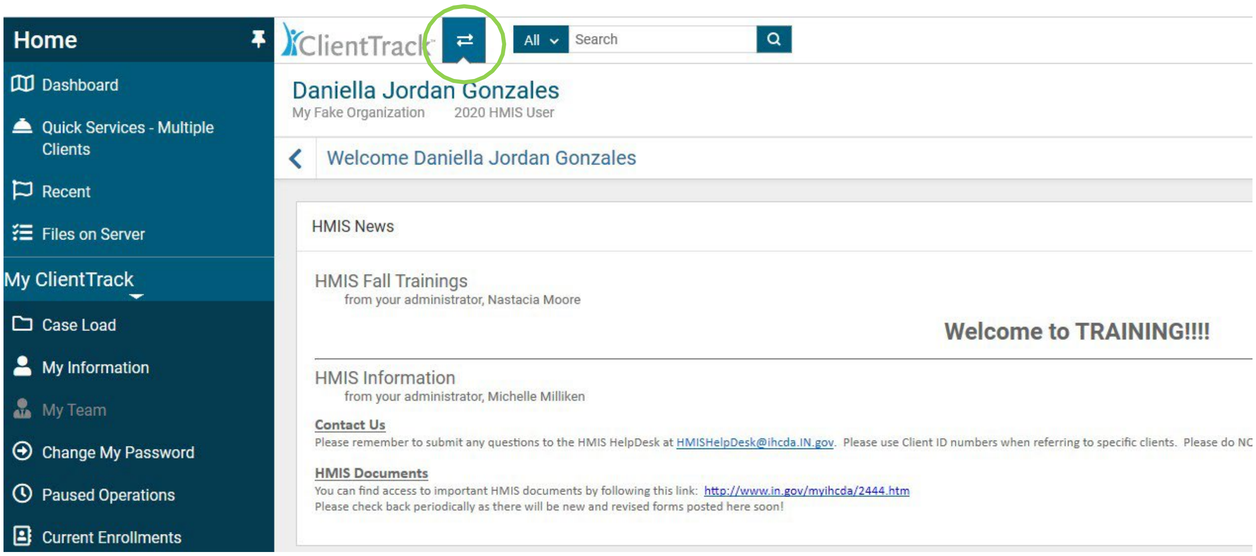
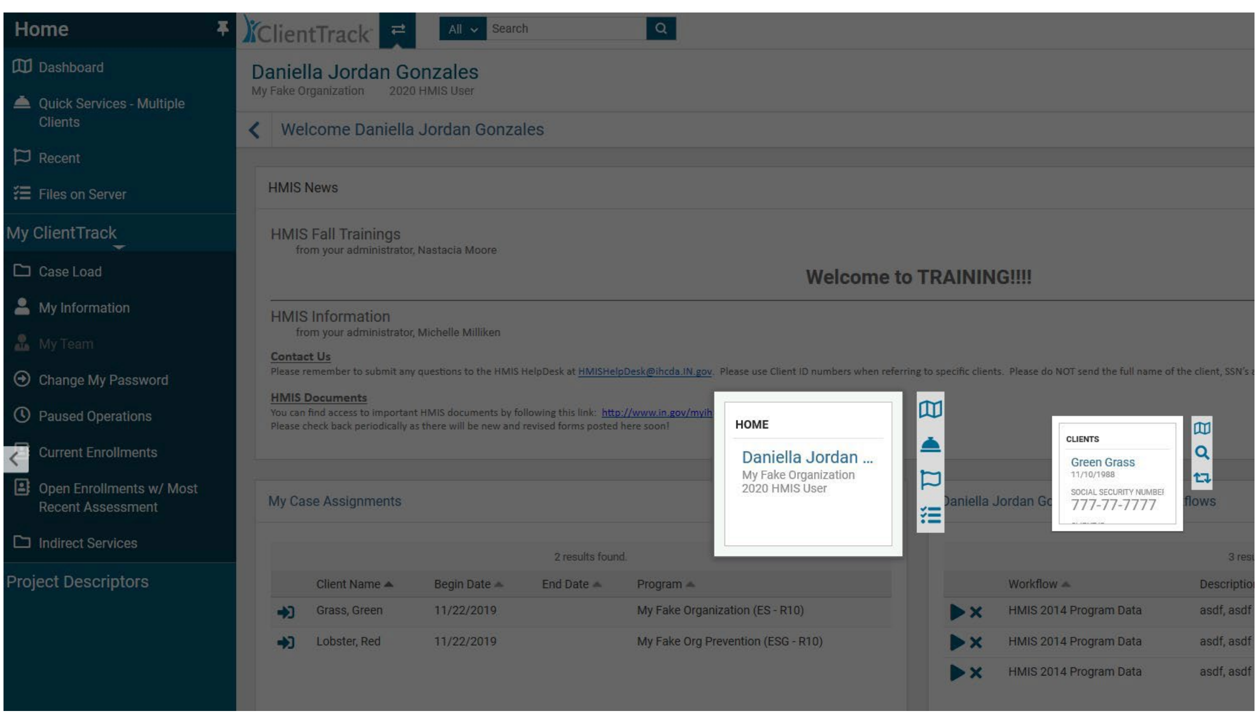
How to Change the Enrollment and/or Exit Date

