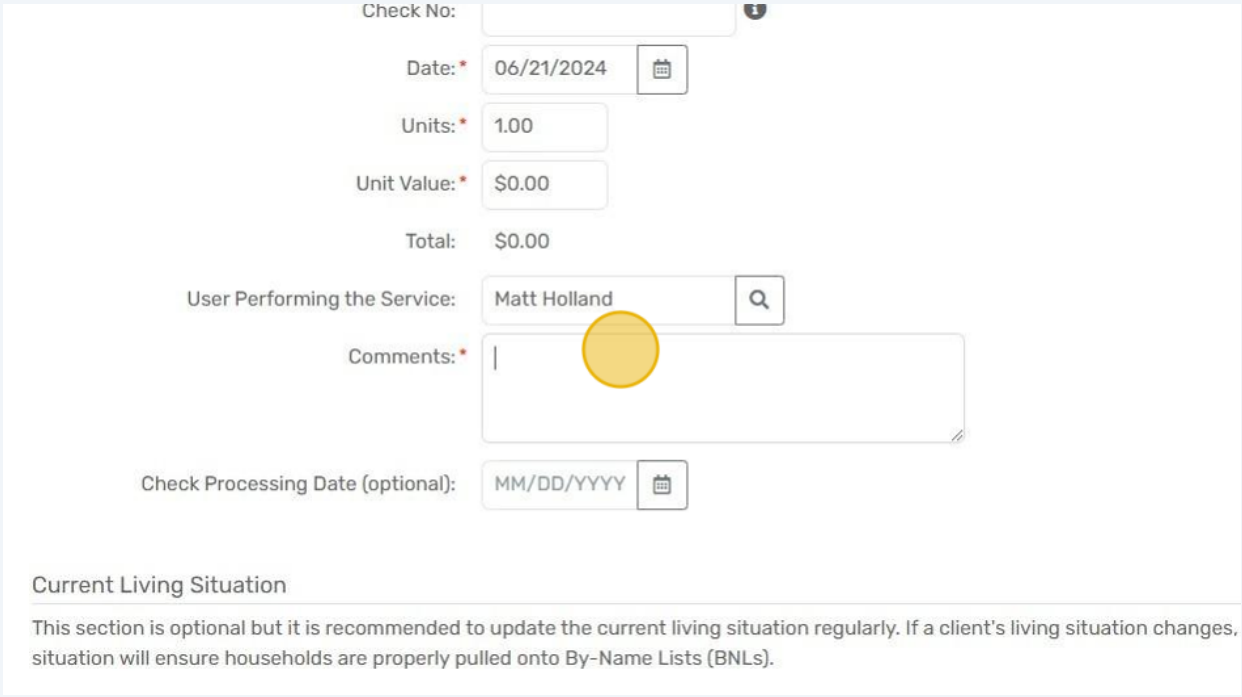


5 Next, click the "Grant" drop down and choose "Indy Coordinated Entry". Then choose the "Service" drop down and choose "CES - Exit"

Note: The CES Team has a report that identifies all assessments with this service logged that have active assessments. Adding this service will notify us to exit the assessment.



6 Please make sure to add the location of the exit into the "Comments" field.



7 In this example, the client self-resolved to that is in the comments field. If nothing is added, the assessment will be exited to Unknown and this could cause other data quality issues. Once the exit location is entered into the "Comments" box, Click "Save". You are done!