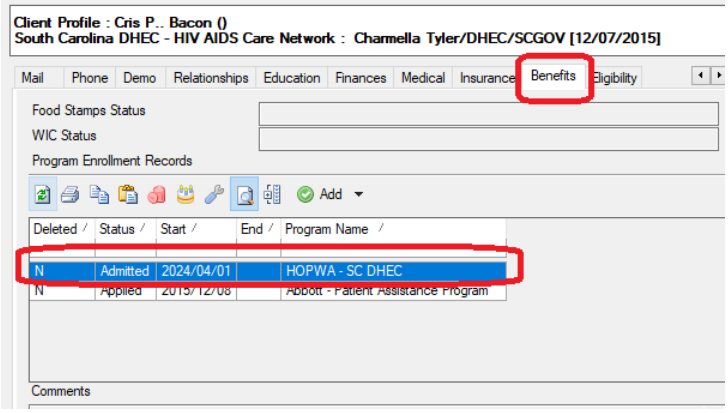
Year End the Program Enrollment Housing

At the end of every fiscal year, if a client is continuing in the HOPWA program, you must Year End their enrollment and then re-admit them to the program for the new fiscal year. This is completed directly in the Program Enrollment Housing.

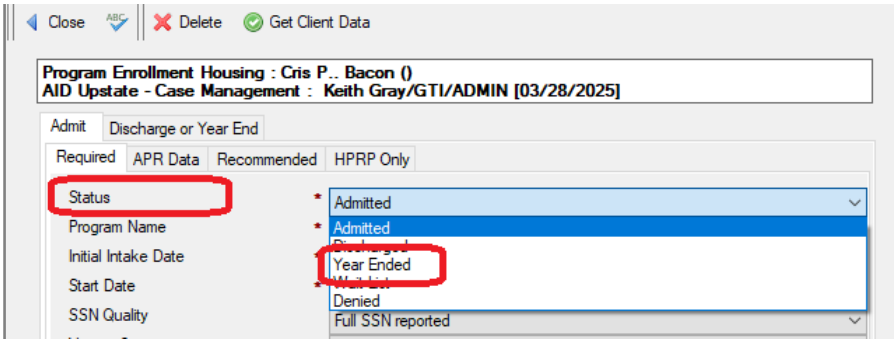
This can be done from within the Client Profile – Benefits Tab.

- Navigate to the Client Profile. Once in the Profile, select the "Benefits" tab.



- Next, find the current "Admitted" Program Enrollment Housing in the view and double click on the record to bring it up on your screen.
- Click on the

button. The Program Enrollment Housing will be brought into Edit mode.
- Change the "Status" from "Admitted" to "Year Ended".



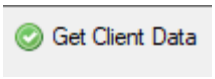
- Fill out the additional field that appears on the "Discharge or Year End" tab that will show up once you have changed the status to Year Ended.

Required Sub-Tab

- Exit or Year End Date: If Year Ending, this should be the last day of the HOPWA fiscal year.

APR Sub-Tab

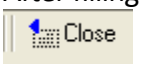
- When you go to this tab, there will be a series of fields that need to be completed.

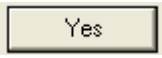
- You can click the 

button to populate some of these fields from data that already exists in the client file.
- Fill out the remaining questions on this tab.

HPRP Only Sub-Tab

- If the client is an HPRP Client, fill out the fields on this sub-tab.

- After filling out the additional Program Enrollment Housing year end information, click on the 

button. You will be prompted to save your changes. Click on the 

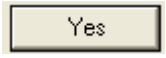
button to save your changes.

- All of your changes will be saved and a new "Admitted" Program Enrollment Housing record will open on your screen to re-admit the client for the new fiscal year. Complete this record as you would a new admission to the HOPWA program.

Discharge the Program Enrollment Housing

When discharging a client from your agency, you must discharge them using the Program Enrollment Housing. This will also be done if the client is changing units within one of your housing facilities. This can be done by following the same steps as for Year Ending the client, other than the "Status" will be set to **Discharged**.

- After completing all relevant fields, click the

button. You will be prompted to save your changes. Click on the 

button to save your changes. You will return directly to the Client Profile.