Follow the instructions below to change the enrollment and/or exit dates if a client's enrollment or exit date does not reflect the actual date of enrollment or exit.

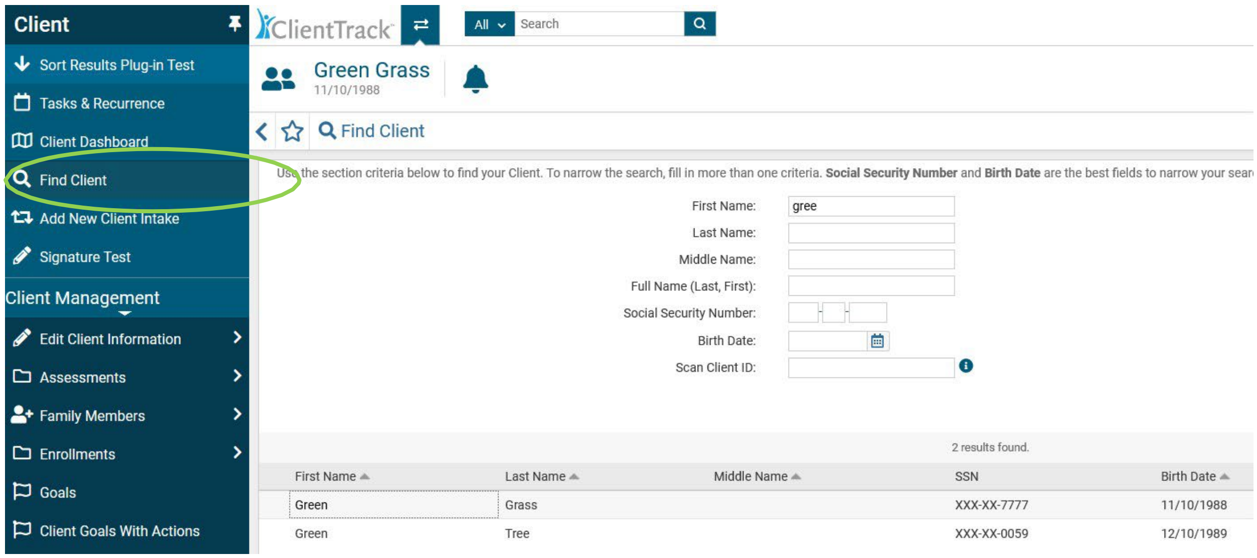
PLEASE NOTE: IF THE CLIENT HAS BEEN EXITED FROM THE PROJECT AND 90 DAYS HAVE PASSED SINCE THE EXIT DATE, THE SYSTEM WILL NOT ALLOW YOU TO EDIT THE PROJECT START DATE OR PROJECT EXIT DATE.

1. Log into ClientTrack and go to the **"Clients"** workspace by clicking on the two inverted arrowsicon at the top of your screen as shown in the image below. Then select the **"Clients"** workspace.

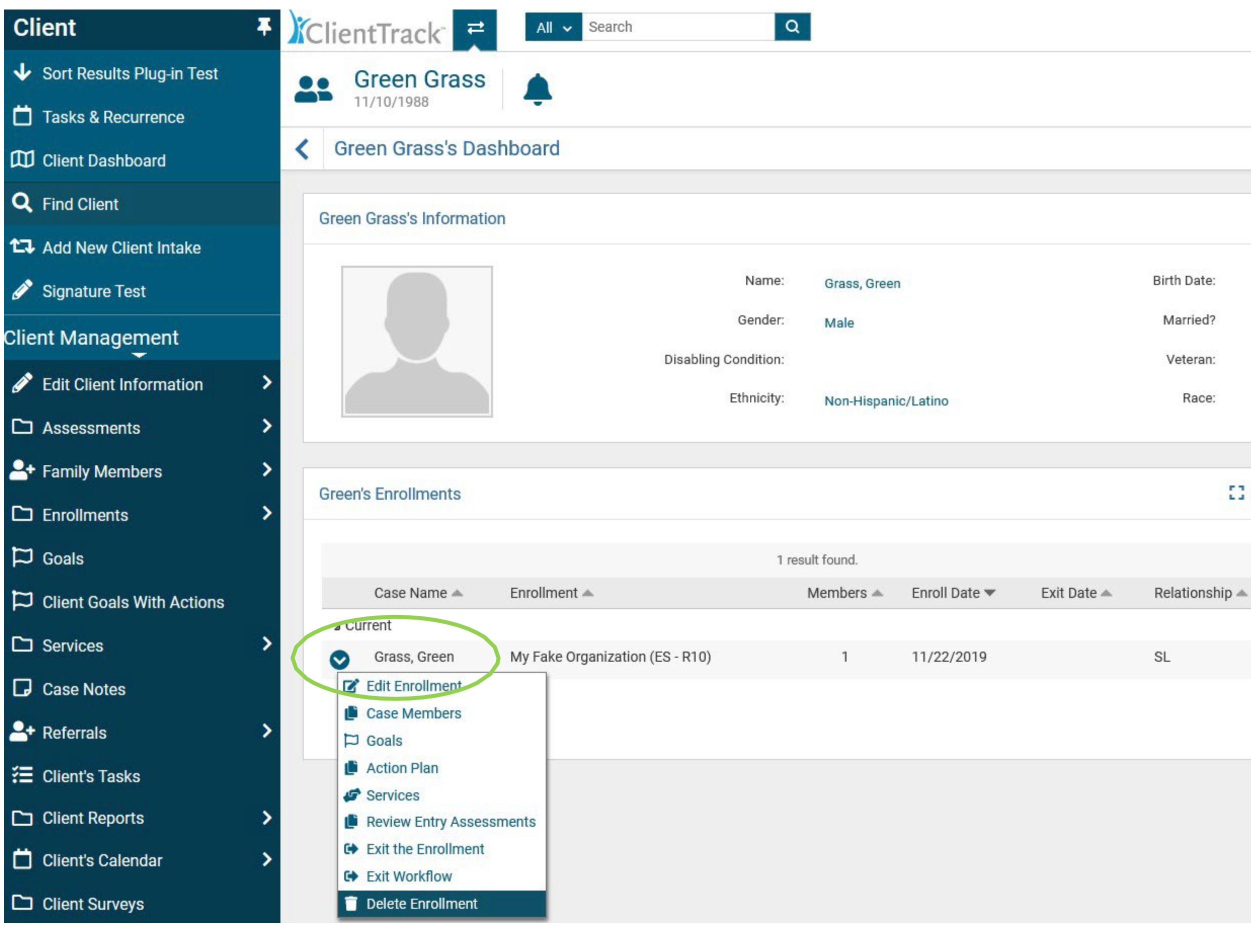




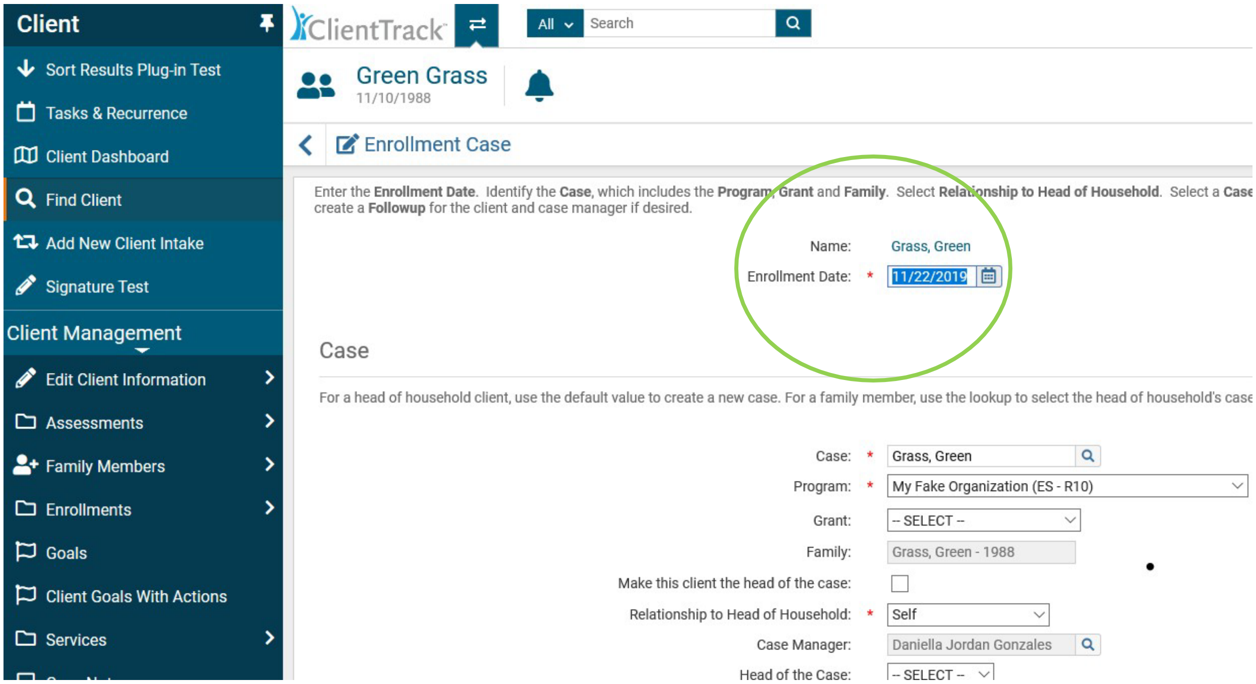
2. Once in the Clients Workspace, click on **"Find Client"** to find your client's records as shown in theimage below. In this case, I looked for Green Grass ID:3331.



3. Go to the head of household's client record and click on the blue play button found on the client dashboard under **"[Client name] Enrollments"** shown in the image below.

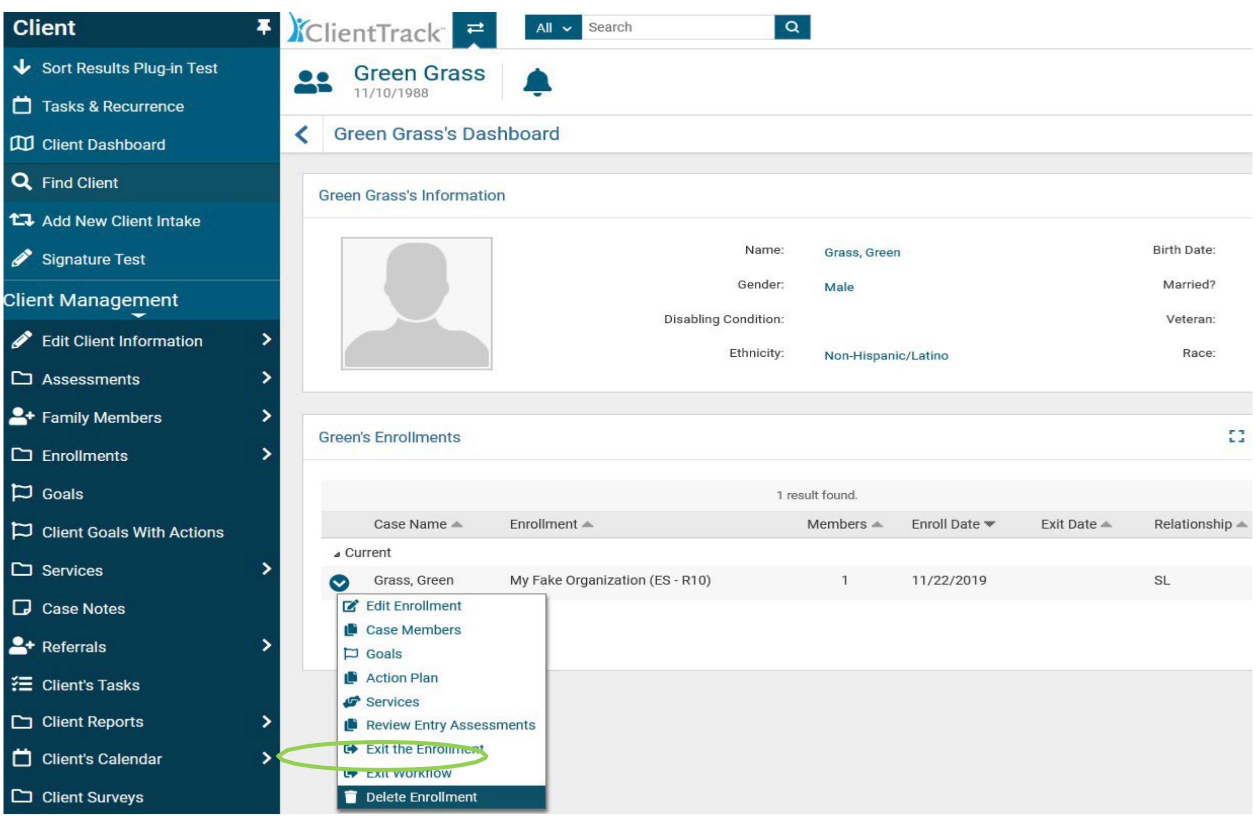


4. Select **"Edit Enrollment"** in the drop-down menu shown in the image above.
5. Edit the enrollment date in the box labeled "Enrollment Date" as shown in the image below. Finally, click **"Save"** at the bottom right-corner of the screen.

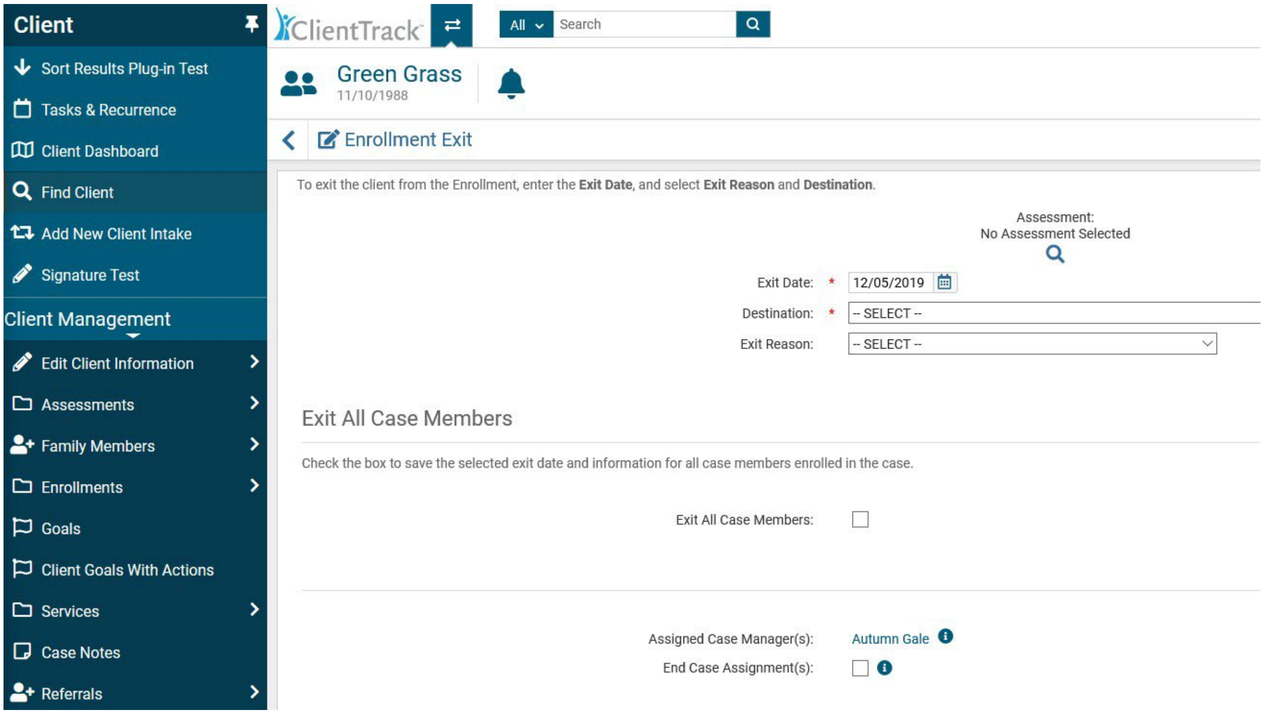


Besides changing the enrollment date for a client, you can also change the exit date of an enrollment. In order to change the exit date of an enrollment for a client, please follow the steps below.

1. Go to the head of household's client record by following the previous steps 1-2.
2. Go to the head of household's client record and click on the blue play button found on the client dashboard under **"[Client name] Enrollments"** shown in the image below. Once the drop-down menu appears, click on **"Exit the Enrollment"**.



3. Edit the exit date in the box labeled **“Exit Date”** and click **“Save”** at the bottom right-corner of your screen.



Please contact the HMIS Help Desk by emailing HMISHelpDesk@ihcda.in.gov or DVHelpDesk@ihcda.in.gov if you need anyassistance with changing an enrollment or exit date for a client.